



## **Panda Playgroup, Sticky Mitts and Tiny Tots**

Howell Hall, School Lane, Copmanthorpe, York, YO23 3SQ

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

How do the online ticket sales work?

Step by step:

1. Once you email [pandafundraising@hotmail.com](mailto:pandafundraising@hotmail.com), your email will go through to one of our committee members, Polly Bowman.
2. Polly will reply with bank account details for you to do a bank transfer for the correct number of tickets, priced at £1 per ticket.
3. Once your payment is received, your funds get ferrited away into a savings account and Polly will add your contact number, and name to a spreadsheet, alongside your ticket numbers.
4. Polly will then reply to you and send you your lucky numbers.
5. We do have hard copy tickets for all the tickets we're selling, so the stubs for each ticket sold will be folded up and placed in our fantastic, jazzy, green, raffle drum of luck, ready to be drawn on the big day.
6. At some point before the draw the spread sheet containing names and numbers will be checked by the Chair of our committee, Elizabeth Tate, to ensure it is all clear and above board.
7. All ticket sales funds will then be transferred to the Panda Preschool bank account, to help them continue their good work.
8. Marion Weeks will do the draw at Howell Hall on the 21<sup>st</sup> December and will draw ticket stubs, these will either be from hard copy tickets that have been sold in person, or they will correspond to a number on the spreadsheet.
9. Elizabeth, Marion and Polly will then check who owns the number for the ticket drawn. Only numbers 1500-2000 are being sold online.
10. We will use contact numbers or email addresses to get in touch with any winners.

If you have any questions please don't hesitate to get in touch with Polly or any other members of the committee.