

## 2013 CALENDAR RAFFLE INSTRUCTIONS

This is the ninth year of calendar sales to support the State Association projects and charities. There are no material changes to the calendar this year.

The concept of a calendar raffle is very simple. Each day on the calendar has a monetary amount designated as the prize for that day (i.e. weekdays = \$25.00; weekends = \$50.00; holidays = \$100.00, etc.) February 16<sup>th</sup>, which is the birthday of our Order, is worth \$500.00.

Each Lodge's Exalted Ruler (or their designated chairperson) will be given calendars to sell to the members and the public in their areas. Calendars will be sold for \$10.00 each. When a calendar is sold, the seller will have the buyer fill out the ticket portion of the calendar showing their name, address, phone number, their Lodge number and their membership number. **If they are not a member, this should be checked on the ticket and on the log sheet.** The IRS ruling is that we will pay a tax on those tickets sold to non-members, so this is important. The seller will tear off this portion and return it to the Lodge office with the \$10.00. On a **MONTHLY BASIS** the Lodge office will forward the following to the State Office:

1. Tickets stubs
2. Money
3. Copy of the Log of the ticket numbers sold, amount, and the buyer's name.

**DO NOT LET THE CALENDARS OUT OF YOUR POSSESSION UNTIL YOU HAVE THE TICKET AND THE MONEY. ALL LOST OR UNRETURNED CALENDARS WILL BE COUNTED THE SAME AS CASH AND THE LODGE WILL BE RESPONSIBLE FOR THAT COST.**

We prefer you use United Parcel as they have an automatic tracking service. You may also hand deliver them to the State Secretary. The US Postal Service is also acceptable. Upon receipt of the tickets, the State Office will deposit the tickets into the drawing barrel and the monies into the appropriate WSEA account.

Beginning January 1, 2013, and each day thereafter until December 31, 2013, a member of the WSEA office staff will draw a ticket from the barrel. This will be the winning ticket for the day. Checks will be mailed to each winner within seven days of the drawing.

WSEA staff will then return the winning ticket into the raffle barrel prior to the next drawing.

WSEA staff will record the name of each winner, date of winning, and amount won into a raffle journal. This journal will be available for the Gambling Commission to inspect upon request. The daily winners will be posted on our web site, [www.waelks.org](http://www.waelks.org).

**ALL UNSOLD CALENDARS, COMPLETED LOGS AND SOLD TICKETS, ALONG WITH ANY MONIES, MUST BE IN THE STATE OFFICE NO LATER THAN MONDAY, January 07, 2013. Please note: This may cause you to use overnight delivery. We have extended the deadline this year such that you can sell during the Christmas Holiday.**

**Absolutely no sales after December 31, 2012.**

**ATTENTION**

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**The Lodge that sells the most calendars based on membership percentage will receive a \$1,000.00 prize. 2<sup>nd</sup> place will receive \$500.00. This is your opportunity to help the State Association and earn some cash for the Lodge.**

**Please note that the State Office needs to receive tickets that are legible. It is very hard to send out a check when you cannot spell their name or make out their address.**

If you have any questions please contact the State Office, 253-472-6223 or 800-825-3557.