**WRANGELL CHAMBER OF COMMERCE**

**2013 ROYALTY CONTEST RULES**

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**Wrangell Chamber of Commerce**

**Fourth of July Royalty Chair on behalf of**

**Wrangell Chamber of Commerce Board of Directors**

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**WRANGELL CHAMBER OF COMMERCE**

**AND**

**THE COMMUNITY OF WRANGELL**

**UPDATED 2012**

**WRANGELL CHAMBER OF COMMERCE**

**GENERAL RULES OF ROYALTY CONTEST**

**1. ELIGIBILITY:** Eligible candidates for the 4th of July Contest include individuals, youth, married couples, friends, churches, and clubs.

**2. REGISTRATION**: All prospective Candidates must fill out a W-9 form with the registration form before they will be accepted as a candidate.

**3. MANAGERS:**

3.1-All managers MUST be at least twenty -one years old and approved by the Royalty Chairperson.

**4. TICKET MANAGER:** Each Candidate must have a manager who will be responsible for tickets issued to them and will turn in ticket stubs and money to the General Ticket Chairperson. The Ticket Manager will also be responsible for the overall management of all finances, including the bank account and store charge accounts. Ticket manager will receive 3% of candidate’s ticket sales

4.1-Ticket Manager **MUST** be approved by the Royalty Chairperson. **All checks must be made out to the Wrangell Chamber of Commerce. Access to the account will be the Chamber of Commerce, Royalty Chairperson and ticket manager only.**

**5. FOOD MANAGER:** Each Candidate must have have a manager who will be responsible for the overall management of all food sales, food booth, and food permit. Food manager will receive 3% of candidate ticket sales.

**6. RAFFLE MANAGER:** Each Candidate is encouraged to have a Raffle Manager who will be responsible for tickets issued to them and who will turn in tickets and money to the Royalty Chairperson. **All checks must be made out to the Wrangell Chamber of Commerce.**

**6.1** All Raffles **MUST** be approved by Royal Chairperson each candidate may only have 6 raffles. All raffle tickets must come from the Chamber Office (please give two days’ notice on all raffles for tickets to be made).

**6.2** All raffle tickets must be pulled at the Chamber Office on a date/time decided by the Royal Chairperson w/ Chamber rep. present.

**6.3** Silent Auctions and 50/50 drawings are separate from the 6 approved raffles through the Chamber. Winners must be pulled the same night as silent auction/drawing. Tickets for 50/50 drawing are purchased by the candidate (red or blue wheel tickets).

**6.4** All winning tickets must be stapled to raffle/silent auction/50/50 drawing approval sheets and given to the Royal Chairperson.

**7. START-UP MONEY: All Start-up money is donated by “Sponsors” and “Supporters.”**

**7.1-**A check from the Sponsor/s and supporter/s MUST be made out to the Wrangell Chamber of Commerce prior to being accepted as a Royalty Contestant.

**7.2-All start-up money will be distributed by the Royalty Chairperson.**

**7.3-This money is used to pay for the construction of a booth, purchase a grill, supplies, etc.**

**7.3.02- All receipts MUST be presented to the Royalty Chairperson. Use paperwork provided labeled “Purchased Items”.**

**8. SPONSORS:** Businesses or an individual asked specifically to be a Sponsor and are defined as:

Sponsor/s will provide the Candidate with a check in the amount of Two Hundred and fifty dollars **($250.00).** After check is received sponsors may **NOT** be solicited for other donations.

8.1-Candidates can have up to **five sponsors**.

8.2-Sponsors may give as much assistance as they wish.

8.3- All Candidates **MUST** name all Sponsors when promoting any and all of their events. This includes, but not limited to: posters, radio ads, scanner ads, menus, food booth, or function. Sponsors should be displayed using LARGE & CLEAR PRINT LETTERS.

**9. SUPPORTERS:** Businesses or an individual asked specifically to be a Supporter are defined as:

Supporters will provide the Candidate with a check in the amount of Fifty dollars **($50.00).**

9.1-There is no limit to the number of Supporters a Candidate may have.

9.2-The Supporters MUST list all supporters (but not as Sponsors) when promoting any and all of their events. This includes, but not limited to: posters, radio ads, scanner ads, menus, food booth, or function.

9.3-Copies of your “Supporters List” must be provided to the Royalty Chairperson at the beginning of the contest and on a weekly basis if more supporters have been added.

9.4- Supporters DO NOT INCLUDE *DONATIONS* of $50.00 or more.

