



How to fill out the Raffle Remittance Form

Maids of Athena

JUNIOR AUXILIARY OF THE DAUGHTERS OF PENELOPE

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RAFFLE REMITTANCE FORMS

Step 1: Fill out Chapter Name, Number, and Seller information

Chapter Name _____ Chapter # _____

Seller: _____

Price of Ticket(s): _____

Raffle to benefit: _____

SINGLE TICKETS

Step 2: If only one person purchased a ticket, fill out form below with their name, how they paid (cash or check), their ticket number, and total of \$20.

	Buyer Name	Check	Ticket #	Total
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

PACKAGED TICKETS

Step 2 continued: If you have an individual or group that purchased multiple tickets, enter their information below, the ticket numbers, and total.

	Buyer Name	Check	Ticket #	Total
1.	_____	_____	510-515	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Step 3: List the total amount sold. This must be the total from both sections.

TOTAL ENCLOSED: _____

Instructions:

Please fill out this form as completely as you can. It is important to write out all the ticket numbers and have each ticket accounted for, as well as double checking that the amounts in both sections equal the total amount enclosed. If you are selling tickets as a chapter, please write your chapter name and number in the seller section. The Raffle Benefits line is where you will put what the raffle is for (i.e. National Project, Emergency Fund, etc).

Please retain all ticket stubs. If we do not have the ticket stubs, we will not be able to include them in the raffle. Funds and raffle ticket stubs can be sent together with this form to headquarters.

Checks are to be made out to: **MAIDS OF ATHENA**

**REMIT ALL FUNDS TO:
MAIDS OF ATHENA
1909 Q STREET NW, SUITE 500, WASHINGTON, DC 20009**