

Colorado 4-H Truck Raffle 2009

Agreement and Procedures

1. **Tickets:** Each county will receive 250 or 500 tickets (depending on amount sold last year) in a numbered sequence. More tickets can be requested at any time.
 - a. There are two different ways to sell the tickets. They can either be sold separately for \$5 each or in a bundle of 5 for \$20.
 - b. **Please keep the 5 for \$20 tickets bundled separately (in numerical sequence) from the \$5 tickets.**
 - c. Counties selling 500 tickets or more will become members of the “500 Club” and will receive a special prize at the 2010 Leadership Development Conference.
2. **County Contact:** Please provide the Foundation with the name of the person responsible for the tickets (preferably an Extension Agent). The following people are authorized to sell tickets.
 - a. 4-H members and leaders (a list of the members and leaders selling tickets must be sent to the Foundation office)
 - b. Extension employees with 4-H responsibilities listed on CSU Extension’s personnel directory website <http://www.ext.colostate.edu/staffres/persdir.pdf>
3. **Sales Hints:**
 - a. **Tickets buyers must be at least 18 years of age.**
 - b. The writing on the ticket stubs must be legible and include a telephone number.
 - c. Use the enclosed chart to track sales and reconcile the number of ticket sold and monies collected.
 - d. Checks need to be payable to the Colorado 4-H Foundation
 - e. Selling at large public events (these tickets will sell fast!)
 - i. Have two sales people if possible.
 - ii. Use two bank bags (one for money and another for ticket stubs)
 - iii. Have several clip boards so several people can be filling out stubs at one time.
 - iv. Keep the five tickets from the \$20 sales hinged together.
 - v. Have \$20 buyers fill out the first and last ticket in the sequence and offer to fill out the middle three for them.
4. **Receiving and depositing Funds:**
 - a. Counties with Wells Fargo Banks within a reasonable driving distance: Deposit checks and cash once a month in the Foundation raffle account at the closest Bank branch. Deposit slips are included in this mailing. Send the deposit slip with the corresponding ticket stubs to the Colorado 4-H Foundation, 4040 Campus Delivery, Fort Collins, CO 80523-4040. **The attached reconciliation form must balance and be returned with any unused tickets, deposit slip, and copies of checks.**
 - b. Counties with no Wells Fargo Branch near by: Deposit checks and cash in a local bank and request a cashier’s check or money order (payable to Colorado 4-H Foundation) to be sent to the 4-H Foundation Office at 4040 Campus Delivery, Fort Collins, CO 80523-4040. The foundation will cover the extra cost of the money order.
 - c. Prior to deposit, all checks must be photocopied. The copies must be sent to the Foundation with the reconciliation form.
 - i. Checks returned for non-sufficient funds or invalid accounts (insufficient funds) will result in corresponding ticket not being placed in the drawing barrel.

5. **County sales end Saturday, September 19, 2009.** Submit, in person or by certified mail the remaining ticket stubs, checks, cash deposit receipts, reconciliation form, and any unsold tickets to the 4-H Foundation office no later than September 25, 2009.
6. There must be an accurate accounting of ALL ticket stubs. **Any tickets that are not accounted for will be the responsibility of the county.**
7. Counties will receive 40 percent for each ticket sold out of their allotment. Ticket receipts will be tallied and checks will be sent out to counties before the end of the year.
8. **Ford Truck on-site visit procedures:**
 - a. A master visit calendar will be assembled from the Doodle survey sent out February 9. For the most current calendar please visit the Colorado 4-H Website at <http://www.colorado4h.org/>
 - b. The Foundation will make arrangements to deliver the vehicle to specified location/s. Two college students will be hired during the busy Fair season to move the truck. This should make everyone's life easier.
 - c. Please mail gas receipts to the Foundation for reimbursement.
 - d. New visit requests need to be made 2 weeks in advance by contacting Gary Small at (970)491-1537 or gary.small@colostate.edu. All reasonable efforts will be made to meet scheduling needs based on the following.
 - i. Is the truck scheduled to be in the area and/or how many miles must be driven to reach the location? We are hoping not to put more than 9,000 miles on the vehicle before the drawing.
 - ii. Has the truck been at previous events in the county?
 - iii. Size of potential audience.
 - iv. Is there a garage where it can be stored if necessary?
 - v. Can an Extension agent pickup the vehicle from a neighboring county or area if needed?
 - vi. The 4-H Foundation will determine if the visit can be scheduled.
 - e. Obtaining a display truck from your local Ford dealer when 4-H truck isn't available: This can be arranged by contacting your local dealer or the Foundation can contact the regional office. Please let us know if we need to contact the regional office to arrange for a vehicle for you.

Foundation proceeds from the raffle will be used to fund special projects for county and state 4-H programs through a RFP (Request for Proposals) process.

Thank you for helping raise funds to strengthen the Colorado 4-H Program!

The following parties agree to all the terms and conditions listed above.

Colorado 4-H Foundation/Date County Raffle Coordinator/Date