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KEY INFORMATION FOR SCHOOLS/COMMUNITY GROUPS

Key details

Get ready for the most MONSTER Scouts & Schools raffle ever!

- 75% proceeds back to schools and community groups, that’s \$1.50 for every \$2 ticket sold
- Three months ticket selling period – June, July and August
- Most MONSTER prize pool ever with more than 100 prizes – top ones as follows:
 - Kia Sportage SUV valued at \$32,990 (including on-road costs)
 - A family holiday to the Gold Coast including five nights’ accommodation and flight vouchers for four people valued at \$2,955
 - \$2000 Snowgum gift voucher
- Schools and community groups sell as many tickets as they can and simply return any unsold tickets - there are no minimum sales targets
 - This a no-financial-risk opportunity for schools and community groups
- 13 years running and going strong
 - more than \$6.5 million raised, in 2017 nearly \$600,000 for Scout Groups, schools and community groups

2018 Key timings

April	Online ticket book ordering system opens (go to raffle.scoutsvictoria.com.au) via ‘Ticket Book Order’ page.
May	Ticket orders dispatched
June (early)	Schools and community groups to commence selling tickets
24 August	Final close off of all raffle sales – all tickets (sold and un-sold) and correct payment to be returned by this date
7 Sep	Raffle draw at Victorian Scout Centre at 11am
14 Sep	Raffle results published on website and prizes distributed
Early Oct	Refunds processed to schools and groups

Inviting all schools and community groups.....

Scouts Victoria has more than 17,000 youth members, a vast majority of them in schools. It only makes sense that we support the school system in their provision of top-quality education. That’s why schools are invited to sell Monster Raffle tickets to raise money.



Scout Groups are also part of their local community so it is also appropriate that community groups are able to participate. Many of our members are involved in sporting clubs, Rotary Clubs etc. Some basic screening may take place for new community groups in order for their involvement to be confirmed ie through local council, the Australian Charities and Not-for-profits Commission.

If your school or community group is interested in participating email us at monsterraffle@scoutsvictoria.com.au.

What schools and community groups get out of it

- A lot of the hard work is done by Scouts Victoria. All schools and community groups need to do is focus on distributing the tickets, selling the tickets and collecting the tickets and money. We take care of the rest of the raffle details including all the great prizes on offer!
- As per previous years, seventy-five per cent of funds raised by schools during the raffle goes directly back to that school or community group, that's \$1.50 for every \$2.00 ticket sold with the other 50 cents helping to cover some of the costs.
- You also get our universally recognised and respected Scouts brand on everything - a youth and community centric organisation like yours. A perfect fundraising partnership!

Plenty of prizes

More than 100 prizes to be won by lucky ticket winners

No	Prize	Sponsor/Supplier	Total retail value(\$) Each
1 st (1)	Kia Sportage Si 2WD Petrol Auto	Dandenong Kia	\$32,990.00
2 nd (1)	Gold Coast Family Holiday includes five nights' accommodation at Turtle Beach Resort, Gold Coast for a family of four in a two bedroom apartment plus flight vouchers	Turtle Beach Resort & MTA Travel	\$2,955.00
3 rd (1)	\$2,000 Gift Voucher	Snowgum	\$2,000.00
4 th – 13 th (10)	Mountain Bike	Bicycle Superstore	\$499.00
14 th – 23 th (10)	Family Camping Pack includes Vigloo family dome tent plus LED 400 lumen lantern	Snowgum	\$419.90
24 th – 33 rd (10)	Winter Warmer Clothing Pack includes down jacket with removeable hood, 180gsm merino long sleeved top and merino beanie	Snowgum	\$390.00
34 th – 43 rd (10)	Children's Bike	Bicycle Superstore	\$229.00
44 th – 53 rd (10)	Z506 5.1 Surround Sound System	Logitech	\$169.95
54 th – 63 rd (10)	UE Wonderboom Wireless Speaker	Logitech	\$129.95
64 th – 73 rd (10)	G231 Gaming Headset	Logitech	\$99.95
74 th – 83 rd (10)	Technology Travel Pack includes 10,000 mAh lithium powerbank battery plus electronics organiser	Snowgum	\$99.90
84 th – 93 rd (10)	Day Walking Pack includes daypack plus flip-top Tritan drink bottle with straw 750 ml	Snowgum	\$99.90
94 th – 103 rd (10)	\$50 Voucher	Bunnings	\$50.00

NEXT STEPS

Planning

So now is the time to start thinking and talking about your school or community group's raffle ticket campaign for 2018 including:

- how and when ticket sales will fit in to the calendar
- how many books would you like to order once the order system opens via raffle.scoutsvictoria.com.au will you give a certain amount of books out to each family to sell and/or
- what local community events, opportunities exist for selling tickets
- let us know if your school or group is interested in participating so we can keep you updated, email monsterraffle@scoutsvictoria.com.au

Not been involved in the raffle before?

