

1. Introduction

Each student will receive 40 tickets to start. We are not assigning specific ticket numbers to each student, so students may share or trade tickets if need. You will notice barcodes on the tickets and envelope labels; these help us process the tickets as they are turned in.

Tickets will be turned in as a family. The process for turning in tickets is explained on the Turning in Tickets sheet included in this packet. Keep that sheet handy for reference.

Each family will receive a Family Packet. This Family Packet consists of:

- A letter of introduction from Fr. Rutledge with information about the Fundraiser and about your family's fundraiser goal.
- Large Family Envelopes in which to place the Count Sheets and the smaller Envelopes containing tickets and money
- Master Count Sheets to record the quantity of tickets and the amount of money turned in
- 6x9 Envelopes for each student, in which to place the stubs for the tickets they have sold
- Small White Envelopes in which to place money
- "Not a Donation" stickers for checks turned in for money collected that are not personal donations. (See Section 4 for more information.)
- A sheet or several sheets of labels to be affixed to the various Envelopes for various purposes (as described in the "Turning in Tickets" sheet).
- Prepared "Take-Away" cards with a space to write your student's name and ID number. (See section 2 for more information.)

2. Selling Tickets

Students will approach friends, family, and perhaps strangers, asking them for donations in exchange for an entry into the Giveaway. Here are several possible responses they will receive, and the expected actions as a result:

- **The person wants a ticket**
Collect \$10 cash or check; fill out the information on the ticket; give the person the large portion of the ticket; keep the ticket stub to turn in.
- **The person makes a donation but doesn't want a ticket**
Collect the money and say, "Thank you!" For every \$10 in donations received, write "SMAC" on both the large portion and the ticket stub of one ticket; keep the ticket stub to turn in.
- **The person says "I'd love to but I have no cash!"**
Give the person one of the "Take Away" cards provided in the Family Packet (be sure a student's name and ID number are written in the space provide); do not fill out or turn in a ticket.

3. Preparing Money for Turning In

As was the case last year, SMAC will not be processing cash for the Fundraiser. We ask that parents write a check to SMAC for the amount of cash collected from ticket sales and submit that check instead of cash when turning in tickets.

Checks written by parents for this purpose may not be recorded as tax-deductible donations, because they are not personal donations from the parents.

In order to ensure the proper accounting of donations, we have provided “Not a Donation” stickers to put on the Memo line of checks that parents write to consolidate cash donations.



When parents write a check for their own personal donation to the fundraiser, no sticker is necessary, as this would be a tax-deductible donation.

The sticker is also not needed for donations by check that others write to SMAC, as these, too, would be tax-deductible donations for the donor.

When placing the sticker on your check, please be sure not to cover any of the bank routing information on the bottom of the check.

NOTE: If you do not have a sticker, simply write “NOT A DONATION” on the Memo line of the check.

4. Turning in Tickets

- A. Make sure the number of tickets corresponds to the total amount of the checks you are turning in (\$10 per ticket).
- B. Fill in the Count Sheet. Verify that the amount of money you write on the Count Sheet match the total amount of the checks you are turning in. Verify that the quantities of tickets written

- E. Place checks into a Small Envelope. Affix a Money Label to the front of this envelope.



- F. