



152 Forster Road
Mount Waverley VIC 3149

t. (03) 8543 9800
f. (03) 8543 9899

www.scoutsvictoria.com.au

MUST KNOW INFO

Key details

- One major raffle for Scout Groups (Monster Raffle) and school & community groups (Our School Raffle)
- An exclusive ticket selling period for Scout Groups
- Two refund rounds to choose from; either June or October
- 100% proceeds go back to Groups, that's \$2 for every \$2 ticket sold. Schools & Community Groups receive 75%
- 750,000 tickets available
- More than 100 prizes including:

First Prize: Holden Trax 1.4L Turbo Automatic valued at \$30,242.82 (including road costs)

Second Prize: A family holiday to the Gold Coast including five nights' accommodation and flight vouchers for four people valued at \$2,955

Third Prize: Full Day Abseiling for 6 people from Adventure Guides Australia valued at \$1,500

2019 Key timings

5 February	Ticket order system open on Extranet for Groups
Early March	Distribution of tickets to Groups
May	Scout Month at Ritchies
Early June	Schools and community groups to commence selling tickets (Groups can continue if opting for refund in October or can reorder more tickets to continue selling)
By end June	Refund round 1 – Groups can opt to return all tickets (sold and unsold) and the correct payment at this time to receive refund by end June
23 August	Final close off of all raffle sales (refund round 2 for Groups) Groups and Schools to return all tickets (sold and unsold) and correct payment
6 September	Raffle draw at Victorian Scout Centre at 11am
16 September	Raffle results published on website and prizes distributed
Early October	Refunds processed to schools and Groups finalised (round 2)



What Groups get out of it...

For 15 years this fundraiser has delivered MONSTER results to Scout Groups across Victoria. Last year we raised more than \$700,000 and in total over all the years in excess of \$7 million, mostly for Scout Groups!

Schools have participated for the last seven years with \$1.5 million dollars raised and since 2015 community groups are also invited to participate.

Some ideas your Group could spend the money on:

- Subsidising membership fees and camp costs
- Major events including Jamborees, Venture, Cuboree & Kangaree
- Hall maintenance and upgrades
- Adventurous activities and new equipment

MORE DETAILS

Plenty of prizes - More than 100 prizes to be won by our lucky ticket winners

Prize 1	Holden Trax 1.4L Turbo Automatic	Valued at \$30,242.82 (including on-road costs)
Prize 2	Gold Coast Family Holiday – 5 nights accommodation & flight vouchers for 4	Valued at \$2,955
Prize 3	Full Day Abseiling for 6 people from Adventure Guides Australia	Valued at \$1,500
Prizes 4 to 13	Mountain Bike from Bicycle Superstore	Valued at \$499 each
Prize 14	Kid's Birthday Party from Go Climb (Coburg)	Valued at \$400
Prizes 15 to 24	Vigloo 4 person Family Tent from Snowgum*	Valued at \$349 each
Prize 25 to 27	Half Day Caving for 2 people from Adventure Guides Australia	Valued at \$260 each
Prize 28	Weekend at the Warburton Trails Adventure Centre for a family of 4	Valued at \$250
Prizes 29 to 38	Kids Bikes from Bicycle Superstore	Valued at \$229 each
Prizes 39 to 41	Half Day Abseiling for 2 people from Adventure Guides Australia	Valued at \$200 each
Prizes 42 to 51	Ultimate Ears Boom 3 Speaker from Logitech	Valued at \$199.95 each
Prizes 52 to 61	Z337 Speaker System with Bluetooth from Logitech	Valued at \$149.95 each
Prizes 62 to 63	\$80 Voucher from Clip n Climb Phillip Island	Valued at \$80 each
Prize 64 to 73	Astro A10 Headset from Logitech	Valued at \$69.95 each
Prize 74	\$50 Voucher from Anaconda	Valued at \$50
Prizes 75 to 79	\$50 Voucher from Bunnings	Valued at \$50 each
Prizes 80 to 85	\$50 Voucher from Aussie Disposals	Valued at \$50 each
Prizes 86 to 95	\$50 Voucher for Village Cinemas	Valued at \$50 each
Prizes 96 to 103	\$50 Voucher for Endota Spas	Valued at \$50 each

