



Fundraising Partnership



The Geneva-Excelsior Lions Club has been serving San Francisco since 1951. We've given thousands of dollars back to community organizations & schools. We're making an effort to expand our giving by partnering for fundraising.



We're looking for community groups and schools that are willing to join with us to raise funds for their projects by selling tickets in our Youth and Community Raffle. Would you like to join with us?

For more information contact:
 Lion Lyle Workman
 Lions Youth & Community Raffle
 (650) 400-5739 or (925) 458-0103
lyle@workmanmail.com
 Visit genevaexcelsiorlions.com
 or scan QR code for more info.



Churches and church groups provide much needed guidance for many in need.



Schools mold the leaders of the future and are at the center of a youth's focus.



Community Organizations are often "in the know" and one of the first to know needs.

GENEVA-EXCELSIOR LIONS CLUB



www.genevaexcelsiorlions.com

Thank you for your interest in the Youth & Community Raffle.

We've been running this raffle successfully since 2017-18 when Lions District 4-C4 decided to stop holding it as a fundraiser.

Included with the participation flyer on the previous page you'll find the following info which we hope will answer many of your questions about participating:

- Agreement for selling raffle tickets as a fundraiser. Once you've agreed to sell tickets, this agreement is sent with the first group of tickets you've requested.
- Sample ticket book recap sheet used to track the books sent to you and returned back to us when returning the sold ticket books when completed.
- Remittance form so you can easily figure out the funds to be returned with the sold ticket books when done.
- Renewal letter sent out to groups the following year so they can participate again.
- Renewal form, sent out with renewal letter, letting us know what you'd like to do.

We look forward to working with every new and returning group.

If you have additional questions, or would like to participate, please contact me directly.

Lion Lyle Workman
Chairman
1039 Santa Lucia Dr.
Pittsburg, CA 94565-7614
650.400.5739 Cell
lyle@workmanmail.com

Agreement for Sale of Youth & Community Activities Raffle TicketsOrganization (to whom proceeds will be donated): **Sample Group**Representative: **Lyle Workman**Phone: **415-123-4567**Address: **1234 Mission St.**City / Zip: **San Francisco, CA 94103**Email: **lyle@email.com**

As the representative of this organization, I acknowledge receipt of the following ticket books:

| | | | | | |
|---------------|------------|---------|-------|-------|----------|
| Books # _____ | to # _____ | = _____ | Books | | |
| Books # _____ | to # _____ | = _____ | Books | _____ | in Total |
| Books # _____ | to # _____ | = _____ | Books | _____ | in Total |
| Books # _____ | to # _____ | = _____ | Books | _____ | in Total |

It is agreed that the following conditions will be met in conducting the sale of these tickets:

1. All books and monies must be returned with covers intact no later than **Friday, March 1, 2024.**
2. When books are returned:
 - a. All books must be banded in numerical order.
 - b. The book audit sheet(s) provided must be completed and returned with books.
 - c. All returned ticket books will be audited by receiving member if time allows. If time does not allow, they will be audited later and corrections reported to you.
3. No credit will be given for partially sold books.
4. Checks from the sale of tickets must be made payable to the Geneva-Excelsior Lions Club at the rate of \$1.00 per ticket sold.
5. All partly sold, returned, and lost books will be paid for at the rate of \$1.50 per book.
6. The organization will be charged \$25.00 for each returned check(s) and will be deducted from the donation returned to the organization.

It is further understood that the drawing for the prizes will be held on Wednesday, April 17, 2024, at our regular Lions meeting, after which monies, at the rate of \$7.00 for each full book sold, less any charges, will be donated to the organization on or before the end of June 2024.

Representative's Signature: **(auto; to be mailed with tickets)**

Date sent: sent date

For GE Lions: **Lyle W. Workman (to be mailed with tickets)**

Date: sent date

Return of Ticket Books and Audit Sheet(s)

I have received and checked the following:

1. ☐ Ticket books banded in numerical order. Notes: _____
2. ☐ Reviewed book audit sheet(s). Notes: _____
3. I ☐ **did** ☐ **did not** audit the books upon pickup. Notes: _____

For GE Lions: _____ Date received: _____

Representative's Signature: _____ Date: _____

Lion Lyle Workman – 1039 Santa Lucia Dr., Pittsburg, CA 94565-7614

Office 925.458.0103 – Cell 650.400.5739 – lyle@workmanmail.com

Group: Group Name

Start No.: 301

End No.: 360

No. of Books: 60

GRAND TOTALS

| Fully Sold | Partly Sold | Returned | Lost | No. Partly Sold |
|------------|-------------|----------|------|-----------------|
| 45 | 0 | 8 | 7 | 0 |

