Guidelines for Ticket Sellers

To ensure the continuity of ticket selling at different venues, each family is encouraged to adopt the following procedures:

1. All students from OLA who are selling tickets need to be in school uniform and wear an OLA ID badge.
2. Parents are to closely supervise all ticket sellers.
3. Parents are to regularly check that children DO NOT have large sums of money in their keep.
4. Students are NOT to wander away from trailer when selling tickets.
5. Prep and Years 1, 2 & 3 children may ask for the sale but parents should be handling the money.
6. Ask for the sale. “Would you like to buy a ticket in our school raffle?”
7. Parents are to regularly bank notes in the money tin/box. The box is to be kept out of sight and underneath the trailer.
8. It is easier if the person buying the ticket fills out their own Name, Address and Phone number. We really only need a Name and Contact Phone number.
9. Be familiar with what prizes are in the trailer.
10. Each person selling tickets is to register on the sign on sheet. This helps the P&F keep track of who to reward at the end of the raffle.
11. If you are the last shift for the day please stay with the trailer and box contents until the trailer pick up volunteer arrives.

Thanking you and good selling!!

Contacts:

1. Kath York 0414 840802 (Trailer Raffle Coordinator)
2. Dennis Fachin 0419 727635
3. Margaret Sharman 0438 778006 (Trailer P/U Backup)

Issues at the Shopping Centres, Markets etc:

1. Cass Fraser 0412 188913