**10. CHARGE ACCOUNTS:** Charge accounts will be set-up at both grocery stores and both hardware stores in each Candidate’s name **NOT THE CHAMBER.**

11.1-The Ticket Manager will be responsible for these accounts.

11.2-The Chamber of Commerce, the Royalty Chairperson and the Candidate’s Ticket Manager are the only people who will have access to the financial records of these accounts.

**11. LIQUOR:** No liquor will be promoted, such as buying liquor at a certain business or served through the Candidates name.

**12. OTHER ACTIVITIES:** Any activity other than daytime street food sales **MUST** be cleared with the Royalty Chairperson.

**13. COMPENSATION:**

13.1- In order to complete the contest, all candidates **MUST** participate in the following:

13.1.01-Kick-off Event

13.1.02-Coronation

13.1.03-Ride on the Royalty Float in Fourth of July Parade

13.1.04-Participate in the Grand Prize Drawing

13.1.05-Candidates and Escorts must dress appropriately for all events. No jeans and no t-shirts.

13.2-Ticket sales must be no less than One Thousand dollars ($1,000.00).

13.2.01- Exceptions may be made at the discretion of the Fourth of July Committee, i.e., an illness. Except in extreme emergency, the Committee must be notified in advance to grant an exception.

**13. COMPENSATION (CONTINUED):**

13.1Each Candidate will receive Thirty percent (30%) of their own ticket sales exceeding One Thousand dollars ($1,000.00).

13.2-**There will be no distribution of finances to the Candidates until:**

13.2.01-Booth has been dismantled and removed unless PRIOR

Arrangements have been made and approved by the Royalty Chairperson and Wells Fargo Bank.

13.2.02-Kitchen has been cleaned to the satisfaction of the owner of the property.

13.2.03-**Everything on the “End of Contest” form has been done and cleared by the Royalty Chairperson by the sixth (6) of July**

13.2.04**-DISTRIBUTIONS OF FINANCES WILL BE ON THE NINTH (9) OF JULY AT 2:00 PM, AT THE WRANGELL CHAMBER OF COMMERCE OFFICE IF ALL REQUIREMENTS ARE MET. This is at the discretion of the Royalty Chairperson and the Fourth of July Committee.**

**14. FINAL ACCOUNTING:** A committee approved by the Royal Chairperson will be put together by the Ticket Chairperson(s) to assist in counting the tickets on Third of July to determine the winner.

14.1-**Only** candidate **Ticket Manager** will be present when the tickets are counted.

14.2-The winner will be kept secret until all the candidates have been presented at the Coronation Ball.

14.3-The only people who will have access to the finances of the Candidates are the General Ticket Chairperson(s) and the Fourth of July Chairperson(s). **NO EXCEPTIONS**.

**15. QUESTIONS OR PROBLEMS:** Any questions or problems between Candidates, or encountered by Candidates, shall be brought to the attention of the Royalty Chairperson. If assistance is required in resolving any problems, the Royalty Chairperson will confer with the Fourth of July Committee Chairperson(s) and/or Wrangell Chamber of Commerce Board of Directors.

**ROYALTY CHAIRPERSON- JILLIAN V. PRIVETT**

**GENERAL TICKET CHAIRPERSON-MARILYN MORK**

**WRANGELL CHAMBER OF COMMERCE**

ROYALTY CANDIDATE

***For many Royalty Candidates this is your first venture into the public eye***. ***You may have feelings of insecurity. Many candidates experience these feelings. However, this is an opportunity to grow and gain self-confidence. Please be aware of what you say in public. Innocent comments can become rumors. Do not listen to rumors about others, it can be self-defeating. Instead listen to your committees and your supporters. Your confidence must remain high to keep your support team motivated. You must be the cheerleader for your campaign. Regardless of where you place in the race, YOU ARE A WINNER! There are many others who could have entered this contest, but did not. It is hard work and the community appreciates your candidacy. The Wrangell Chamber of Commerce and the Fourth of July Committee appreciate what you are doing for the town and your support for our celebration. Your efforts are a tribute of your willingness to be involved and serve your community. We salute you.***

**1. YOU ARE IN CHARGE OF YOUR CAMPAIGN:**

1.1-You are only as good as your support people. Treat them kindly. They are VOLUNTEERS and work hard without receiving any financial benefit (ticket/food manager recieve3%).

1.2- Listen to your committee chairpersons, most likely they have done this work before and will have the experience and helpful suggestions.

1.3- If you experience any problems with your chairpersons; contact the Royalty Chairperson, not your parents.