Enter Totals from all sheets on sheet 1

| Book No. | Fully Sold | Partly Sold | Returned | Lost | No. Partly Sold | | Book No. | Fully Sold | Partly Sold | Returned | Lost | No. Partly Sold |
|----------|------------|-------------|----------|------|-----------------|--|----------|------------|-------------|----------|------|-----------------|
| 301 | 1 | | | | | | 331 | | | | | |
| 302 | 1 | | | | | | 332 | | | | | |
| 303 | 1 | | | | | | 333 | | | | | |
| 304 | 1 | | | | | | 334 | | | | | |
| 305 | 1 | | | | | | 335 | | | | | |
| 306 | 1 | | | | | | 336 | | | | 1 | |
| 307 | 1 | | | | | | 337 | | | | 1 | |
| 308 | 1 | | | | | | 338 | | | | 1 | |
| 309 | | | 1 | | | | 339 | | | | 1 | |
| 310 | | | 1 | | | | 340 | | | | 1 | |
| 311 | | | 1 | | | | 341 | | | | | |
| 312 | 1 | | | | | | 342 | | | | | |
| 313 | 1 | | | | | | 343 | | | | | |
| 314 | 1 | | | | | | 344 | | | | | |
| 315 | 1 | | | | | | 345 | | | | | |
| 316 | 1 | | | | | | 346 | | | | | |
| 317 | 1 | | | | | | 347 | | | | | |
| 318 | 1 | | | | | | 348 | | | | | |
| 319 | 1 | | | | | | 349 | | | | | |
| 320 | 1 | | | | | | 350 | | | | | |
| 321 | | | | 1 | | | 351 | | | | | |
| 322 | | | | 1 | | | 352 | | | | | |
| 323 | 1 | | | | | | 353 | | | | | |
| 324 | 1 | | | | | | 354 | | | | | |
| 325 | 1 | | | | | | 355 | | | | | |
| 326 | 1 | | | | | | 356 | | | 1 | | |
| 327 | 1 | | | | | | 357 | | | 1 | | |
| 328 | 1 | | | | | | 358 | | | 1 | | |
| 329 | 1 | | | | | | 359 | | | 1 | | |
| 330 | 1 | | | | | | 360 | | | 1 | | |
| 25 | | | | | | | 20 | | | | | |
| 3 | | | 2 | | | | 5 | | | 5 | | |

Add all columns on each page. Then add column totals and place results in boxes on page 1.

1

The left columns, books 301 thru 330, show a traditional method of accounting for books on the book recap sheets. Note each book is counted as a 1 in any of the first 4 columns. Each column is then totaled at the bottom. The totals from all pages are then added and entered into the boxes at the top of page 1. The sum of the first 4 boxes at the top of page 1 should equal the total books taken.

The right columns, books 331 thru 360, show a short cut method of accounting for books. Note only the returned and lost books are marked in the appropriate boxes. You would then total those columns at the bottom, and then subtract those numbers from the total number of books listed in column 1. Fully populated columns have 30 books each; some columns may have less.

There are no partly sold books in this sample. Books and tickets are counted separately and \$1.00 per ticket sold is remitted. \$1.50 each for returned, lost, and partly sold book is to be remitted.

Remittance from Sale of Youth & Community Activities Raffle TicketsOrganization: **Sample Group**Representative: **Lyle Workman**Phone: **415-123-4567**Address: **1234 Mission St.**City / Zip: **San Francisco, CA 94103**Email: **lyle@email.com****Sample Calculation**

Using the sample ticket audit sheet provided, the remittance is figured as follows:

| | No. of Books | Amount |
|---|-------------------|----------------------|
| 1. Total # of Fully Sold Books (from Grand Totals) @ \$10.00 each: | <u>45</u> | \$ <u>450.00</u> |
| 2. Total # of Partly Sold Tickets (none in sample) @ \$1.00 each: | <u> </u> | \$ <u> </u> |
| 3. Total # of Partly Sold, Returned & Lost Books (0 + 8 + 7 = 15) @ \$1.50 each: | <u>15</u> | \$ <u>22.50</u> |
| 4. Total amount to be returned with tickets: | | \$ <u>472.50</u> |

Representative's Signature: _____ Date: _____

For GE Lions: _____ Date: _____

Your Organization's Remittance Calculation

Using your ticket audit sheet(s), figure your remittance below:

| | No. of Books | Amount |
|---|-------------------|----------------------|
| 1. Total # of Fully Sold Books (from pg. 1, Grand Totals) @ \$10.00 each: | <u> </u> | \$ <u> </u> |
| 2. Total # of Partly Sold Tickets (from pg. 1, Grand Totals) @ \$1.00 each: | <u> </u> | \$ <u> </u> |
| 3. Total # of Partly Sold, Returned & Lost Books (from pg. 1, Grand Totals) @ \$1.50 each: | <u> </u> | \$ <u> </u> |
| 4. Total amount to be returned with tickets: | | \$ <u> </u> |

Representative's Signature: _____ Date: _____

For GE Lions: _____ Date: _____

GENEVA-EXCELSIOR LIONS CLUB



ROBERT C. LAWHON

President
PO Box 320607
San Francisco, CA 94132
(415) 519-3972
lionbob2020@gmail.com

www.GenevaExcelsiorLions.com

JOE FARRAH

Secretary
1410 Murchison Dr.
Millbrae, CA 94030
Res. (650) 697-6359

LYLE W. WORKMAN

Treasurer
1039 Santa Lucia Dr.
Pittsburg, CA 94565-7614
Office (925) 458-0103
Cell (650) 400-5739
treasurer@genevaexcelsiorlions.com

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STEPHEN MARTIN
Director

July 18, 2023

Sample Group
Lyle Workman
1234 Mission St.
San Francisco, CA 94103

Dear Lyle:

We'd like to thank you for working with the Geneva-Excelsior Lions Club on our Youth & Community Raffle tickets last year. We're just getting started on this year's raffle and are asking you to renew your sales efforts this year. As last year, your organization will receive a 70% donation back on fully sold ticket books.

The Youth & Community Raffle is our biggest fundraiser for the year and helped us donate just more than \$21,800.00 to many organizations like yours last year.

Please take a moment to print, fill in, and mail the ticket seller renewal form below, and mail it to the address below so we can continue planning for this year's raffle. Please send it off right away, if possible.

Thanks much,

Lyle Workman

Lion Lyle Workman
1039 Santa Lucia Dr.
Pittsburg, CA 94565-7614
925.458.0103 Office
650.400.5739 Cell
lyle@workmanmail.com

Ticket Seller Renewal Form

Thank You!