

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.
- Greece Trip, Price per ticket is \$100.
- A year of Renewal Raffle. Price per ticket is \$50.



One Year of Renewal Raffle Ticket \$50

Add +

✨ A Year of Self-Care — From Our HTPS Community to You!

Enjoy a curated collection of wellness experiences provided by:
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One Golden Raffle Ticket \$100

Add +

💰 Win \$5,000 CASH — or — 🎓 A FULL YEAR OF TUITION!

This is more than a raffle—it's an opportunity to change your future or invest
[More details...](#)



One 10 Day Greece Vacation Raffle Ticket \$100

Add +

🌴 A Once-in-a-Lifetime Island Escape

Win a 10-day trip to Greece for two people with airfare and lodging
[More details...](#)

Raffle Process & Details:

- Work with lead to prepare raffle materials needed for the day of the event. This includes items such as: raffle flyers, raffle entry forms, raffle tickets, signage, pens, clipboards, scissors, spinning raffle drum, and any other items needed to operate successfully. **This should be done prior to the day of the event.
- 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.
**Raffle team will need to download the appropriate application to their phone to process payments.
- 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.
- Organize raffle drawings and announce winners in front of the audience.
- Record each individual raffle drawing and post to social platforms.

Schedule:

- Day of event arrive at 1pm to complete training and 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 1pm -11 pm on Friday, June 05, 2026. **No one should be leaving early.** Everyone should be helping each out with cleaning duties listed in the General Gala training.
- Must sign in and sign out.
- Drinking is not permitted.

Raffle Form:



**HOLY
TRINITY**
PRIVATE SCHOOL

Raffles

Name: _____

Email Address: _____

Phone: _____

Street Address: _____

City, State, Zip: _____

Raffle Item	Price	Quantity
☐ Golden Ticket <i>Win \$5,000 cash or tuition coverage for 1 HTPS student for the 2026-27 school year (\$5,500 value)</i>	\$100	_____
☐ Greece <i>Win a 10-day trip to Greece for two people with airfare and lodging included (up to \$7,000 value)</i>	\$100	_____
☐ A Year of Renewal <i>A Year of Self-Care – From Our HTPS Community to You!</i>	\$50	_____

☐ Debit/Credit ☐ Cash ☐ Check Total \$ _____

☐ Raffle Ticket ☐ Online Raffle Form ☐ Master Raffle Tracker

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.

References:

- Online Raffle Form: <https://www.zeffy.com/en-US/ticketing/https-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 Tickets Examples:

 HOLY TRINITY PRIVATE SCHOOL 001 A Year of Renewal \$50 NAME: _____ PHONE: _____ EMAIL: _____ Friday, June 5th at Oak + Hood	 HOLY TRINITY PRIVATE SCHOOL 001 GOLDEN TICKET \$100 NAME: _____ PHONE: _____ EMAIL: _____ Friday, June 5th at Oak + Hood
 HOLY TRINITY PRIVATE SCHOOL 001 Greece \$100 NAME: _____ PHONE: _____ EMAIL: _____ Friday, June 5th at Oak + Hood	