**2. PLANNING:**

2.1-MANDATORY meetings with the Royalty Chairperson will start March 18th. These meetings will cover:

2.1.01-Application for Candidacy

2.1.02-Job description

2.1.03-Tax Paperwork

2.1.04-Food permits application

2.1.05-Calenders

2.2.06-Rule book

2.2.07-Schedule individual meetings with teams for detailed Q & A

**2. PLANNING (CONTINUED):**

2.2- Plan an organizational meeting prior to these meetings. Seek and assign the following committee:

2.2.01-Food Chairperson

2.202-Cook/food prep, assisting the Food Chairperson

2.2.03-Advertising Chairperson

2.2.04-Phone Committee for Donations

2.2.05-Booth set-up and take-down

2.2.06-Ticket sales

2.3-It is a good idea to plan weekly meetings with your Royalty Team.

**3. SET GOALS FOR YOUR CAMPAIGN:** **Past winners have made it a practice to set daily and weekly goals, how many tickets to sell each day etc.**

**3.1-Daily booth sales**

**3.2-Daily ticket sales**

**3.3-Door to door sales**

**4. ALL OF YOUR WORK SHOULD BE IN THE PUBLIC EYE:**

Leave all of the behind-the-scenes work to your committees and volunteers. You should be visual and outgoing.

4.1**-IF YOU HAVE A DISAGREEMENT WITH A WORKER KEEP IT PRIVATE AND OUT OF THE PUBLIC EYE.**

4.2-During lunch the Candidate should be working the front counter at the food booth.

4.3-After the lunch rush a good way to sell tickets is to set up at the grocery stores (someone besides the candidate).

4.3.01-Be sure to call ahead of time to the stores and get permission.

4.3.02-This is also a great way ask people for donations.

4.4-After the stores/booth close the Candidate should sell tickets door to door. This is very important! As the community likes to see you and the effort you are making. They may not say it to you, but you can be sure that if you are not going door to door we will hear about it.

4.4.01-Use the buddy system when you do this!

**5. REMEMBER TO THANK THE PUBLIC:**

5.1-This can be done via KSTK community calendar, GCI, or The Wrangell Sentinel. Do it frequently, but co-ordinate with your advertising Chairperson.

5.2-Enclose a thank you note or write “Thank you” on the profit tickets.

5.3-Send thank you notes to organizations that have donated facilities or money.

5.4-KEEP CURRENT!!

5.5-Keep a box at your booth that holds ticket stubs that are written out to people who have donated to your campaign including, but not limited to:

5.5.01-Volunteers

5.5.02-Food

5.5.03-Raffle items

**6. ADVERTISE!!** Put a person in charge of this function that is innovative and capable of catching the public’s eye. Keep your advertising unique and always with a personal touch. The chamber will laminate and help advertise no paid advertising will be done.

**7. OTHER ACTIVITIES:** All activities other than regular food booth sales MUST be cleared with the Royalty Chairperson.

7.1- Plan to have a tentative schedule for the campaign, including, but not limited to:

7.1.01-Menu for booth

7.1.02-Carnivals

7.1.03-Dinners

7.1.04-Any other special functions

7.2-Some selling opportunities must be shared with all other Candidates, such as selling burgers on weekend nights (**NO food will be cooked/prepared outside of booth or certified kitchen must have person over the age of 21 in booth during night sales.)** Contact the Royalty Chairperson for assigned dates.

7.3-This is the time to be creative and do some research into fund-raising ideas! There have been some great ones!

**7. OTHER ACTIVITIES (CONTINUED):**

7.4-Candidates are **NOT** allowed to go into the bars for ticket sales or personal reasons during the royalty contest.

7.4.01-The exception is during an event, such as a dinner that is being sponsored by the Candidate or a private party. During such event the Candidate will remain seated at a table at all times. Candidates may **NOT** circulate to sell tickets, dance/socialize etc.

7.4.02- **NO** soliciting at private events, unless you are given permission by party.

7.4.03-Candidates must be out of the bar no later than 9:00pm whether the event is concluded or not. For example crab feed @ totem bar.

7.4.04-**Any Candidate reported to be under the influence of alcohol or illegal substances by a reputable source and confirmed by Royalty Chairperson will be asked to withdraw and lose all profits to date.**

7.4.05-With Parents and organizations now running in the Royalty Contest, it will be at the discretion of the Royalty Chairperson and the Fourth of July Committee to make exceptions to rules concerning sales in bars.

