

Assumption Sweepstakes 2019

Our Lady of the Assumption Church

Assumption Academy

Our Lady of the Sacred Heart Academy



Instructions for Parents and Students

INSTRUCTIONS

1. INTRODUCTION

Each family of the academies will receive a family packet in a bag. This family packet consists of:

- A letter of introduction from the Headmaster with information about the sweepstakes and about your family's fundraising goal
- Each student in the family will receive 40 tickets. If more tickets are needed, they may request them at the office.
- Count sheets to record the quantity of tickets and the amount of money turned in
- Envelopes in which to place the Count Sheets, tickets and checks.
- "Take-Away" cards with a space to write the student's full name and grade
- Sheets of manual entry cards

2. SELLING TICKETS

Students will approach friends, family, and strangers, asking them for donations in exchange for an entry into the Assumption Sweepstakes. Remember, these are donations: the tickets are not "sold."

Here are some examples of good sales-pitches for tickets:

**Asking for a donation*

“Would you like to make a donation to our school?”

“A \$10 donation automatically enters you into the Sweepstakes to win \$10,000.00.”

- The person wants a ticket

Collect \$10 cash or check; fill out the information on the ticket; give the person the large portion of the ticket; keep the ticket stub to turn in.

Barcodes on the tickets help us process the tickets as they are turned in. Please do not write on or cover the barcode or number.

- The person makes a donation but doesn't want a ticket

Collect the money and say, "Thank you!" For every \$10 in donations received, write "AAD" on both the large portion and the ticket stub of one ticket; keep the ticket stub to turn in. (AAD = Assumption Academy Donation)

If you're offered less than \$10, keep track of the extra and write a "ADD" on a ticket once your extra cash adds up to \$10. Any change not adding up to \$10 may be turned in at the final rally. It will still go towards your fundraising goal - just mark it on your sheet.

- The person says "I'd love to but I have no cash."

Give the person one of the "Take Away" cards. Be sure a student's name is written in the space provided. Do not fill out or turn in a ticket.

- A person does not make a donation and wants a free entry.

Give the person a manual entry card. All of the information they need to request a free ticket is on the card.

3. TURNING IN TICKETS

A. Count Sheet: A single family count sheet must be filled out each time tickets are submitted. Tickets submitted without a count sheet not be counted and will be returned to the family for resubmission.

Mark each student's name and grade on the count sheet in the appropriate blanks as well as the total amount of ticket stubs submitted for that child. Multiply the total number of stubs by 10: this is your stub value.

For any ticket donations made with a check, write the appropriate check information on the count sheet, one check per line: use as many count sheets as necessary.

The parents will write a single check for the total cash donations of all children, and this check information will be placed on this sheet.

Finally, be sure the total stub value on the sheet matches the total check amount.

Verify that the quantity of tickets written on the count sheet for each student matches the quantity of tickets submitted for that student.

B. Money: No cash is to be submitted for tickets. All cash donations must be totaled by the parents who will write a single check to Assumption SSPX for the total amount of the cash for all students.

- Checks written by parents for this purpose may not be recorded as tax-deductible donations, as they are not personal donations from the parents. In order to ensure the proper accounting of donations, please write “NOT A DONATION” on the memo line of checks that parents write to consolidate cash donations.
- If parents write a check for their own personal donation to the fundraiser, they may write “donation” in the memo line, as this would be tax-deductible. This personal donation check will be a separate check from the consolidation of cash check.

C. Envelope: Place each student’s ticket stubs in a small separate envelope (#6) - no plastic bags please - containing only his or her stubs and clearly mark the envelope with the student’s full name and grade at the time of the Kickoff. This will ID your child for code entry purposes.

Mark a small separate envelope “checks” followed by the family name (*ie, Checks - John Dredger Family*), and place the count sheet, all donor checks, as well as the parent’s check for cash donations inside.

- Any unmarked envelopes or checks will not be credited to the student or family.
- Do a double-check: any discrepancy between the quantity of tickets, the amount of money submitted, and the totals written on the count sheet will result in a delay in totaling and/or inaccurate totals.

D. Place each student’s envelope containing ticket stubs, now clearly marked with his/her name in a larger (manila 9x11) envelope. Place the check envelope in this larger envelope and then seal it. This envelope is then submitted to the church office or placed in the drop box in the cry room.

