

## Parkland Bingo Association Raffle Chairperson

### Please Note:

The Raffle Booth will open June 1, 2026, pull tickets and cashboards will be sold from the booth.

On July 1, 2026 the raffle will start and raffle tickets will also be sold from the raffle booth

This position is 2-part: It will act like a stationary Pull Ticket Seller and offer for sale whatever Pull Ticket is being sold as well as selling 2 distinct styles of Cashboards. This position, with the training and assistance of the Electronic Raffle System (ERS) Administrator, will also sell raffle tickets electronically. The ERS Administrator is responsible for staying with the Raffle Chairperson and assisting them with sales and all other duties as required. When there is no line-up at the raffle booth and bingo is in play, the ERS Administrator will be selling Pull Tickets and Cashboards on the floor.

- 1) Raffle Chairperson will sign in and will be assigned a break schedule, food must be ordered in time for the break, the Bingo Chairperson will cover the Raffle Chairperson's break.
- 2) Raffle Chairperson will receive a name tag and will verify float, Pull Tickets and Cashboards with the Electronic Raffle System (ERS) Administrator and sign and initial where required.
- 3) Raffle Chairperson is responsible to follow all instructions of the (ERS) Administrator and Pull Ticket Manager.
- 4) When Raffle Chairperson has no more tickets left, they are to follow the (ERS) Administrator /Pull Ticket Manager's instructions including:
  - a) Keeping their float and cashing in the redemptions and all money for tickets sold and taking out more tickets,
  - b) Assisting other Pull Ticket Sellers sell the remaining tickets in a box,
  - c) Or sign out cards for a new pull ticket box.
- 5) As pull ticket boxes are being sold customers will cash in redemptions that can either be paid out or a pull ticket can be given in exchange for the redemptions equaling the value of the redemption. All redemptions must be saved and turned in as each pull ticket box is sold and cashed out.

- 6) The (ERS) Administrator will assist and train the Raffle Chairperson in how to sell an electronic raffle ticket. The customer can have their tickets printed for them or emailed. Each new customer will be required to give their personal information as each ticket must have a name address and phone number attached to it. Customers also have the option to use our QR code and buy directly from the website using their phone. Repeat customers will only have to give their phone number.
- 7) The (ERS) Administrator and Raffle Chairperson will be responsible to use the Random Number Generator (RNG) to pick winning raffle number. On the last event of the month there will be 2 draws, one for the event and one for the monthly progressive jackpot. Each raffle ticket sold will have 2 chances to win. First chance is for the current events draw, the second chance is for the Monthly Progressive Jackpot.
- 8) (ERS) Administrator and Raffle Chairperson are responsible for completing end of event financial reports and for completing a deposit for any cash raffle sales.

Please note that every effort will be made to inform the Membership of any changes to this position, please expect that in the first few months there maybe some changes as we learn the best processes and cash handling practices for the position.