



# Scouts MONSTER RAFFLE 2017

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## MUST KNOW INFO

### Key details

Get set for the GREATEST Scouts Monster Raffle yet...

- Longest ticket selling time ever for Scout Groups – February/March to September - that's seven months!
- Exclusive initial ticket selling period for Scout Groups (Feb/Mar to May) before schools join in
- Two refund rounds to choose from a) May/June or b) Sep/Oct
- 100% proceeds back to Groups, that's \$2 for every \$2 ticket sold (75% to schools/community groups)
- More than 100 prizes including a car as first prize – A Kia Sportage SUV valued at \$33,535 (including on-road costs)

### 2017 Key timings

24 January	Ticket order system open on Extranet Groups NOW
8 February	Tickets allocated to Groups based on order placed or if no order placed, auto-allocation of tickets based on 2016 sales plus 20% (new groups 3 books per youth member)
End of February	Distribution of Tickets Packs to Groups – could arrive early March
May (all month)	Scout Month at Ritchies
30 May	Refund round 1 – Groups can opt to return all tickets (sold and unsold) and correct payment at this time to receive refund by end June
June (early)	Schools and community groups to commence selling tickets (Group can continue if opting for refund at end or can reorder more tickets to start selling again)
1 September	Final close off of all raffle sales – all tickets (sold and un-sold) and correct payment to be returned by this date
15 September	Raffle draw at Victorian Scout Centre at 11am
22 September	Raffle results published on website and prizes distributed
Early October	Refunds processed to schools and groups

### What Groups get out of it...

Well, over the last 12 years, this fundraiser has delivered MONSTER results to Scout Groups across Victoria. Last year we raised close to \$600,000 and in total over all the years in excess of \$6 million, all going to Groups! Last year we also gave away more than 100 prizes, most of which were won by tickets sold by Scout Groups!

So what could your Group spend the money on? Some ideas:

- Subsidising membership fees and camp costs
- Major events including Australian Venture and Cuboree
- Hall maintenance and upgrades or adventurous activity days and new camping gear



## MORE DETAILS

### Plenty of prizes

More than 100 prizes to be won by lucky ticket winners

No	Prize	Sponsor	Total retail value(\$) Each
1 <sup>st</sup> (1)	Kia Sportage Si 2WD Petrol Auto	Kia/Berwick Motor Group	\$33,353.00
2 <sup>nd</sup> (1)	Gift card	IGA	\$3000.00
3 <sup>rd</sup> (1)	Surround Sound Speaker System Gaming Wheel Gaming Headset	Logitech	\$1347.00
4 <sup>th</sup> – 13 <sup>th</sup> (10)	Mountain bike	Bicycle Superstore	\$459.00 each
14 <sup>th</sup> – 23 <sup>th</sup> (10)	Caddis tents	Snowgum	\$420.00 each
24 <sup>th</sup> – 33 <sup>rd</sup> (10)	UE Boom 2 Wireless Speaker	Logitech	\$249.95 each
34 <sup>th</sup> – 43 <sup>rd</sup> (10)	Duffle + Day Pack + Lunch Pack	Snowgum	\$249.00 each
44 <sup>th</sup> – 53 <sup>rd</sup> (10)	Children's bike	Bicycle Superstore	\$229.00 each
54 <sup>th</sup> – 63 <sup>rd</sup> (10)	Adventure 1700 sleeping bags	Snowgum	\$170.00 each
64 <sup>th</sup> – 73 <sup>rd</sup> (10)	Gift Card	IGA	\$100.00 each
74 <sup>th</sup> – 83 <sup>rd</sup> (10)	Day pack	Snowgum	\$79.95 each
84 <sup>th</sup> – 93 <sup>rd</sup> (10)	Torch plus Squiddies Hand Fishing Reel	Snowgum	\$75.00 each
94 <sup>th</sup> – 103 <sup>rd</sup> (10)	X50 Mobile Wireless Speaker	Logitech	\$49.00 each

