



152 Forster Road  
Mount Waverley VIC 3149

t. (03) 8543 9800  
f. (03) 8543 9899

[www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au)

## KEY INFORMATION FOR SCHOOLS/COMMUNITY GROUPS

### Key details

Get ready for another MONSTER Scouts & Schools raffle!

- 75% of the proceeds go back to your school or community group; that's \$1.50 for every \$2 ticket sold
- A three month ticket selling period – June, July and August
- A MONSTER prize pool with more than 100 prizes – see the complete list overleaf
- Sell as many tickets as you can and simply return any unsold tickets - there are no minimum sales targets
  - This means no financial risk for you
- We are now at 14 years of Monster Raffle and still going strong, having raised more than \$7 million overall and in 2018, over \$700,000 was raised for Scout Groups, schools and community groups

### 2019 Key timings

April	Online ticket book ordering system opens at <a href="http://raffle.scoutsvictoria.com.au">raffle.scoutsvictoria.com.au</a>
May	Ticket orders dispatched
June (early)	Commence selling tickets
<b>23 August</b>	<b>Final close off of all raffle sales – all tickets (sold and un-sold) and correct payment to be returned by this date</b>
6 Sep	Raffle draw at Victorian Scout Centre at 11am
16 Sep	Raffle results published on website and prizes distributed
Early Oct	Refunds processed & sent

### Inviting all schools and community groups.....

Scouts Victoria has more than 18,000 youth members, a vast majority of them in schools. It 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, through a recognized body, i.e. the local council or 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](mailto:monsterraffle@scoutsvictoria.com.au).



### Why a school or community group would want to participate

- A lot of the hard work is done by Scouts Victoria. All you need to do is focus on distributing & selling the tickets, then collecting the ticket books and money back in. We take care of the rest of the raffle details, including all the great prizes on offer!
- Seventy-five per cent of funds raised by you during the raffle goes directly back to your school or community group, i.e. \$1.50 for every \$2.00 ticket sold. The other 50 cents helps to cover some of the costs such as the tickets, barrel hire, promotions, raffle Licence and so on.
- You also get our universally recognised and respected Scouts brand on everything - a youth and community centric organisation, just like yours. A perfect fundraising partnership!

### Plenty of prizes

There are more than 100 prizes to be won by lucky ticket winners.

Prize 1	Holden Trax 1.4L Turbo Automatic	Valued at \$30,242.82 (including on-road costs)
Prize 2	Gold Coast Family Holiday – 5 nights accommodation & flight vouchers for 4, from MTA Travel – Darren Leckie	Valued at \$2,955
Prize 3	Full Day Abseiling for 6 people from Adventure Guides Australia	Valued at \$1,500
Prizes 4 to 13	Mountain Bike from Bicycle Superstore	Valued at \$499 each
Prize 14	Kid's Birthday Party from Go Climb (Coburg)	Valued at \$400
Prizes 15 to 24	Vigloo 4 person Family Tent from Snowgum	Valued at \$349 each
Prize 25 to 27	Half Day Caving for 2 people from Adventure Guides Australia	Valued at \$260 each
Prize 28	Weekend at the Warburton Trails Adventure Centre for a family of 4	Valued at \$250
Prizes 29 to 38	Kids Bikes from Bicycle Superstore	Valued at \$229 each
Prizes 39 to 41	Half Day Abseiling for 2 people from Adventure Guides Australia	Valued at \$200 each
Prizes 42 to 51	Ultimate Ears Boom 3 Speaker from Logitech	Valued at \$199.95 each
Prizes 52 to 61	Z337 Speaker System with Bluetooth from Logitech	Valued at \$149.95 each
Prizes 62 to 63	\$80 Voucher from Clip n Climb Phillip Island	Valued at \$80 each
Prizes 64 to 73	Astro A10 Headset from Logitech	Valued at \$69.95 each
Prize 74	\$50 Voucher from Anaconda	Valued at \$50
Prizes 75 to 79	\$50 Voucher from Bunnings	Valued at \$50 each
Prizes 80 to 85	\$50 Voucher from Aussie Disposals	Valued at \$50 each
Prizes 86 to 95	\$50 Voucher for Village Cinemas	Valued at \$50 each
Prizes 96 to 103	\$50 Voucher for Endota Spas	Valued at \$50 each

