



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 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.
 - Ensure families 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 scheduled mandatory monthly reconciliation meetings.
 - 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.**
 - Complete AGLC Raffle Ticket Inventory 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.
 - 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.**