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Japanese Institute of Sawtelle (JIS) Language School (Sawtelle Gakuin) is hosting a Fund-Raising Raffle to improve our school program. We are asking for your help selling the raffle tickets. Information regarding the raffle and ticket sales follow.

The raffle provides for a \$500.00 first prize, a \$100.00 second prize. Ticket packets will be distributed to Gakuin families the first week of November and sales will continue until Saturday, December 8th. The drawing will be held on the following Saturday, December 15th.

Each Gakuin family will be provided with ten tickets for sale and an envelope to track sale transactions (note: additional tickets will be provided if needed). Tickets cost \$2.00 each.

When you sell a ticket or tickets

- 1 Write donor's name and contact information (phone number or e-mail address) on the ticket stub. Also write the name of the student selling the ticket and their class, e.g., Keiko-Sensei's class, Okada-Sensei's class et cetera.
- 2 Give the purchased raffle ticket(s) to the donor and keep the associated ticket stub(s). If the donor buys multiple tickets then make sure you write the contact information on each stub.

A: If you sell all 10 tickets, **please put all 10 ticket stubs with contact information and \$20.00 in the envelope provided.** Payment may be made in cash or check payable to JIS.

Write the following information on the envelope and give it to your student's teacher.

Number of Tickets Sold : <u>10</u> Total Enclosed \$ <u>20.00</u> Number of Returned: <u>0</u> <input type="checkbox"/> If you want more tickets to sell, please check the box and specify # of books. _____

B: If you sell less than 10 tickets then please put the ticket stubs with contact information and the appropriate funds (number of tickets sold times \$2.00/ticket) in the envelope provided. Again, payment may be made in cash or check payable to JIS. Also, put any unsold tickets in the envelope. Write the following information on the envelope and give it to your student's teacher.

Number of Tickets Sold: <u>1~9</u> Total Enclosed \$ <u>2~18</u> Number of Tickets Returned: <u>< 9~1 ></u>

Note: all ticket stubs and unsold tickets should be delivered to your student's teacher by Saturday, December 8th.

If you have any questions about this, ask your teacher. ☺