



Community Chest & Christmas Treasure Trove



Central Coordinator: Walter Bock - Rotary Club of Burwood Community Chest Trust Inc. – Permit No. CFN 17 159
10 Gollan Ave. Oatlands NSW 2117 - www.rotarnet.com.au/Burwood - Ph: 02 9630 7440 - Fax: 02 9630 5943 - Email: wbock@optusnet.net.au

Minor Coordinators Return Form

Every raffle has two parts:

- First; the carefully planned **organisation** for a successful outcome - This has to be done for you.
- Second; the **management** of sellers and sales.

If these two parts are carefully planned and managed, you can be sure of an excellent outcome.

We have yet to find another organised fundraising drive that gives you a massive 75% return.

Sales don't just happen! They need careful planning and effort!

First of all, try to select an enthusiastic and conscientious coordinator and where possible form a committee or working party to oversee the sales and ticket distribution. It is well worth the effort to write a personalised letter to supporters outlining your project and what is asked of them. Most people dislike the funds raised to go to 'General Revenue' but will generally respond well to a specific proposal to benefit your organisation. For example, a school could raise funds for a building project or split the returns for sporting team uniforms, musical instruments or a local or overseas field trip. Include a clear return date in every case and details where ticket books are to be returned to. If possible give the option of a bankcard facility and include an application form for more tickets.

Disclaimer: The Rotary Club of Burwood, as the originator of the Community Chest and Christmas Treasure Trove projects, supplies a wide range of community groups that request and sell tickets. The Club Trust holds all permits and there are no tax implications. We don't give legal advice as to specific rules and regulations of selling. The club/trust shall not be held responsible if any civil, state or local government laws or regulations are broken. It is up to the selling organisation to familiarise themselves with the rules and regulations for selling in relation to adults or minors, in public places, in shopping centres or on private grounds or venues.

➤ Use ONLY ONE of these forms for your return!!!

- Complete and return with cheque to W. Bock by the 1st Wednesday of July or January.
- Return additional signed 'Ledger-Sheets' ONLY if you have recorded lost tickets
- Repeat - Use only ONE of these simple return forms

Organisation:

Address: **Post code:**

Contact Person: **Telephone:**

➤ Use either the 'Books of Tickets' or the 'Individual Tickets' column

	Books of tickets	Individual tickets	
No. of tickets received	<input type="text"/>	<input type="text"/>	Amount returned Sold books x \$5 or tickets x 50c
No. of tickets returned unsold	<input type="text"/>	<input type="text"/>	
No. of tickets lost	<input type="text"/>	<input type="text"/>	Signature <input type="text"/>
No. of tickets sold	<input type="text"/>	<input type="text"/>	

Date



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Coordinators Ledger

Return all sold or unsold tickets by the 2nd Wed. of July or Jan.

Organisation: Date:

Person in charge of this sheet: Post code:

	Numbers Starting	Ticket Seller's Name	Date	Details	Amount
e.g.	ABC.05.261	John Citizen (Sample)	6/10/01	Sold / Lost	\$20 / Nil
1	. .				.00
2	. .				.00
3	. .				.00
4	. .				.00
5	. .				.00
6	. .				.00
7	. .				.00
8	. .				.00
9	. .				.00
10	. .				.00
11	. .				.00
12	. .				.00
13	. .				.00
14	. .				.00
15	. .				.00
16	. .				.00
17	. .				.00
18	. .				.00
19	. .				.00
20	. .				.00
21	. .				.00
22	. .				.00
23	. .				.00
24	. .				.00
25	. .				.00
Totals					.00

Return only signed ledger forms that have ticket missing.

I am making this solemn declaration that I am unable to locate the missing books as listed in 'details' above. Date:

Name: Signature:

Witness: Signature: