



2024 Special Olympics Iowa Raffle Information

How does the Special Olympics Iowa Raffle work?

All delegations, athletes, and SOIA supporters are encouraged to sell tickets!

Delegations may apply for revenue share if a minimum of \$500 in tickets are sold by that delegation. Delegations must have a centralized account setup with the state office prior to being eligible for revenue share.

At the conclusion of the raffle, delegations that have surpassed the \$500 minimum may submit a revenue share application to request 50% of their ticket-sale funds to go to their centralized account to support their delegation. The remaining 50% supports the SOIA state office by helping underwrite the cost of the raffle and all expenses (cost of prizes, cost of tickets, shipping.)

Tickets are good for one item (either the guitar OR side-by-side.) Entrants must select their choice on each ticket.

Raffle Best Practices

1. Set a goal
 - a. Know what your area/delegation is in need of (equipment, uniforms, meal funds etc.) and set a goal for how much you want to raise from ticket sales.
2. Coordinate sales locations in your area
 - a. Select high-traffic and high visibility areas
 - b. Request permission to sell tickets at various locations
 - c. Ask local businesses if they would be willing to sell tickets on behalf of your area or delegation.
3. Create a schedule
 - a. Determine what days or weekends you plan to sell tickets and promote prior to selling tickets
 - b. Enlist teams of athletes, families and volunteers to help sell tickets.
4. Prepare to Sell
 - a. Wear Special Olympics Iowa apparel. Athletes show off those medals! These are great conversation starters with the public and ticket buyers.
 - b. Be friendly and professional.
 - c. Practice your talking points or sales pitch before you start.
 - d. Know how funds from the Raffle will support your delegation and help athletes throughout the year.
 - e. Say THANK YOU! Thank every person who purchases a ticket and leave them with a smile, hug or high-five.
5. Accounting
 - a. When tickets are received from the state office, the delegation manager/contact should review to ensure all tickets are accounted for prior to selling. If tickets are missing or damaged, please notify the state office.
 - b. As tickets are sold, have volunteers or athletes turn them into a designated contact with your area or delegation.
 - c. The delegation manager should help in the process for filling out and sending in tickets to the State Office.
 - d. Have one person count tickets and another count money to ensure all items are properly accounted for prior to sending to the SOIA office.

- e. All tickets must be accompanied by an Delegation Raffle Reconciliation Form and money. No tickets are to be purchased with cash coming at a later date – if not all funds are received when tickets are sent in, tickets become VOID.
 - f. Turn in money and ticket stubs often. To avoid mailing cash, suggested submission times for packets:
 - i. Summer Games (May 16-18, Ames)
 - ii. State Softball (August 3, Grimes)
 - iii. Fall Classic (September 27-28, West Des Moines)
 - iv. Area and regional competitions
 - g. Completed ticket stubs with payment must be returned to the Special Olympics Iowa state office no later than Friday, October 11, 2024 to be eligible.
 - h. All unsold tickets must be returned to the Special Olympics Iowa office within one month of the raffle.**
 - i. Delegations will be financially responsible for the difference in tickets not returned or accounted for.**
6. Ticket Request
- a. All ticket requests must be made through the state office. Tickets will be sent to sellers within 5 business days of ticket request. State Office – 515-986-5520

Checks must be made out to **Special Olympics Iowa**. Any check addressed to a different entity will be void.