Two refund rounds available: 1) End of June or 2) Early October

1. End of June

- Return all tickets (sold and unsold) with the correct payment by 30th May. The funds will be returned by end of June
This option is provided especially for Groups wishing to use funds to contribute to membership fees at census
- Once the refund is processed, additional orders can be placed

2. Early October

- Return all tickets (sold and unsold) with the correct payment by 23rd August. The funds will be returned in early October
This option maximises time available to sell tickets and to therefore make more money

Schools and community groups as well

- Scouts Victoria has more than 18,000 youth members, a majority of them in schools. It only makes sense that we support the school system in their provision of top-quality education. This is why schools are invited to sell Scouts & Schools Monster Raffle tickets
- Scout Groups are also part of their local community so it is also appropriate that we invite community groups to get involved. Many of our members are involved in other sporting & community clubs so we encourage you to get them on board as well
- Seventy-five percent of funds raised by schools and community groups during the raffle goes directly back to them. That's \$1.50 for every \$2 ticket sold, with the other 50 cents helping to cover some of the ticket printing and postage costs
- Schools and community groups will be able to start selling tickets in June, after the exclusive selling period for Scout Groups from March
- Let's not forget, this is a major recruitment opportunity for us-by raising awareness of Scouting and how great it is for young people, so more join up!

So please spread the word to your local schools and community groups. If they are interested in participating tell them to email us on monsterraffle@scoutsvictoria.com.au

NEXT STEPS

Planning

So now is the time to start thinking and talking about your Scout Group's raffle ticket campaign for 2019 including:

- how many books would you like to order for your Group via Extranet
- how and when ticket sales will fit in to the Group's program calendar
- will you give a certain amount of books out to each youth members to sell and/or
- what local community events - and opportunities exist for selling tickets as a Group, while promoting Scouting

Ordering tickets

- The ticket order system on Extranet is open now
- A separate manual on how to order your tickets is available
- If you have not placed an order by the time tickets are dispatched, then Groups will be allocated the number of tickets sold in 2018. If your Group didn't participate in 2018, the Group will be automatically allocated three books of raffle tickets (30 tickets) per youth member.

Ticket dispatch & receipt

1. Once raffle tickets and raffle packs are received by the Group representative, please acknowledge receipt by logging in on your Extranet account and clicking 'OK' on the pop-up message box that will appear on your screen. If you still have not received your tickets after 12 working days from the dispatch email advice, or there is a discrepancy with your order, please email us at monsterraffle@scoutsvictoria.com.au

The dispatch pack will include:

- A confirmation letter
- Raffle tickets as ordered/allocated
- Ticket distribution sheet
- Three promotional posters

- A current Key Information document (like this one)
- Ritchies Scouts Month flyer

Most of these items and more will also be available on the Extranet via Admin > Raffle Admin > Raffle 2019 > My Group Raffle, then the My Raffle Pack tab.

2. Distribute the ticket books to families and record them in the Ticket Distribution List, to assist you with keeping track of which families have received the tickets. Make sure you follow up the sale status of the tickets with your families regularly. Do not leave this task to the last minute!

Need more tickets?

If your Group is fortunate enough to sell all your tickets, more can be ordered by simply logging into the Extranet via Admin > Raffle Admin > Raffle 2019 > Order Raffle > Place Individual Order, to place your additional order.

OTHER USEFUL STUFF

Incentives

Scouts Monster Raffle 2019 blanket badges will be issued to Groups that sell an average of \$40 or more worth of tickets per youth members (20 tickets). These will be sent in September after the raffle ends. A picture of last year's badge can be seen here.



Confirmation of Insurance

A Confirmation of Insurance to supply to the major shopping complexes such as Centro and Westfield to allow your Group to promote Scouting and sell raffle tickets on their premises will be available on the Extranet as follows Admin > Raffle Admin > Raffle 2019 > My Group Raffle then the My Raffle Pack tab.

This Certificate is also [available on our website](#).