If your answer is yes then you need to simply email monsterraffle@scoutsvictoria.com.au with your details (name or school or community group, postal address, phone number, name of contact person, email address, website address and type of organisation). Your details will then be added to our database. Once this is done we will contact you so you can then place your order.

How to place a ticket order

1. When open, visit raffle.scoutsvictoria.com.au
2. Click on the 'Ticket Book Order' tab
3. Fill in the required information that includes your school/group's details and the number of ticket books you require
4. If referred to the raffle by a Scout friend, you will need to include their name and email address details in the 'Extra Information' field and also in 'Where did you learn about us?' then select 'Referred by a Scout friend'.
5. When completed select the 'Submit' button and the system will automatically send you an email confirming the order details.

Has your school/group ordered ticket books in previous years?

- If so, you will find that after you enter the name of your school/group into the online form, the address details automatically appear in the fields below. If this information is incorrect, please complete and submit the order, then email us at monsterraffle@scoutsvictoria.com.au to advise of the changes.
- Also, when you get to the 'email address' field, if the email address you enter is already in our system, we will already have your username and password. After you submit the order, your username will be emailed to you for your reference. If you have forgotten the password you can select 'forgot your password' in the log in box on the website to reset it. If you would like to change the username or password you can do this after logging in and going to 'Account Details'.

When ticket books will be sent

Ticket book order packs will be sent out in May, in plenty of time for your school or group to start selling in the last month of Term Two and during the holidays.

Remember your log in details

Be sure to remember your username and password to log on via the website raffle.scoutsvictoria.com.au where you can view your order status, order more ticket books, update your bank details and more. If you forget your username or password, there is an option to request these details via the website 'log in' box.

WHEN YOU RECEIVE YOUR TICKETS

When your school/group receives your ticket order pack, please:

1. Check the items within the pack against the list below:

- Raffle ticket books as ordered
- This Key Information Document*
- Ticket Distribution Sheet*
- Promotional posters x 3*
- Ticket Return Summary (including Ticket Book Return List)*

* An electronic copy of these items are also available from the website after you log in

2. Log in to raffle.scoutsvictoria.com.au using your username and password to confirm tickets received are correct by going to My Orders/Confirm Receipt and click on 'Received'
(If you have forgotten your password, please use 'Forgot your password?' to reset).
3. Use the Ticket Distribution Sheet to record who (i.e. families, students) each book is distributed to for selling.

Any issues with your tickets or ticket book order pack, please email us at monsterraffle@scoutsvictoria.com.au or call us on 03 8543 9870.

WANT MORE TICKETS?

Simply log in to raffle.scoutsvictoria.com.au and complete details under My Orders/Additional Orders.

FOR LATER ON – RETURNS & REFUNDS

Tickets (sold & un-sold) are due back to us no later than FRIDAY, 24 AUGUST.

Important notes

- Please make sure you follow up on all your school's or community group's tickets (i.e. discourage individuals from sending back their books directly to Scouts Victoria).
- All ticket books (sold and unsold) must be returned whole and stapled together (i.e. the same as when they were sent out).
- There must be no additional staples in the ticket butts and the books must NOT BE SEPERATED as this greatly slows down the processing time.
- All tickets received after the draw – sold or unsold – will be declared lost
- For those tickets that were sold but not returned in time to go into the draw, schools and community groups should make every effort to offer the ticket buyer back their money.
- Proceeds of raffle sales will only be credited to the schools or community groups with no outstanding tickets and no amount owing.

At this time, or before if you have finished selling, please follow this process:

1. Sort the books into three bundles of 'Sold', 'Unsold', and 'Partial Sold' ticket books
2. Complete the Ticket Return Summary (including Ticket Book Return List) and include the payment details. Don't forget an electronic copy of this is also available from the website after you log in.
3. Pay the amount due for all the tickets sold via one of the following two options:
 - By bank transfer via:
 - Bank: National Australia Bank
 - Account: Scout Association of Australia - Victoria Branch
 - BSB: 083 355
 - Account No: 515564710
 - Description: 'Your school/group's name'
 - Include the EFT Reference on the Ticket Return Summary.