## NEXT STEPS

### Planning

So now is the time to start thinking and talking about your raffle ticket campaign for 2019 including:

- how and when ticket sales will fit into your calendar
- how many books would you like to order once the order system opens at [raffle.scoutsvictoria.com.au](http://raffle.scoutsvictoria.com.au)
- how you will distribute the books out to each family/individual to sell
- what local community events and 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](mailto:monsterraffle@scoutsvictoria.com.au)

### Haven't been involved in the Monster Raffle before?

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

### How to place a ticket order

1. When open (we'll email you), visit [raffle.scoutsvictoria.com.au](http://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 it. If this information is incorrect, please complete and submit the order, then email us at [monsterraffle@scoutsvictoria.com.au](mailto: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 will the ticket books be sent?

Ticket book order packs will be sent out in May, in plenty of time for you to start selling throughout June, July and August.

### Remember your log in details

Be sure to remember your username and password to log on via the website [raffle.scoutsvictoria.com.au](http://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](http://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.

If there are any issues with your tickets or ticket book order pack, please email us at [monsterraffle@scoutsvictoria.com.au](mailto:monsterraffle@scoutsvictoria.com.au) or call us on 03 8543 9808.

## WANT MORE TICKETS?

Simply log in to [raffle.scoutsvictoria.com.au](http://raffle.scoutsvictoria.com.au) and complete details under My Orders/Additional Orders.

## FOR LATER ON – RETURNS & REFUNDS

Ticket books, whether sold or unsold, are due back to us **no later than FRIDAY 23<sup>rd</sup> 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 & unsold) must be returned whole & stapled together, the same as you receive them
- 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 – have to 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 return the money to the ticket buyer
- Proceeds of raffle sales will only be credited when there is 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.

NB: No cash returns will be accepted.

- Return the sorted ticket books and Ticket Return Summary (with cheque if applicable) to the Victorian Scout Centre, Monster Raffle, 152 Forster Road, Mt Waverley Vic 3149 no later **than Friday, 23<sup>rd</sup> August**.

### **Lost or Stolen Tickets**

Please advise immediately if any tickets are lost or stolen by email to [monsterraffle@scoutsvictoria.com.au](mailto:monsterraffle@scoutsvictoria.com.au). All lost tickets must be declared in a letter on your 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 or 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 and stolen tickets.

### **Refunds – payment of proceeds back to your 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 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 them if needed
- Please note that we do not make cheque payments

### ***FINAL deadline***

In order to allow sufficient time to process all the sold tickets for the Ticket Draw on 6<sup>th</sup> September, the deadline for returning all tickets is Friday, 23<sup>rd</sup> August. All tickets received after the Draw date of Friday, 6<sup>th</sup> September 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 750,000 tickets at \$2 each from 06/03/2019 to 6/09/2019. The winning tickets will be drawn at Scouts Victoria on 6/09/2019 at 11am. The draw results will be published on the website [www.scoutsvictoria.com.au](http://www.scoutsvictoria.com.au) by 16/09/2019. All winners will be notified. The nominee for this year's Monster Raffle is Greg Andrews and the authorisation permit number is 10015/19.

### **Just some good stuff about Scouts FYI...**

In June 2018 Scouts Victoria celebrated 12 consecutive years of growth in membership, but that good news means Scout Group funding is being stretched further and further to allow more youth the opportunity to enjoy Scouting, so fundraising is more vital than ever. With more than 18,000 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 do 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 share.

With the help of fundraising activities like the Scouts & Schools Monster Raffle, Victorian Scout Groups are able to purchase quality camping equipment, attend major events like Jamboree and Cuboree and even pay membership fees, so that no one misses out. In 2018 alone, nearly \$700,000 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](mailto:monsterraffle@scoutsvictoria.com.au) or call us on 03 8543 9808.

**OH & ONE LAST THING**

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