Some ticket selling ideas & tips

Ritchies IGA

During May, Ritchies IGA will once again kindly host Scout Month, when Groups are invited to book in a Scouts stand to be set up at your local Ritchies store for a weekend (Saturday and/or Sunday) in May to:

- sell Monster Raffle tickets
- promote Ritchies Community Benefit Cards linked to your Group as beneficiaries
- recruit new Youth Members and even Leaders

To secure your Group's preferred date/s and store location contact Penny Sayer at Ritchies on 03 9784 2082 or penny.sayer@ritchies.com.au. Get in quick as it is on a 'first in first served' basis.

Other retail stores

- Also talk to your local Officeworks and Bunnings (both are ongoing friends of Scouts Victoria) stores about setting up a ticket selling booth outside their store.
- Then there's your local shopping centre/supermarkets

General tips

- Organise an incentive prize for your Group to reward the top selling member. Maybe a bike from our prize sponsor Bicycle Superstore: <http://www.bicyclesuperstore.com.au/>
- Make a big deal about the fact that the local Group gets back 100% of ticket sales – that's \$2 for every ticket sold – people really like the fact their payment for a ticket goes to the local Group direct

- Find out what community events are being held and enquire about how the Group can sell raffle tickets at the event, e.g. market days, community festival, school fetes etc.
- Distribute raffle tickets to all families for selling. Explain what the money raised will go towards, e.g. subsidising fees, hall maintenance, youth member activities.
- Ask local businesses to display the raffle poster in their windows, enlist their support and get them to sell tickets for your Group at their counters.
- Approach the local media and seek their support – tell them why you need to raise funds, list your fundraising event in their community events section in print and online media.
- Have a raffle book with you at all times. Never miss an opportunity to give people a chance to win one of the prizes and don't forget to sell them at social gatherings.
- Design and print a customised poster telling people why they should support their local Scout Group and buy a ticket. What is the focus of your fundraising this year? To provide more adventurous outdoor activities for young people? Equipment? Don't forget that we have a Marketing Team and resources to help you – [see their web page](#)

All Fundraising is Marketing

Ticket-selling time is also member-recruitment time, especially if you are selling tickets outside a retail store or as part of a community event. Have information on hand about how people can become a member – both youth and adults

Website

The web page is already live with some info already which will be added to:

<https://scoutsvictoria.com.au/activities-events/events/monster-affle/>

Tools for Groups to use

The following resources and tools will be available soon via Extranet as follows Admin > Raffle Admin > Raffle 2019 > My Group Raffle then the My Raffle Pack tab:

- Key Information (this document)
- Ticket Order Manual
- Confirmation of Insurance Certificate
- PDF version of the promotional poster
- Returns Process Manual
- Raffle Bank Detail Change Manual
- Ticket distribution sheet

Be Informed

More information, updates and tips will be provided via Scouts Victoria's weekly enews 'Be Informed'.

Permit details

The Scout Association of Australia Victorian Branch 2019 Scouts & Schools Monster Raffle will be covered by Victorian Legislation and it will be declared by the (Victorian Commission for Gambling and Liquor Regulation)- (VCGLR). The gaming permit number is 10015/19.

Some rules to be aware of

Groups are strictly prohibited from using their Group funds to buy raffle tickets to gain an opportunity to win the prizes; this is clearly against the Scout Law. It is strongly suggested that at least a portion of ticket money raised go directly into Group Funds, to stop the temptation of parents buying tickets themselves to just cover their own child's Registration Fees and having an unfair advantage of winning prizes. Remember, this is our opportunity to show the public that we support Scouting.

While most Scout Groups do the right thing, Scout Groups that don't abide by the Scout Law and Promise when promoting and selling raffle tickets within their local community may be excluded from participating in the Scouts & Schools Monster Raffle in the future.

SOME EXTRA STUFF

Script for explaining the importance of fundraising for groups

In June this year Scouts Victoria celebrated 12 consecutive years of growth in membership, but that good news means group funding is being stretched further and further to allow more kids the opportunity to enjoy Scouting. So fundraising is more vital than ever. With more than 18,000 youth members and almost 5,000 adult volunteers in Victoria alone, registration numbers are booming.

