

2025 Raffle Training

The purpose of this document is to provide an overview of the roles, responsibilities, and tools to use to promote and sell raffle tickets during the Gala. Below is the information you need to know about a raffle coordinator.

Raffles for Sale:

- Golden Ticket \$5,000 check or \$5,450 HTPS tuition. Price per ticket is \$100.
- Costa Rica Trip, Price per ticket is \$100.
- 6-Hour Pontoon Ride. Price per ticket is \$50.



One Golden Raffle Ticket Add +

\$100

👉 HTPS Golden Raffle – Your Ticket to \$5,000 or a Year of Tuition! 🎉 This is your chance to win BIG! With the HTPS Golden Raffle, one lucky winner will get to choose between \$5,000 in cash 💰 or a full year of tuition 🎓 at HTPS! 🎉 Only a limited number of tickets

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One 7-night Costa Rica Trip Raffle Ticket Add +

\$100

🌴⭐ Costa Rica Dream Getaway Raffle! 🌴⭐ Pack your bags for the adventure of a lifetime! One lucky winner will enjoy a luxurious 7-night stay in Costa Rica 🌎, complete with round-trip airfare for two (\$6,650 value) and \$1,000 in spending cash! 🏡 First stop:

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One 6-hour Pontoon Raffle Ticket Add +

\$50

⛵⭐ Willamette River Pontoon Adventure Raffle! ⚓⭐ Get ready to set sail on a 6-hour pontoon cruise along the stunning Willamette River, courtesy of PDX Water Rentals! 🌞☀️ Gather up to 8 friends or family members for an unforgettable day on the water. Relax, soak

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Raffle Process & Details:

- Promote raffles throughout the gala event until 8:30 pm.
- Sell Raffle tickets.
- Complete the raffle form sale form.
- Process payment through Zeffy or Zettle, check/cash payments can be collected by Raffle member.
- Fill out the raffle ticket and add to the correct Ziplock bag. There will be 3 Ziplock bags and the tickets will be added to the appropriate bag.
- Raffle Lead will add the information to the master raffle tracker during or after the event.

Schedule:

- Attend the mandatory training at HTPS on June 5th 6:30-7:30pm.
- Day of event arrive at 2pm to set up raffle tables. Carpooling is encouraged.
- Sell raffles until 8:30 pm.
- From 8:30pm –8:50 pm fill out the rest of the raffle tickets to be drawn at the Gala at 9 pm.
- **Have the winner of each raffle fill out the DOJ's Raffle Winners Record (if not in attendance, before delivery of raffle prize).**
- Complete breakdown of raffle area. Help with break down and packing up wherever else needed, ie., kitchen, dining area, bar, etc. after event.
- Shift is from 2pm -11 pm on Friday, June 13, 2025. **No one should be leaving early.** Everyone should be helping each other with cleaning duties listed in the General Gala training.
- Must sign in and sign out.
- Drinking is not permitted.

Raffle Form:

Raffles sign up form:

Name: _____

Email Address: _____

Phone: _____

Street Address: _____

City, State, Zip: _____

Raffle Item	Price	Quantity
<input type="checkbox"/> Golden Ticket \$5,000 Check or HTPS Tuition for the 2025-2026 School Year.	\$100	_____
<input type="checkbox"/> Costa Rica 7-Night Vacation with Airfare and spending cash (\$5,000+ value)	\$100	_____
<input type="checkbox"/> 6-hour Pontoon Ride 6 hours on the Willamette with 7 guests! \$500 toward snacks and drinks.	\$50	_____

CASH DEBIT/CREDIT CHECK Total \$ _____

Raffle Ticket Upload Form Picture to OneDrive Master Raffle Tracker

References:

- Online Raffle Form: <https://www.zeffy.com/en-US/ticketing/htps-gala-2025-raffles-2>
- The online raffle form will not be accessible during the gala event. For details about each raffle item, please review them on the online form beforehand.

Raffle Form:

This is the form that we will be asking the guests to fill out or you as the auction coordinator will fill out for the guests. Please write information in legible handwriting. Verify guest's handwriting is legible as well.

Raffle Tickets Examples:

 HOLY TRINITY PRIVATE SCHOOL	Costa Rica \$100	NAME: _____ PHONE: _____ EMAIL: _____	052

 HOLY TRINITY PRIVATE SCHOOL	GOLDEN TICKET \$100	NAME: _____ PHONE: _____ EMAIL: _____	075

 HOLY TRINITY PRIVATE SCHOOL	Pontoon \$50	NAME: _____ PHONE: _____ EMAIL: _____	028