



# Team Raffle Liaison

We require one (1) individual per team to complete this task. Duties include, but are not limited to:

**NOTE:** This individual will be the liaison between their team and the SW Hockey Association; **ONLY when the Association is hosting a major fundraising project**, such as a raffle (e.g., Cash Raffle).

- Reports to the Director and Assistant Director of Fundraising.
- Function as the liaison between the team and the Fundraising Committee; as required.
- Must respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
- Help to facilitate all major fundraising projects put on by SW Hockey; at the team level.
  - **NOTE:** Event specific details and materials will be provided by the SW Hockey Fundraising Committee.
- Assemble volunteers for the Major Fundraising projects; as needed.
- When there is a major Association raffle; duties include, but are not limited to:
  - The organization and tracking of the raffle; at the team level.
  - Issue and track all tickets to the families.
  - Ensuring that families on the team understand the rules and requirements and incentives of the raffle, as provided by the Fundraising Committee.
  - Receiving monies, ticket stubs, and unsold tickets from participants and returning them to the Fundraising Committee during the specified drop off events.
  - **Minimum twice monthly cash deposits** into designated SWHA fundraising account provided, using SW deposit slips. A copy must be sent to the Director and Asst. Director of Fundraising.
    - **NOTE:** If no deposit is required, an email **MUST** be sent in lieu indicating that a deposit wasn't required.
  - Make requests to the Fundraising Committee for additional tickets as required, and ***immediately report any lost or stolen tickets to the Director of Fundraising.***
  - Attend scheduled **MANDATORY** drop off meetings, assisting with reconciliation of paperwork and stubs.
  - Completing AGLC Raffle Ticket Inventory Control Sheets for their team; and as per AGLC guidelines.
  - Reporting final individual and team ticket sales numbers for incentive payout.
  - Work with their team to source and coordinate PVSO (Public Venue Sales Opportunity), if the team chooses to do so:
    - Also organizes volunteers and participants for their PVSO.
    - Tracks ticket sales from the PVSO
- **Volunteer Bond Category – This is a 'Full Credit Position'.** ONLY when the Association hosts a major fundraising project.