



## 2020 Colorado 4-H Foundation Ford Truck Raffle Agreement and Procedures

### Truck Scheduling and Ticket Ordering:

- Submit your reservation and ticket ordering requests to the State 4-H office by contacting Stephanie Freier, [Stephanie.freier@colostate.edu](mailto:Stephanie.freier@colostate.edu) or 970-491-1152. A signed agreement must be submitted for a reservation to be considered and confirmed.
- You may access the online “Truck Calendar” to see if your requested date is available prior to submitting your request: <http://co4hfoundation.extension.colostate.edu/fundraising/>
- The standard number of tickets we will issue you is 2x the number of tickets your county sold in the prior year. (Example: if your county sold 300 tickets last year, we will send you 600 tickets this year). You may request additional tickets throughout the ticket selling window.
- Tickets will be mailed to you no later than the first business day of each month and/or at least three weeks before your scheduled event. **We will send you one banner to display at your event.**

### Ticket Sales and Money Collected Instructions:

- Remember to store your tickets in a secured location in your county office.
  - Develop a system to check out tickets to club leaders, volunteers and members.
  - Authorized ticket sellers (stipulated by the Secretary of State): 4-H members, 4-H leaders/volunteers, and Extension employees with 4-H responsibilities
  - Writing on the ticket stubs must be legible: Name, area code and phone number, City, County, State and Email address.
  - Tickets are sold for \$5 each or 5 for \$20. Cash and checks are accepted. All checks should be made out to Colorado 4-H Foundation. No donations are accepted.
  - All unsold tickets **must** be returned to the 4-H Foundation no later than November 9, 2020 with the Truck Raffle Reconciliation form showing tickets sold, money collected, and unsold ticket amounts.
  - **Received Funds:** there are 3 options for returning funds and forms to the Foundation which are detailed at <http://co4hfoundation.extension.colostate.edu/fundraising/> All money must be deposited or sent to the Foundation **within two weeks of the close of your event.** You must include the Truck Raffle Reconciliation form showing ticket sales and money collected.
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**Final Submission of Stubs and Payments:** County ticket sales end November 5, 2020. All remaining funds need to be deposited in the Foundation Wells Fargo account or checks and a cashier's check/money order sent to the Foundation. All funds, ticket stubs and unsold tickets must be returned to the Foundation by **Monday, November 9, 2020.**

If you send ticket stubs to the Foundation but they do not arrive by Monday, November 9, they are considered late and may not be able to be processed. In this event, the Foundation may have to return the sold ticket and refund the payment to the purchaser. The Foundation may ask for your assistance in completing this refund to the purchaser.

**Ford Truck onsite visit procedures:**

- Once we receive this signed Agreement a confirmation email will be sent with the date the truck will be in your possession. It is the 4-H Agent's responsibility to make arrangements to receive the truck. A collaborative plan that agents have used successfully is to view the online truck calendar <http://co4hfoundation.extension.colostate.edu/fundraising/> and work with the agent who has the truck prior to you taking possession.
- As schedule allows, we will try to accommodate and assist in bringing the truck to your county. Keeping in mind primary responsibility of delivering/receiving the truck will be county to county.
- We have a fleet gas card for the truck kept in the center console in the truck. Please put receipts in the bank bag provided for you and write down the mileage and amount of gas purchased.
- If the truck is not available on the date you need, you may contact your local Ford dealer to see if they have a truck you can use. Please make advance arrangements with your local Ford Dealer and communicate your arrangements with the Foundation.
- Only approved 4-H volunteers, club leaders and county agents are authorized to drive the Truck at all times. In other words, all drivers must be approved in 4-H online – NO exceptions!
- The Ford Truck is not to be used for any personal use when in your possession. Do not haul items or use the truck bed. In recent years there has been damage to the appearance of the Truck such as excessive scratches and even paint marks in the truck bed – please protect the truck.
- When your event is over, please vacuum the interior of the truck. If the truck is dirty, please take it through the car wash. Do not use the credit card for these expenses; they are the county's responsibility.

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The following parties agree to all the terms and conditions listed above

\_\_\_\_\_  
Jean Glowacki, Director, Colorado 4-H

\_\_\_\_\_  
County Agent Signature

Return to: stephanie.freier@colostate.edu  
(970) 491-1152

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
County

\_\_\_\_\_  
Phone