7.4.05-**Any candidates reported to be smoking that is not of legal age, no candidate or team member may smoke in or near your booth or during an event.**

**8. HELPFUL HINTS WHEN DEALING WITH THE PUBLIC:** Always remember that you are running a business. Always be outgoing and friendly to encourage customers to return. You should be colorfully dressed in acceptable attire. Drab clothing or uncommon styles are turn-offs to the public. Be your own advocate and tell the public what they want to hear. Be tactful and honest. It pays. There will be no foul language, gossip or fighting or disparaging (negative) comments in the public eye ever or during the contest. It will get back to us quickly; you are running a business as such that business needs to be professional at all times.

8.1-Do not be afraid to ask people to donate food items or to volunteer their time. Many will hesitate to offer, but will be happy to volunteer if asked.

8.2-When selling tickets:

8.2.01-Introduce yourself as a Candidate

8.2.02-Be sure to tell them that the money raised supports our Fourth of July Celebration.

8.2.03- Do not say “Would you like to buy a ticket?” This gives the person the opportunity to say no. Instead ask “How many tickets would you like?”

8.2.04-Always thank every person, whether they bought one hundred tickets or one. Every ticket counts!

**8. HELPFUL HINTS WHEN DEALING WITH THE PUBLIC (CONTINUED):**

8.3-When asking for donations:

8.3.01-Best results are achieved when you personally make these calls, but others may help.

8.3.02-Be in frequent touch with your Food Manager so you know what is needed.

8.3.03-Be tactful when asking for donations. Asking for too much will put people off.

8.3.04-It is best to have the paperwork provided with list of items needed so they may choose (labeled “Donations needed”).

8.3.05-Always thank every person for donations no matter how small.

8.4-Call your Chairpersons, managers, and volunteers OFTEN to thank them for their work; it will keep them working. Sometimes it is difficult to thank unfamiliar people who help with your campaign, but this is essential! They tell others about you, and it becomes a testimonial. It is good for your campaign.

**9. TAKING CARE OF YOUR SELF:** Don’t try to do too much. You will end up doing too many things poorly, instead of a few things well. Depend on your committees and managers. **Concentrate on selling tickets.**

**10. TAKING CARE OF YOUR TEAM:** Contact the Royalty Chairperson and General Ticket Chairperson for a meeting with your team after the contest is under way. They have a lot of experience and can help your organization keep on track. Even if you do not have any problems; this meeting is beneficial for suggestions, support, and motivation. This will be a long hard campaign. It is normal for it to peak at two weeks and then begin to backslide as the volunteers get tired. A meeting with the officials helps to keep motivation building. This is also a good time to bring new blood into your campaign to keep the energy level high.

**FOOD MANAGER**

**EACH CANDIDATE MUST HAVE A MANAGER WHO WILL BE RESPONSIBLE FOR OVERALL MANAGEMENT OF ALL FOOD SALES AND BOOTH.**

**1. FOOD PERMIT:**

1.1-The application for ADEC Temporary Food sales permit will be available at the first mandatory meeting in March or available online.

1.1.01-The food permit will be in the Food Manager’s name.

1.1.02-There will be no transferring of food permits to any person. The permit is in your name and may not be used by any other person. Ignoring this rule may result in a fine from the State of Alaska.

1.1.03- At least one person w/ food handlers card needs to be in booth at all times

**PROOF OF BOTH DEC PERMITS MUST BE ON FILE WITH THE Royalty Chairperson**

**2. DONATIONS:** Donations are your lifeblood. Money not spent on food buys tickets. This is Rule # 1 and you’re most important method of making daily money for the campaign.

2.1- Form a team to call for donations. Best results come when the Royalty Candidate makes the call, but it doesn’t have to be limited to the Candidate.

2.2-It is important to have good daily communication between you and this committee so donations are planned for specific menus.

2.3-Check grocery stores two times a day to pick up donations.

2.4.01-**It is very important for the person picking up the donations to use the paperwork provided (labeled “Donations”) at the time of pick-up. This ensures that the people who have made the donation receive their “Thank You” tickets. Please be sure to write all information. The paperwork will be given to the Ticket Manager on a daily basis.**

**3. KITCHEN:**

3.1-You MUST use an approved kitchen to prepare ALL food served in your booth or elsewhere.

3.1.01-“Approved Kitchen” is one that is licensed by the State of Alaska.

3.2-No cooking can be done in a private home or outside or your booth. **NO EXCEPTIONS.**

**4. MENUS:**

4.1- Keep menus basic. It is easier when asking for donations.

4.2-If you have to buy any amount of food for a specific menu, eliminate it and change to one that is easier to get donations.

4.3-There are no restrictions as to how many menu items you may serve daily in your booth.