### Two refund rounds to choose from 1) May/June or 2) September/October

#### 1. May/June

- Return all tickets (sold and unsold) with correct payment by 30 May for funds to be returned by end June
- This option is for Groups wishing to use funds to contribute to membership fees at census
- Additional orders can be placed after this time to sell more tickets through to the end as below

#### 2. September/October

- Return all tickets (sold and unsold) with correct payment by 1 September for funds to be returned by end October
- This option maximises time available to sell tickets and to therefore make more money

### Schools and community groups as well

- Scouts Victoria has more than 17,000 youth members, a majority of them in schools. It only makes sense that we support the school system in their provision of top-quality education. That's why schools are invited to sell Monster Raffle tickets to raise money.
- Scout Groups are also part of their local community so it also appropriate that we also invite community groups to get involved. Many of our members are involved in other sporting clubs, Rotary Clubs etc.
- Seventy-five percent of funds raised by schools and community groups during the raffle goes directly back to the schools and community groups, that's \$1.50 for every \$2 ticket sold with the other 50cents helping to cover some ticket printing costs.
- Schools and community groups will be able to start selling tickets in June after the exclusive selling period for Scout Groups.
- And let's not forget, this is a major recruitment opportunity for us too by raising awareness of Scouting and how great it is for young people so more join up!

So feel free to spread the word to your local schools and community groups. If they are interested in participating tell them to email us on [monsterraffle@scoutsvictoria.com.au](mailto:monsterraffle@scoutsvictoria.com.au)

## NEXT STEPS

### Planning

Always comes first (remember – plan, do, review!):

- how many books would you like to order for your Group via Extranet
- how and when ticket sales will fit in to the Group's program calendar
- will you give a certain amount of books out to each youth members to sell and/or
- what local community events, opportunities exist for selling tickets as a Group while promoting Scouting

### Ordering tickets

- Open NOW (from end January)
- Separate manual on how to order your tickets is available
- If you have not placed an order by the time tickets are dispatched, then your Group will be allocated the number of tickets sold in 2016 plus 20% extra. If your Group didn't participate in 2016, the Group will be automatically allocated three books of raffle tickets (30 tickets) per youth member.

### Ticket dispatch & receipt

1. Once raffle tickets and raffle pack are received by the Group representative, please acknowledge receipt by logging in on your Extranet account and clicking OK on the pop-up message box that will appear on your screen. If you still have not received your tickets after 12 working days from the dispatch email advice, or there is a discrepancy with your pack, please email us at [monsterraffle@scoutsvictoria.com.au](mailto:monsterraffle@scoutsvictoria.com.au)

Dispatch pack will include:

- A confirmation letter
- Raffle tickets as ordered/allocated
- Ticket distribution sheet
- Promotional posters x 3
- A current Key Information document (like this one)
- Ritchies Scouts Month flyer

Most of these items and more will also be available on the Extranet via Admin >

Raffle Admin >Raffle 2017> My Group Raffle then the My Raffle Pack tab.

2. Distribute the ticket books to families and record them in the Ticket Distribution List, to assist you with keeping track of which families have received the tickets. Make sure you follow up the sale status of the tickets with your families regularly. Do not leave this task to the last minute.

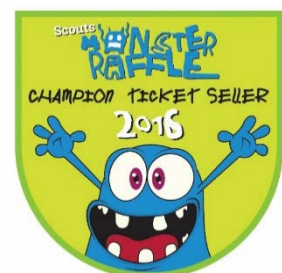
### End up needing more tickets?

If the Group is fortunate enough to sell out of tickets, more can be ordered by simply logging into the Extranet via Admin >Raffle Admin >Raffle 2017 >Order Raffle>Place Individual Order to place your additional order.

## OTHER USEFUL STUFF

### Incentives

Scouts Monster Raffle 2017 blanket badges will be issued to Groups that sell an average of \$40 or more worth of tickets per youth members (20 tickets). These will be sent in September after the raffle ends. A picture of last year's badge can be seen here.



### Confirmation of Insurance

A Confirmation of Insurance to supply to the major shopping complexes such as Centro, Westfield etc. to allow your Group to promote Scouting and sell raffle tickets on their premises will be available on the Extranet as follows Admin > Raffle Admin > Raffle 2017 > My Group Raffle then the My Raffle Pack tab.

