

RAFFLE POLICY 2017

YouthNet Ltd. (Bermuda Registered Charity #414) holds an annual raffle event in full compliance with the **Lotteries Act 1944 (the Act)**. Funds raised through the raffles support YouthNet's mentoring programmes.



TEAM RESPONSIBILITIES

Each team member will be responsible for specific duties during the planning, preparation and administration of the raffle. Duties include (but are not limited to):

- Securing raffle permit.
- Securing raffle partners and prize(s).
- Designing / preparing / distributing marketing materials (online and print).
- Managing social media platforms.
- Planning promotion events.
- Printing tickets.
- Confirming selling locations and times.
- Selling tickets on location.
- Managing the ticket inventory and database.
- Facilitating online and phone reservations and sales.
- Distributing and collecting tickets/stubs/funds.
- Reconciling income and submitting to accountant.
- Making bank deposits.
- Ensuring office coverage.
- Recording raffle draw.
- Contacting winner and facilitating the collection of prize.
- Post-raffle administration and recognition.



FINANCIAL OVERSIGHT AND REPORTING

ABS Limited

YouthNet contracts with ABS, an independent Bermuda-based accounting and consulting firm to manage all of its accounting and financial reporting.

In accordance with the Act, YouthNet will submit a Financial Return (a full accounting of funds raised and expenses incurred) no later than **3 months after the date of the lottery.**



INDEPENDENT RECONCILIATION

In addition, a qualified independent adjudicator will perform the following duties on a weekly basis:

- Reconcile ticket inventory and maintain database of stubs and funds received.
- Place ticket stubs in a sealed envelope, locked in secure location, and maintain possession of the key until the draw date.
- Sign off on all deposits sheets, including all invoices and receipts.



TICKET INVENTORY

A ticket database, monitored by an independent adjudicator on a weekly basis, must include the following:

- Tracking of all tickets in circulation: delivered, reserved, sold, collected (stubs).
- Tracking of all tickets by number, both available and sold.
- Tracking of batches by number, as distributed.
- Tracking of credit card payments, cash payments and bank deposits



TICKET REVENUE AND COLLECTION

METHODS OF PAYMENT

Cash, credit cards, checks, online deposits.

CREDIT CARD PURCHASES

YouthNet uses the Roam Merchant app and web-based terminal to facilitate credit card purchases, both in-person and over the phone.

ONLINE PURCHASES

Tickets may be purchased online through ptix.bm. Once notification and funds are confirmed by the YouthNet team, ticket stubs will be scanned and emailed to purchaser, and then sealed and held for collection.

RESERVED TICKETS

Tickets may be reserved by phone and purchased with a credit card. Stubs of purchased tickets will be scanned and emailed to the purchaser and then sealed and held for collection. Reserved tickets may also be paid for in person at time of collection. **Reserved tickets will be returned to circulation if not paid and collected with 10 days of the reservation.**

COLLECTION

Ticket stubs/revenue will be collected from each distribution centre or selling location on a weekly basis, on a day to be agreed by the team.



ADMINISTRATION

ADVANCE COSTS

Upfront administration costs are expected and should be budgeted for, including contract costs, advertising materials, ticket printing and prizes.

COLLECTED REVENUE

All revenue (cash, checks, credit card receipts) collected will be secured and deposited

DEPOSITS

Weekly deposit sheets will be reconciled against the database of tickets sold by an independent adjudicator and then sent on to ABS (11 Victoria Street, Hamilton). The delivery to ABS will include all invoices and receipts.



MARKETING

- A social media strategy will be developed using our personal network and one-to-one platforms (Facebook, Instagram, WhatsApp, email).
- The following must be included in all raffle material:
 - YouthNet address, contact information and charity number;
 - Raffle permit number;
 - Raffle draw date and time;
 - prize details, partners, purchase options;



DRAW

- The draw will take place on the date and time specified on the permit and as advertised.
- All tickets must be reconciled, both sold and unsold.
- All sold tickets recorded in the database must be reconciled to the tickets in the barrel to ensure all eligible tickets are included in the draw.
- **In accordance with the Legislation, the promoters of the raffle are NOT eligible to win.**
- The draw is open to members of the public and all tickets holders.
- The raffle draw will be made by a third party (19 yrs or over).
- The winning ticket number will be recorded, as well as the date and time of draw, name and address and/or contact information of winner.
- The winner must be notified **within 3 days of the draw**
- Video recording of the draw will be posted on the YouthNet website once the winner has been notified.



POST RAFFLE ADMINISTRATION

RAFFLE BINDER

All materials and processes will be kept and filed for following year in a raffle binder. The binder must include all database sheets, copies of invoices, receipts, lists of participating donors and vendors, copies of newspaper ads and other print material, copies of social media advertising, identification of winner and winning ticket, and a copy of the current policies and procedures.

CONTRACTS/PAYMENTS

Payments for all prizes and services to be made in full within **3 months** of the raffle draw date or as stated within each contract.

RECOGNITION

Public notification of the winner will be made in the newspaper within **3 days** of the raffle draw. All raffle prize partners, volunteers, distribution centres/selling locations and purchasers will be publicly and/or privately recognized.