- By cheque: Payable to "Scouts Victoria".
 - Include identifying details clearly as follows: Scouts Monster Raffle. Put your school/group name on the back of the cheque.

**** No cash returns will be accepted.**

- Return the sorted ticket books and Ticket Return Summary (with cheque if applicable) to the Victorian Scout Centre, Scouts Monster Raffle, 152 Forster Road, Mt Waverley VIC 3149 no later **than Friday, 24 August**.

Lost / Stolen Tickets

Please advise immediately if any tickets are lost / stolen via email to monsterraffle@scoutsvictoria.com.au. All lost tickets must be declared in a letter on school/group letterhead and signed by the School Principal/Fundraising Coordinator. No payment is required for these tickets. Scouts Victoria will not take responsibility for any lost / stolen tickets. All lost tickets will not be considered in the Draw. As required by regulations according to our permit, Scouts Victoria will complete a Statutory Declaration Form on all lost / stolen tickets.

Refunds – payment of proceeds back to school/group

- Refunds will be transferred into school/group bank accounts two to four weeks after you have returned all your allocated tickets in the form of sold ticket butts and unsold tickets and you have paid the amount due in full. No refund will be made to your school/group if there are outstanding tickets or the full amount to be repaid has not been received.
- Please check that your school/group bank account details are correct on the website and update if needed.
- Please note: NO CHEQUE PAYMENTS WILL BE MADE by Scouts Victoria to schools/ community groups.

FINAL deadline

In order to allow sufficient time to process all the sold tickets for the Ticket Draw on September 7, the deadline for returning all tickets is Friday, August 24. All tickets received after the Draw date of Friday September 7 will be declared lost tickets.

OTHER STUFF

Some ticket selling ideas & tips

- Organise an incentive prize for your school or community group to reward the top selling member.
- Distribute raffle tickets to all families. Explain what the money raised will go towards.
- Find out what community events are being held and enquire about how you can sell raffle tickets at the event i.e. market days, community festivals, school fetes, etc.
- Ask local businesses to display the raffle poster in their windows, enlist their support and get them to sell tickets for your school/group at their counters.
- Approach the local media and seek their support – tell them why you need to raise funds, list your fundraising event in their community events section in print and online media.
- Have a raffle book with you at all times. Never miss an opportunity to give people a chance to win one of the prizes and don't forget to sell them at social gatherings.
- Design and print a customised poster telling people why they should support their local school/group and buy a ticket. What is the focus of your fundraising this year? More class excursions? New digital equipment? Latest computer technology?
- What about also talking to your local shopping centre/supermarket(s) to see if you can set up a ticket selling booth.

Permit details

The Scout Association of Australia Victorian Branch is organising the Scouts & Schools Monster Raffle with the sale of 950,000 tickets at \$2 each from 12/02/2018 to 7/09/2018. The winning tickets will be drawn at Scouts Victoria on 7/09/2018 at 11am. The draw results will be published on the website www.scoutsvictoria.com.au by 14/09/2018. All winners will be notified. The nominee for this year's raffle is Leah Kemp and the authorisation permit number is 10006/18.

Just some good stuff about Scouts FYI...

In June 2017 Scouts Victoria celebrated 11 consecutive years of growth in membership, but that good news means group funding is being stretched further and further to allow more kids the opportunity to enjoy Scouting so fundraising is more vital than ever. With more than 17,000 youth members and almost 5,000 adult volunteers in Victoria alone, registration numbers are booming.

The main aim of Scouting is to provide an adventurous, challenging and fun program to youth everywhere that teaches life skills and leadership. At the same time, Scouts always work their best to provide support and service within their community. Participating in food drives, habitat revegetation projects, fundraising for charities and first-aid volunteering at local events are just some of the places you might see Scouts doing their bit.

With the help of fundraising activities like the Scouts Monster Raffle, Victorian Scout Groups are able to purchase quality camping equipment, attend major camps like Jamboree and Cuboree and even pay membership fees, so that no one misses out. In 2017 alone, nearly \$600,000 was raised state-wide by Scout Groups, schools and community groups.



Proudly making the Monster Raffle possible every year

Thank you in advance for being involved in this major fundraising activity. If you need any assistance please email us at monsterraffle@scoutsvictoria.com.au or call us on 03 8543 9870.

OH & ONE LAST THING

Happy fun-draising – let's make it MONSTER!