## Some ticket selling ideas & tips

### ***Ritchies IGA***

During May, Ritchies IGA will yet again kindly host Scout Month when Groups are invited to book in a Scouts stand to be set up at your local Ritchies store for a weekend (Saturday and/or Sunday) in May to:

- sell Monster Raffle tickets
- promote Ritchies Community Benefit Cards linked to your group as beneficiaries
- recruit new Youth Members and even Leaders

To secure your Group's preferred date/s and store location contact Penny Sayer at Ritchies on 03 9784 2082 or [penny.sayer@ritchies.com.au](mailto:penny.sayer@ritchies.com.au). First in first served basis.

### ***Other retail stores***

- Also talk to your local Officeworks and Bunnings (both are ongoing friends of Scouts Victoria) stores about setting up a ticket selling booth outside their store.
- Then there's your local shopping centre/supermarkets

### ***General tips***

- Organise an incentive prize for your Group to reward the top selling member. Maybe a bike from prize sponsor Bicycle Superstore: <http://www.bicyclesuperstore.com.au/>
- Make a big deal about the fact that the local Group gets back 100% of ticket sales – that's \$2 for every ticket sold – people really like the fact their payment for a ticket goes to the local Group direct
- Find out what community events are being held and enquire about how the Group can sell raffle tickets at the event ie market days, community festival, school fetes etc.
- Distribute raffle tickets to all families for selling. Explain what the money raised will go towards ie subsidising fees, hall maintenance, youth member activities.
- Ask local businesses to display the raffle poster in their windows, enlist their support and get them to sell tickets for your Group at their counters.
- Approach the local media and seek their support – tell them why you need to raise funds, list your fundraising event in their community events section in print and online media.
- Have a raffle book with you at all times. Never miss an opportunity to give people a chance to win one of the prizes and don't forget to sell them at social gatherings.
- Design and print a customised poster telling people why they should support their local Scout Group and buy a ticket. What is the focus of your fundraising this year? To provide more adventurous outdoor activities for young people? Equipment?

## **All Fundraising is Marketing**

Ticket-selling time is also member-recruitment time, especially if you are selling tickets outside a retail store or as part of a community event. Have information on hand about how people can become a member – youth and adults as leaders.

## **More stuff we are working on**

- The website with some info already available: <http://www.vicscouts.com.au/monster-scout-raffle>

## **Tools for Group's to use**

The following resources and tools will be available soon via Extranet as follows Admin > Raffle Admin > Raffle 2017 > My Group Raffle then the My Raffle Pack tab:

- Confirmation of Insurance Certificate
- Ticket Order Manual
- Returns Process Manual
- Ticket distribution sheet
- PDF version of the promotional poster
- Key Information (this document)

## **Be informed**

More information, updates and tips will be provided via Scouts Victoria's weekly enews 'Be Informed'. For any additional enquiries, please email [monsterraffle@scoutsvictoria.com.au](mailto:monsterraffle@scoutsvictoria.com.au)

## **Permit details**

Scouts Australia Victorian Branch Scouts Monster Raffle will be covered by Victorian Legislation and it will be declared by the VCGR (Victorian Condition Gambling Regulation). The gaming permit number is 10989/16.

## **A rule to be aware of**

Groups are strictly prohibited from using their Group funds to buy raffle tickets to gain an opportunity to win the prizes; this is clearly against the Scout Law. It is strongly suggested that at least a portion of ticket money raised go directly into Group Funds, to stop the temptation of parents buying tickets themselves to just cover their own child's Registration Fees and having an unfair advantage of winning prizes. Remember, this is our opportunity to show the public we support Scouting.

## **SOME EXTRA STUFF**

### **Script for explaining the importance of fundraising for groups**

In June this year Scouts Victoria celebrated 10 consecutive years of growth in membership, but that good news means group funding is being stretched further and further to allow more kids the opportunity to enjoy Scouting so fundraising is more vital than ever. With more than 17,000 youth members and almost 5,000 adult volunteers in Victoria alone, registration numbers are booming.