4.4-Typically the menu items are burgers, hot dogs, tacos, haystacks and a special for the day.

4.5.-In the past it has been helpful to use the same specials on the same day of each week.

**5. FOOD BOOTH:** All booths will meet the requirements set forth by The ADEC, both in structure and function. Please refer to your ADEC Handbook. **All candidates are responsible to supply their own seating and covered areas by booth.**

5.1-**There must be a person over the age of twenty-one (21+) present at all times in the booth. It does not have to be the Food Manager, but it is beneficial since the food permit is in their name.**

5.2-Have a committee responsible for the set-up and break down of the booth.

5.2.01-This will **NOT** be the responsibility of the Candidate who should be out selling tickets.

5.3-Arrange for someone to call for volunteers to work the booth. You have too much to do to take care of this. You can’t have too many volunteers.

5.4-SET UP IS KEY TO A SMOOTH RUNNING BOOTH. There are five to six basic positions in the booth. They are as follows:

1-GRILL

2-FRONT COUNTER-TICKETS

3-FRONT COUNTER-ORDERS

4-“HOT SIDE”-TACOS-HAYSTACKS

5-“HOT SIDE-SPECIALS

6-CONDIMENTS-PLATE SET UP/ORDERS OUT

**5. FOOD BOOTH (CONTINUED):**

5.5-FRIDGE-ROTATE FOOD REGULARLY and keep it clean and organized.

5.5.01-All raw meat MUST go on the bottom shelf. Be sure to rotate meat from freezer early enough to thaw.

5.5.02-Keep all condiments clean and labeled.

5.5.03- Date everything with a permanent marker.

5.5.04- Discard all out dated food.

5.6-GRILL: Try to keep one person for this position as it will be easier to not have to train a new person. A large grill works best, with a top “shelf” for keeping items warm. Some booths use two grills.

5.6.01-Grills MUST be under covered area.

5.6.02-All food sitting out MUST be kept on ice, IE patty rolls, cheese hotdogs, etc. (A disposable tin works best for this as you can poke a hole in the bottom for drainage.)

5.6.03-If a spray bottle is used for grilling it MUST be labeled.

5.6.04- Have two full propane tanks available at booth.

5.6.05-Clean grill every day. This will avoid fires and will help with your grill making it through the month.

5.6.06-Keep extra utensil in case you drop any.

5.7-FOOD TABLES IN BOOTH: Try to keep to the diagram drawn out on your food permit for all set -up in booth. Like stated before, set up is key to an efficient running booth. Each booth will find what works for them best.

5.7.01-All “hot” food MUST be kept “hot”. All “cold” food MUST be kept “cold”. Please refer to your ADEC Handbook for exact temperatures.

HELPFUL TIPS: Please note that these are not “Rules”.

* The easiest way to store all condiments is in gallon zip-lock bags.
* Two large flat plastic totes work best for setting all condiments and salads in ice on tables. One for each.
* A “salad shooter” works best for grating cheese and onions.
* Tomatoes don’t last much longer than a day after cut up, but on a busy day you can go through two gallon bags.
* Lettuce goes bad very quickly also, but on a busy day you can go through two to four gallon bags.
* A yard stick works well to lie on table to put order slips under.

**5. FOOD BOOTH (CONTINUED):**

5.8-STORAGE IN BOOTH:

5.8.01-ALL FOOD MUST BE KEPT SIX INCHES OFF OF FLOOR. Pallets or soda crates work well for this.

HELPFUL TIPS: Please note that these are not “Rules”.

* Eighteen gallon totes work great for storing everything in, plus help with transporting.
* Label each tote or box (IE-chips, buns, utensils, etc.).

5.9-CONDIMENT COUNTER: This counter should be clean and organized.

5.9.01-All plastic utensils MUST be “handle” up.

5.9.02- Use a shallow tote with ice to put all condiments in if not using single service items.

5.9.03-Restock, clean-up, and wipe down this counter every opportunity.

5.10-GARBAGE: Cans MUST be labeled as such on BOTH lid and can.

5.10.01-Each booth should have at least two large garbage cans outside the booth.

5.10.02-Each booth should have two garbage cans inside, one beside the grill and one under one of the counters.

5.10.03-CHECK AND EMPTY OFTEN!

5.11-ICE: A large garbage can works well for storing ice at your booth.

5.11.01-Container MUST be labeled “ICE ONLY” on both lid and can.

5.12-FRONT COUNTER: There are two positions at counter. One will take orders and money, fill out order-slip, and hands out drinks. The other will write tickets. Also, always ask if customer would like to buy any extra tickets. Remember to always thank your customers!!!

