

First of all - THANK YOU for volunteering to help with our Raffle Sales this weekend.  
Here are some details you will need:

**CHILDREN NEED TO BE IN SCHOOL UNIFORM AND ACCOMPANIED BY AN ADULT WHILE SELLING RAFFLE TICKETS. IF THE CHILDREN ARE NOT IN UNIFORM, THEY MAY NOT SELL TICKETS.**

Please be ready to begin sales at least 15 minutes prior to your Mass and stay for 15-30 minutes after Mass. This will allow for a smooth transition from one family to another of moneybags and tickets. If you want to attend the Mass you are working, wait outside until Mass actually starts and then take your moneybags and tickets inside. You may leave the table and chairs outside. After receiving Communion, you may exit the Church immediately to "man your station"! :-)

Set up to sell at the 2 side doors on the West side of the Church. Determine which door your family will work so that both doors are covered. If there is only one family, work the NW rear door of the church.

A table and 2 chairs will be inside the West Church doors. There will also be a large poster picture of the raffle prize (grill). If you are serving the first Mass of the day or after Noon Mass, you will need to bring out the table and chairs. If you are serving a Mass that immediately follows another Mass, the table, chairs and poster will be outside. **The bags with tickets and boxes with money envelopes and cash starting banks will be in the Church Sacristy – robe closet.** If there is a Mass following your Mass, please pass the bag with tickets and moneybox to the next volunteer.

After the **5pm Sat Vigil, Noon** and **Sunday 5:30pm Masses**, you will need to take the bags with the tickets and money back to the Church Sacristy – Eucharistic Minister robe closet. Please place your sealed envelope of money and ticket stubs in the **blue zippered bag**. Please note to always leave the starting bank of \$100 change in the envelope for the next family. Also put the tables, chairs and poster back inside the West church doors.

**Please paper clip all ticket stubs directly to the method of payment, cash, check or credit card slip.** Your starting bank is \$100. Leave this amount in the money box at the end of the Mass. Write the total tickets sold and corresponding cash/checks/credit card/ receipts total on the outside of the envelope labeled with your assigned Mass time. Seal and put your name on the envelope. Put your envelope in the blue zipper bag. After 5:30pm mass, the **blue zippered bag** is to be dropped in the safe drop box in the Church Sacristy robe closet

**Credit card sales:** Use the credit card slip and complete it in its entirety. ALL of the following information must be completed in order for us to key in the sales transaction: Amount, Name, Billing Address, Zip Code, Expiration Date and Security Code #. Please make sure you get a phone number in case we need to contact the person regarding the transaction. Paper clip this signed slip to the ticket stubs.

Tickets sold by your children should list their name with grade/class as the "seller" to be counted towards the contest. For example if the child is in grade 1, list the specific class, i.e. KA or KB, 101 or 102 etc.

Thank you again for your assistance and GOOD LUCK selling!! Please confirm with a reply that you will be at your assigned Mass.

Thanks so much.

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**Raffle Committee Chairpersons**