The main aim of Scouting is to provide an adventurous, challenging and fun program to youth everywhere that teaches life skills and leadership. At the same time, Scouts always work their best to provide support and service within their community. Participating in food drives, habitat revegetation projects, fundraising for charities and first-aid volunteering at local events are just some of the places you might see Scouts doing their bit.

With the help of fundraising activities like the Scouts Monster Raffle, Victorian Scout Groups are able to purchase quality camping equipment, attend major camps like Jamboree and Cuboree and even pay membership fees, so that no one misses out. In 2016 alone, almost \$600,000 was raised state-wide.

In fact 100% of proceeds of ticket sales go back to the local Scout Groups themselves. That is \$2 out of every \$2 ticket sold goes directly to the group of the Scout member who sold it.

## **FOR LATER ON – RETURNS & REFUNDS**

### **Important notes**

- All ticket books (sold and unsold) must be returned whole and stapled together (i.e. the same as when they were sent out).
- There must be no additional staples in the ticket butts and the books must NOT BE SEPERATED as this greatly slows down the processing time.
- All tickets received after the draw – sold or unsold – will be declared lost
- For those tickets that were sold but not returned in time to go into the draw, Groups/schools/community groups should make every effort to offer the ticket buyer back their money.
- Proceeds of raffle sales will only be credited to the Groups with no outstanding tickets and no amount owing.
- For more information on the returns process please see Returns Process Manual on Extranet.

## Returns Process

### 1. Within Extranet

Returns are to be processed by the Group representation via Extranet by clicking on the workflow notifications under Raffle Management for tickets to be returned.

- 1.1. Update the status of each of the Raffle tickets to be returned
- 1.2. Print the Summary Sheet

### 2. With tickets (sold and unsold) and monies

2.1. Sort the sold ticket butts and unsold tickets in the same order as the Summary Sheet

2.2. Pay the amount due in full via one of the following two options:

a) By bank transfer via:

Bank: National Australia Bank  
Account: Scout Association of Australia - Victoria Branch  
BSB: 083 355  
Account No: 515564710  
Description: 'Raffle' & Group ID ie Raffle 3030123  
Send remittance advice to: [accounts@vicscouts.asn.au](mailto:accounts@vicscouts.asn.au)

b) By cheque: Payable to "Scouts Victoria".

Include identifying details clearly as follows: Monster Scout Raffle - Group ID # and name ie 3030123 1st Rafael

2.3. Return the sold ticket butts, unsold tickets and Summary Sheet (with cheque if applicable) to the Victorian Scout Centre, Monster Scouts Raffle, 152 Forster Road Mt. Waverley VIC 3149 no later than the closing dates as above with absolute final cut-off of 1 September.

***Please note: Do not send returns to our PO Box as it hasn't been in use for a number of years***

## Lost / Stolen Tickets

Scouts Victoria will not take responsibility for any lost / stolen tickets. All lost tickets will not be considered in the Draw. Please record all lost / stolen tickets as part of the returns process via Extranet (as above). As required by regulations according to our permit, Scouts Victoria will complete a Statutory Declaration Form on behalf of all Groups for all lost / stolen tickets.

## Refunds – payment of proceeds back to Group

- Refunds will be transferred into Group Bank Accounts two to four weeks after you have returned all the allocated tickets in the form of sold ticket butts and unsold tickets and you have paid the amount due in full. No refund will be made to your Group if there are outstanding tickets or the full amount to be repaid has not received.
- Should you need to update your Group Direct Banking Account details please follow the steps below:
  1. Log on the Extranet. Go to Admin > Group Information > Add group direct banking information.
  2. To update your existing Group banking details, delete the incorrect information and insert the new details
- NO CHEQUE PAYMENTS WILL BE MADE.

## FINAL deadline

In order to allow sufficient time to process all the sold tickets in time for the Ticket Draw on 15 September, the deadline for returning all tickets is 1 September. All tickets received after the Draw date of Friday September 1 will be declared lost tickets.

**OH & ONE LAST THING...Happy fun-draising!**