5.12.01-No person serving food shall handle money-It’s the law.

5.12.02 - Post all menus items and prices. A dry-erase board works well for specials.

5.12.03 - Food prices are set by each individual Food Manager. There will be no price fixing.

5.12.04 -Have a container with “Thank -You Tickets” available for people to pick-up

5.12.05 - Have flyers available with your menu/schedule.

5.12.06-**ALL TICKETS MUST HAVE FULL NAME, ADDRESS, AND PHONE NUMBER. THIS IS ABSOLUTELY MANDATORY FOR THE TICKETS TO BE COMPLETELY FILLED OUT.**

**5. FOOD BOOTH (CONTINUED):**

5.13-FOOD BOOTH CASH BOX: The Ticket Manager will set up the money and tickets for the booth daily.

5.13.01-The Ticket Manager will pick up money and tickets at any time from the booth.

5.13.02-Any checks will be signed by the Candidate and turned over to the Ticket Manager.

5.13.03-No money or tickets will be taken out of the booth for any reason, unless approved by the Ticket Manager.

5.14-BOOTH WORKERS: Only workers and the Candidate may occupy the food booth.

5.14.01-No children are allowed in booth due to safety and health reasons.

5.14.02-Proper attire must be worn while working in booth.

5.14.03-Absolutely no eating or drinking is allowed in booths at any time.

5.14.04-No loitering allowed around booths.

5.15-BOOTH BREAK DOWN:

5.15.01-The booth MUST be cleaned and hosed out daily this includes all areas around your booth, and shared eating areas. .**PLEASE REMEMBER THAT THE PROPERTY BEING USED IS LOANED BY WELL’S FARGO. IF YOU SEE GARBAGE ON THEIR PROPERTY ANY WHERE PICK IT UP. THEY WILL APPRECIATE IT VERY MUCH.**

5.15.02-No food or supplies will be left in booth overnight unless locked up or secure.

5.15.03-All garbage cans must be emptied and hosed out regularly.

**6. EQUIPMENT AND SUPPLIES:**

6.1-All purchased items must be documented on the paperwork provided (labeled “Purchased Items”).

6.1.01-All receipts must be turned in with paperwork.

**6. EQUIPMENT AND SUPPLIES (CONTINUED):**

6.2-The Chamber of Commerce is not responsible for the cleaning and returning of borrowed equipment. It is your duty to return equipment to people the way they gave it to you.

**TICKET MANAGER**

**EACH CANDIDATE MUST HAVE A MANAGER WHO WILL BE RESPONSIBLE FOR TICKETS ISSUED TO THEM AND WILL TURN TICKET STUBS AND MONEY IN TO THE GENERAL TICKET CHAIRPERSON. THE TICKET MANAGER WILL ALSO BE RESPONSIBLE FOR THE OVERALL MANAGEMENT OF ALL FINANCES, INCLUDING THE BANK ACCOUNT AND STORE CHARGE ACCOUNT.**

If Candidate’s chosen Ticket Manager is not approved for any reason by the Royalty Chairperson or the Fourth of July Committee, one will be assigned.

**1. TICKETS:** The Royalty Candidate is ultimately responsible for every ticket that is checked out from the General Ticket Chairperson, not the Ticket Manager.

1.1-**Tickets MUST be filled out completely. This includes first and last name, address, and phone number.**

1.2**-*Incomplete tickets will NOT be included in your Candidate’s ticket sales. (Failure to do this caused one Candidate to place second when she should have placed first!)***

1.2.-**Please utilize the three little boxes on the ticket stub labeled as follows: V-volunteer, D-donation, or L-lunch. This is a fun way for the public know how the winning tickets at the grand prize drawing were received. If none of the boxes are checked then the ticket was purchased.**

1.3. **NO TICKETS MAY BE WRITTEN IN THE CANDIDATES NAME.**

**2. TICKETS-RECEIVING:** The first tickets will be distributed to you and your Candidate at the Kick-off event by the General Ticket Chairperson. After this please call the General Ticket Chairperson to make an appointment.

2.1-ACCURATE RECORDS ARE VITAL. The General ticket Chairperson will show you how to keep an accurate record system.

2.1.01-When you receive tickets double check tickets and receipt.

**2. TICKETS-RECEIVING (CONTINUED):**

2.2–The Ticket Manager is the only person allowed to check out tickets from the General Ticket Chairperson.

2.3- The Ticket Manager is allowed one hundred (100) books of tickets at any given time**.**

2.3.01-Tickets in any amount beyond this are at the discretion of the General Ticket Chairperson**.**

**3. TICKETS-IN CIRCULATION:**

3.1-ACCURATE RECORDS ARE VITAL.

