



Student Volunteer Instructions for Raffle Ticket Seller – Saturday, April 27

1. We are depending on you to be there for your shift. If you are unable to work then it is your responsibility to find a substitute. If, for any reason, you are unable to make it, please call **Mr. Eric Thompson** or **Mrs. Candace Thompson** at **402-708-5738** with the name of your substitute.
2. You should wear khaki shorts or pants, a white shirt (either short-sleeve or long-sleeve) with a collar, a belt and comfortable shoes. The shirt should be tucked in with the belt.
3. **Please park or get dropped off on the west side of the building and enter through the main Campus Center entrance.**
4. **Please arrive at 4:15 p.m.** and check in at the Campus Center with Ms. Kristine Bope where you will receive your name tag. Please inform her if you are a work grant student or NHS member.
5. The volunteer appreciation dinner (pasta and breadsticks provided by FLIK Independent School Dining, salad provided by Valentino's, plus dessert and beverage) will also be served in the Campus Center from 4:30-8 p.m. You will eat dinner in shifts.
6. **You will report to the raffle table (inside glass doors near the Jay Mart windows) at 4:30 p.m.** where Mr. Eric Thompson and Mrs. Candace Thompson will give instructions.

Your #1 priority will be to sell raffle tickets to our BASH guests. Tickets are \$100, 3 for \$250, 7 for \$500 or 15 for \$1000. For each sale you make, you must also collect a bid number and the payment. If a guest needs cash, please refer them to the bank. You will be mingling with guests in the Heider Center during the silent auction. Once guests have taken their seats for dinner, you will circulate through those tables and encourage tables to split the cost of a ticket. There are a few payment options:

- a) Cash/check sale; you will turn in the ticket stub with the cash/check.
- b) Guest can visit the BASH bank to get change or cash a check; you will turn in the ticket stub with the cash.
- c) Guest can show their Express Checkout (quick check) card and the cost of their ticket will be charged to their credit card at the end of the night; you will turn in the ticket stub with the buyer's name and bid #.
- d) Guest can visit the BASH raffle table and pay by credit card or debit card. **By state law, a guest is allowed to charge (1) \$100 raffle ticket to a credit card the night of BASH; a guest is allowed to charge an unlimited**



number of raffle tickets to a debit card the night of BASH. If Express Checkout, they could have used a debit card or credit card; please ask the guest before making the sale.

7. Guests who have purchased a raffle ticket prior to the night of BASH will receive a themed sticker on their name tag. Once you make a sale, you should give the buyer and spouse a sticker.
8. Mr. Eric Thompson and Mrs. Candace Thompson will be coordinating this process and stationed at the raffle table in the Heider Center (inside the glass doors near the Jay Mart windows). All \$\$ should be taken to them throughout the evening.
9. You must get permission from Mr. Eric Thompson or Mrs. Candace Thompson before you leave for the evening.
10. You should be finished by 9:30 p.m. The raffle drawing is during the live auction after item #13.
11. As an incentive, your name will be entered into a drawing where you could win prizes including cash or gift cards. To be included in the drawing, you must check in at the Campus Center (where you will receive your name tag) **and then complete your entire shift.** The drawing will be held the week after BASH at school.