The main aim of Scouting is to provide an adventurous, challenging and fun program to youth everywhere that teaches life skills and leadership. At the same time, Scouts always VCGL do their best to provide support and service within their community. Participating in food drives, habitat revegetation projects, fundraising for charities and first-aid volunteering at local events are just some of the places you might see Scouts doing their bit.

With the help of fundraising activities like the Scouts Monster Raffle, Victorian Scout Groups are able to purchase quality camping equipment, attend major camps like Jamboree and Cuboree and even pay membership fees, so that no one misses out. In 2018 alone, a bit more than \$600,000 was raised by Groups State-wide.

In fact, 100% of proceeds of ticket sales go back to the local Scout Groups. That is \$2 out of every \$2 ticket sold going directly to the Group of the Scout member who sold it.



Proudly making the Monster Raffle possible every year

FOR LATER ON – RETURNS & REFUNDS

Important notes

- Please make sure you follow up on all your Group's ticket books. -Discourage individuals from sending back their books directly to Scouts Victoria
- All ticket books (sold and unsold) must be returned whole and stapled together, (i.e. the same as when they were sent out).
- There must be no additional staples in the ticket butts and the books must NOT BE SEPERATED as this greatly slows down the processing time.
- All tickets received after the draw – sold or unsold – will be declared lost
- For those tickets that were sold but not returned in time to go into the draw, Groups/schools/community groups must make every effort to offer the ticket buyer back their money.
- Proceeds of raffle sales will only be credited to the Groups with no outstanding tickets and no amount owing.
- For more information on the returns process please see Returns Process Manual on Extranet.

Returns Process

1. Within Extranet

Returns are to be processed by the Group representative via Extranet, by clicking on the workflow notifications under Raffle Management, for tickets to be returned.

- 1.1. Update the status of each of the Raffle tickets to be returned
- 1.2. Print the Summary Sheet

2. With tickets (sold and unsold) and monies

- 2.1. Sort the sold ticket butts and unsold tickets in the same order as the Summary Sheet
- 2.2. Pay the amount due in full via one of the following two options:

a) By bank transfer via:

Bank: National Australia Bank
Account: Scout Association of Australia - Victoria Branch
BSB: 083 355
Account No: 515564710
Description: 'Raffle' & Group ID, e.g. Raffle 3030123
Send remittance advice to: accounts@scoutsvictoria.com.au

b) By cheque: Payable to 'Scouts Victoria'.

Include identifying details clearly as follows: Monster Scout Raffle - Group ID number #-and name, e.g. 3030123 1st Rafael

** NB: No cash returns will be accepted.

- 2.3. Return the sold ticket butts, unsold tickets and Summary Sheet (with cheque if applicable) to the Victorian Scout Centre, Monster Scouts Raffle, 152 Forster Road Mt. Waverley VIC 3149 to arrive no later than the closing dates as shown above, with absolute final cut-off of **23rd August**.

Please note: Once the raffle return has been completed an invoice is generated by the Extranet back to the Scout Group. The payment (if included as a cheque) is sent to the Accounts Department. There is a delay between the raffle return invoice being issued and the payment being processed by the Accounts Department.

Lost / Stolen Tickets

Scouts Victoria will not take responsibility for any lost / stolen tickets. All lost tickets will not be considered in the Draw. Please record all lost / stolen tickets as part of the returns process via Extranet (as above). As required by regulations according to our permit, Scouts Victoria will complete a Statutory Declaration Form on behalf of all Groups for all lost / stolen tickets.

Refunds – payment of proceeds back to Group

- Refunds will be transferred into Group Bank Accounts two to four weeks after you have returned all the allocated tickets in the form of sold ticket butts and unsold tickets **and** you have paid the amount due in full. No refund will be made to your Group if there are outstanding tickets or the full amount to be repaid has not been received.
- Should you need to update your Group Direct Banking Account details, please follow the steps below:
 1. Log on the Extranet. Go to Admin > Group Information > Add group direct banking information.
 2. To update your existing Group banking details, delete the incorrect information and insert the new details
- No cheque payments will be made

FINAL deadline

In order to allow sufficient time to process all the sold tickets in time for the Ticket Draw on the 6th September, the deadline for returning all tickets is the 23rd August. All tickets received after the Draw date of Friday, 6th September will be declared lost tickets.