3.2-The Ticket Manager is the only person allowed to check out tickets. Not even the Candidate may do this job.

3.2.01-Please stress to everyone who tickets are checked out to the consequences of lost tickets. See “Final accounting”.

3.3- The Ticket Manager will check out tickets to the booth daily.

3.3.01-These tickets will not be given out to anyone for any reason.

3.3.02-Tickets checked out to the Candidate for their personal sales will not be used in booth.

3.3.03-Tickets checked out to individual sellers will not be used in booth unless returned to the Ticket Manager first.

3.4-The Ticket Manager will check out tickets to any function, dinner, etc.

3.4.01-These tickets will not be given out to anyone for any reason.

3.4.02-Tickets checked out to the Candidate for their personal sales will not be used.

3.4.03-Tickets checked out to individual sellers will not be used unless returned to the Ticket Manager first.

3.5-The Ticket Manager will check out ticket to the Candidate for their own personal sales (door to door or grocery stores).

3.5.01-These tickets are not to be used at functions or given to anyone else.

3.5-The Ticket Manager will check out tickets to individual sellers at their own discretion.

3.5.01-If someone has tickets for more than five (5) days get them back and sell them at the booth. Be sure to mark changes in record books.

3.6–Out of town ticket sales are at the discretion of the Ticket Manager.

3.6.01-Sending tickets out of town should be monitored very closely. Many tickets are lost this way.

3.7- Money sent in for tickets **MUST** be in check form made out to Wrangell Chamber of Commerce. Out of town ticket sales must be handled by the Ticket Manager.

**4. TICKETS-PROFIT:** “Profit tickets” are defined as tickets issued to the Candidates for the profits made in food booth and fund-raising.

4.1-Profit Tickets, otherwise known as s “Thank You Tickets” will be made out to Sponsors, Supporters, individuals and businesses who donate food, raffle items, etc., and volunteers.

4.1.01-Use paperwork provided as it is designed specifically for this (labeled as: Sponsors, Supporters, Donations, and Volunteers).

4.1.02-Profit Tickets will be matched dollar for dollar when written for a donated item including monetary donations.

4.1.03-Profit Tickets written out for volunteers depend on how much time was donated and is at the discretion of the Ticket Manager. In the past people who volunteered for the day in the Food booth receive twenty-five tickets.

4.1.04-Profit Tickets written for family and major volunteers should be saved for the last few days of the contest.

4.2-No Profit tickets will be written for people who are serving Community Service hours, including those for school activities.

4.3-No Profit Tickets will be written in the candidate’s name.

4.4-Profit Tickets should be written daily once profit money is made.

4.4.01-You might want to get a committee for this or a list of volunteers.

**5. TICKETS-RETURNED**: Please call the General Ticket Chairperson to make an appointment.

5.1-Make sure all information is on every ticket stub. This includes first and last name, address, and phone number.

5.1.01-Incomplete tickets will not be counted for your Candidate.

5.2-Tickets must be in numerical order.

5.3-All ticket stubs will be checked before you may check out new ones.

5.4-Tickets should be turned in at least three to four times a week, daily as the contest come to an end, every few hours on the last day.

5.5-Tickets that are lost or unaccounted for must be paid for by the Candidate, even though they will not count.

5.5-Please convert all change to bills, small bills to larger bills. No change will be accepted.

**5. TICKETS-RETURNED (CONTINUED)**:

5.6-Checks will be accepted if made out to Wrangell Chamber of Commerce.

5.7-Any checks accepted and returned NSF will be deducted from the Candidates final ticket sales, unless checks are collected. This is the responsibility of the Candidate.

**6. TICKETS-SALES:** The Ticket Manager is the only person that should know how many tickets their Candidate has sold.

6.1-No tickets will be sold before all Candidates have been introduced at the Kick-off event.

6.2-**Ticket sales end at *4:00 PM* on the Third of July**. **NO EXCEPTIONS.**

**Ticket sales will be huge on the final day! Try to have as many volunteers for this day. Let the public know where you are going to be on the 3rd. set up a place as your ticket central on the 3rd.**

6.2.01-**Candidates will then have two hours to finish writing tickets.**

6.2.02**-Candidates will be assigned a designated area for purpose of writing tickets.**

**7. TICKETS-FINAL ACCOUNTING:** The “counting room” is located upstairs at the Elk’s.

7.1-A committee will assist the Ticket Chairperson(s) in counting the tickets on Third of July to determine the winner.