E. Tickets must be turned in to the office by 9 am the day before the rally for the child to be eligible for a prize at that rally.

Beef and Gun raffle ticket rules are different than those of the sweepstakes. All checks/money from these raffles must be submitted separately from the sweepstakes.

4. STOREFRONTS

A. A link to storefronts will be available online at www.assumptionfestival.org

B. Do not contact any stores yourself.

C. For questions regarding storefronts only, please call or text Christina at 859-640-4002 from 8am to 8pm. If you have a last minute cancellation, due to an emergency, please let Christina know right away so that we do not lose the slot.

D. Signs, posters, and tables will be available for use during your fundraising.

5. ONLINE SALES

A. Please encourage family and friends to visit www.assumptionsweepstakes.com for online donations.

B. Online sales are processed by the fundraiser staff. Totals will be updated appropriately and posted with other ticket totals at the rally. Never submit tickets for online sales.

C. Due to privacy concerns, the information the Academy will provide concerning your online sponsors is limited to their name and address. If the sponsors wish to remain anonymous, no information will be provided. The list of your online sponsors can be obtained upon request after the drawings.

6. FINAL NOTES

A. Additional supplies such as envelopes, count sheets, tickets, etc. will be available at the church office.

B. Ticket level award is the same in dollars and represents the value of the prize. Cash may be chosen instead of the prize.

C. Tickets once submitted will be totaled for the child whose name was marked on the envelope. These tickets will not be redistributed for prizes at a later date. The minimum requirement of 40 tickets must be met for each child within a family if applying for the Rome trip reward.

D. Even following the final rally, ticket sales will continue throughout the summer until the Thursday before the Festival.

E. Students may choose to receive their prize at the Academy awards ceremony or choose to wait so as to sell more tickets and attain a higher prize awarded at the Festival Appreciation Dinner following the Festival.

IMPORTANT DATES

All Rallies are at 3:00pm

Kickoff Friday March 15

Rally 1 Friday March 29

Rally 2 Wednesday April 17

Rally 3 Friday May 3

FINAL RALLY Friday May 17

DRAWINGS AT THE ASSUMPTION FESTIVAL

September 20, 8pm – \$500

September 21, 8pm – \$1,000

September 22, 7pm – \$10,000

**For any questions concerning the sweepstakes,
email info@assumptionsweepstakes.com
or
call 859-485-3800 ext. 2**

**For questions regarding storefronts,
please call or text Christina
from 8am to 8pm
859-640-4002**

Official Rules

No donation or purchase is necessary to participate. All winners selected by random draw. Need not be present to win.

This giveaway is open to all residents of the U.S. and any other country permitted by law. Winner must be 18 years of age or older to qualify. Void where prohibited. Winner is subject to all applicable local, state and federal taxes, fees and/or other legal requirements. To request entry form without making \$10 donation, provide name, address, and phone number via email to info@assumptionsweepstakes.com, or toll-free call to 1-800.760.4539. Entry form may be requested in person at the church office by appointment, M-F.

Limit one entry per visit. Individuals requesting entry forms will be mailed an entry form along with postage. Only original entry forms will be accepted. Limit one mailed entry per envelope. All mailed entries must be postmarked by September 14, 2018 and received by September 19, 2018. For complete rules, call toll free #

800.760.4539, email: info@assumptionsweepstakes.com, or visit www.assumptionsweepstakes.com. Each sweepstakes donor, by virtue of making a donation(s) and/or participating in the sweepstakes, is deemed to have consented to having his/her identity disclosed to the student, family, or church official that donor has elected to sponsor, unless at the time said donation is made, the donor specifically instructs Assumption Church not to disclose such information to third parties. Identifying information is limited to the donor's name and address. These Official Rules are subject to change at any time, at the sole discretion of Assumption Church, with or without notice to donors and other participants.

Please note the following updates since 2018:

Page 5: Tickets submitted without a count sheet will not be counted and will be returned to the family for resubmission.

Page 5: For any ticket donations made with a check, write the appropriate check information on the count sheet, one check per line. Use as many count sheets as necessary.

Page 6: **C. Envelope:** Place each student's ticket stubs in a small separate envelope (#6) – no plastic bags please - containing only his or her stubs and clearly mark the envelope with the student's full name and grade at the time of the Kickoff. This will ID your child for code entry purposes.

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