

**House Rules:** 2019 St. Francis of Assisi Car Raffle 3018 Michigan Raffle License No. R51126, effective March 11, 2019

**I. Ticket Sales Scope and Distribution**

1. 37,000 tickets have been printed for distribution.
2. Tickets are 1 for \$5, a book of 5 for \$20
3. 120 tickets will be distributed to each school family and given to the youngest member of the school aged family member.
4. Additional tickets will be distributed to teachers for sale.
5. Other St. Francis staff members have an option to sell tickets.
6. Tickets can be purchased at the St. Francis School Office and St. Francis Parish Office during normal business hours.
7. Tickets can be purchased online between March 18, 2019 to May 24, 2019 11:59 p.m. at [stfrancisa2.com/raffle](http://stfrancisa2.com/raffle). Purchasers will be provided ticket numbers via email within 2 business days of counting the tickets. Online sales will be turned off before May 24, 2019 if it is determined there are less than 1,000 physical tickets remaining.

**II. Raffle Purpose and Records**

1. Purpose of the Raffle is to support St. Francis of Assisi School to improve the Science program.
2. At least two volunteers will be needed to count and record tickets after collecting.
3. Gail O'Neil will be responsible to maintain State of Michigan Raffle records.
4. Acting Development Director, Michael Scott, and Gail O'Neil will report form BSL-CG-1619 "Raffle Financial Statement" to the State of Michigan.
5. Counted Raffle tickets will be stored in a locked location until the day of the raffle.
6. All unused tickets and ticket stubs will be kept on site for three years and then properly destroyed.

**III. Raffle Drawing and Winners**

1. The drawing will be held at St. Francis of Assisi Catholic School at 8 p.m. on Friday, May 31, 2019.
2. The Grand Prize winner will be the first ticket pulled from the drum.
3. If the Grand Prize winner selects the "Lease", the winner must register the car in Michigan.
4. 1<sup>st</sup> prize through 4<sup>th</sup> prize will be pulled in consecutive order.
5. Prizes must be claimed within 60 days. After 3 attempts to contact the prizewinner, prizes not claimed will be re-drawn on August 1, 2019 in the St. Francis School Library at 7 p.m.
6. All prizes must be claimed by the purchaser of the ticket.
7. All winners must be 18 years old or older.
8. There are no refunds or exchanges once a raffle ticket has been purchased.
9. If the drawing is unable to be held on May 31, 2019, the drawing will be held on Sunday, June 2, 2019 at St. Francis of Assisi School at 12 noon.