7.2-**All ticket stubs, unsold tickets and money MUST be turned in by 6:00pm upstairs at the Elk’s by the Ticket Chairperson only.**

7.2.01-Any tickets and money not turned by 6:00pm will not be counted in totals.

7.2.02-**All tickets and money will be accepted after 6:00pm, but not counted in the total.**

7.2.03- The Ticket Manager is responsible for all tickets not turned in and that number of tickets will be deducted from ticket sales.

7.3-The General Ticket Chairperson has the authority to deny tickets sold outside of contest rules.

7.4-Only a Candidates Ticket Manager will be present when the tickets arecounted.

7. TICKETS-FINAL ACCOUNTING (CONTINUED):

7.5-The winner will be kept secret until all the candidates have beenpresented at the Coronation Ball or on the 3rd of July.

7.6-The only people who will have access to the finances of the Candidates are the General Ticket Chairperson/s and the Fourth of July Chairperson/s.

NO EXCEPTIONS.

**8. BANK ACCOUNTS:** Bank accounts will be set up for each Candidate by the Royalty Chairperson for the purposes of paying bills, cashing checks, and accountability.

8.1-The only names on the account will be the Ticket Manager and the Wrangell Chamber of Commerce Manager.

8.2-The Royalty Chairperson will monitor the account to see that it is kept in good standing.

**9. STORE CHARGE ACCOUNTS:** Charge accounts will be set-up at both grocery stores and both hardware stores in each Candidate’s name **NOT** the Chamber of Commerce.

9.1-The Ticket Manager will be responsible for these accounts.

9.2-The Chamber of Commerce, the Royalty Chairperson and the Candidate’s Ticket Manager are the only people who will have access to the financial records of these accounts.

9.3-**REMEMBER MONEY NOT SPENT BUYS TICKETS!**

9.4-**Accounts must be paid in full by 6:00pm of the last business day in June.**

9.4.01-The Royalty Chairperson will check to make sure this is done

9.4.02-Plan ahead so any credits you have with the grocery stores are current.

9.5-**All campaigns will work on a cash basis the last few days**

**RAFFLE RULES**

**EACH CANDIDATE IS ENCOURAGED TO HAVE A RAFFLE MANAGER WHO WILL BE RESPONSIBLE FOR TICKETS ISSUED TO THEM AND WHO WILL TURN IN TICKETS AND MONEY TO THE ROYALTY CHAIRPERSON. All checks must be made out to the Wrangell Chamber of Commerce and given to the ticket chairperson with copies to the Royalty chairperson.**

**1.** Each raffle MUST be registered at the Chamber Office. Please use paperwork provided.

**2. Each Candidate is allowed only six (6) major raffles to run the duration of the contest.**

**3.** You MUST use printed tickets.

3.1- The Chamber Office will print all tickets.

3.1.1-Tickets will take three days to be issued once paperwork is received.

3.1.2-Paperwork will be provided for the records of tickets printed and checked out.

3.2-The tickets MUST have the following information:

1-Raffle Item

2-Who donated item

3-Date ticket will be pulled

4-Location of ticket pulling (Chamber Office)

5-Time that ticket will be pulled (each Candidate will be assigned a time by the Royalty Chairperson.

**4.** You can **NOT** in any way change the prizes or ticket information once tickets have been printed.

**5.** **A certificate of receipt will be given to the person/business donating the prize by the Royalty Chairperson.**

**6.** The Royalty Chairperson, candidates, and chamber rep **MUST** be present at the time tickets are pulled.

**7.** When tickets are pulled you MUST save the winning ticket, all tickets sold and unsold and turn in with the paperwork provided.

8.1-We are required by State Law to keep these tickets and information on file for three years. AGAIN, KEEP ALL TICKETS!

9. **All tickets must be accounted for. Any lost tickets will be paid for by the Candidate**.

10. Prizes that are over Fifty Dollars ($50.00) in value MUST have the signature and address of the winner on paperwork provided.

11. All trips that are donated MUST have a date of expiration and must be printed on tickets. You MUST have a certificate from the donor explaining what they are offering that is signed and dated. The donor and the recipient must receive in writing their prize and all rules pertaining.

***All above information is State Law and the Chamber of Commerce can and will lose their ability to hold raffles if these rules are not followed.***

**NOTE: THE CHAMBER OF COMMERCE SPONSORS THIS CONTEST. ALL MONEY RAISED BELONGS TO THE CHAMBER OF COMMERCE.**

Wrangell Chamber of Commerce

Royalty Book Update-2013