

- 1.** The BCCF will organize and administer this raffle in accordance with current B.C.Gaming Commission regulations.
  - 2.** Schedule as follows:

<b>November 2, 2024</b>	Deadline: signed contracts in to BCCF; BCCF applies for licence
<b>End of January, 2025</b>	Tickets out to choirs – selling window Feb 1-April 26, 2025
<b>April 26, 2025</b>	Deadline: all money/stubs/unsold tickets must reach BCCF
<b>May 7, 2025</b>	Prize draw held online
<b>May 14, 2025</b>	Cheques out to choirs for their 10% commission
<b>August 1, 2025</b>	Deadline for submission of choir invoices for balance of proceeds
  - 3.** Participating choirs must be BCCF members in good standing throughout the project.
  - 4.** Participating choirs will contract to sell a specific number of single tickets at \$2 each and/or of composite 5-ticket “specials” at \$20. They may use electronic means, and/or paper tickets. There is no minimum, but the more tickets sold, the more the choir makes. Deadline for returning contracts is Saturday, November 2, 2024. The raffle will only take place if a minimum of 10,000 tickets are contracted. Prizes awarded will be cash and will range from \$100 to at least \$2,000. Top prize may increase to \$3,000 or more if warranted by increased participation.
  - 5.** The BCCF will appoint an administrator for this raffle. Each participating choir will appoint a responsible representative to liaisewith the BCCF Raffle Administrator, who will also offer assistance as needed for dealing with RaffleNexus tracking.
  - 6.** At the end of the campaign, choir ‘reps’ will carefully complete the BCCF report form listing all printed tickets sold, for which they will send the full value of \$5 each and any lost or unsold tickets for which they will remit \$2 each. Unsold tickets must be returned complete but their stubs will not be entered in the draw. Lost tickets must be carefully documented. ALL CHEQUES MUST BE PAYABLE TO THE BCCF. If choirs are dealing with electronic tickets, all financials and tracking can be done electronically through RaffleNexus
  - 7.** Choirs may purchase unsold tickets with choir funds, entering the choir’s name on the ticket stub to go into the draw. If these tickets win, prize cheques are made payable to the choir. Choirs taking paper tickets risk nothing by taking this option because they would have to remit \$2 for the unsold ticket anyway and the balance of \$3 will be returned to the choir, as for all other sold tickets. Choirs dealing with electronic tickets do not have this condition, because their tickets are available for purchase by another choir.
  - 8.** On or before April 26, 2025, it is the choir’s responsibility to deliver at its own expense by hand, mail or courier, a well organized package containing all the paperwork listed in #6 above to:

<b>BCCF Raffle</b>	#35 – 3640 No. 5 Rd. RICHMOND, B.C., V6X 2T7
TEL: 604-790-2367	email: projectmanager@bcchoralfed.com
BCCF office:	TEL: (604) 733-9687 or: (Toll-free in BC) 1-877-733-9688
- Again, if the choir is dealing only with electronic tickets, the tracking is done online.
- 9.** The draw will take place via the RaffleNexus Random Number Generator on May 7, 2025
  - 10.** On or before May 14, 2025, the BCCF will return to the choirs 10% of remitted funds, allowed as commission. The other portion of the proceeds (50%) owing to the choirs will be paid out upon receipt of an invoice for reimbursement, showing how the money will be/has been spent. The BCCF will pay all prizes and other related expenses from the 40% it retains.
- NB:** Minors are not permitted to sell or to purchase raffle tickets under Class “A” licence regulations. Tickets may only be sold within BC.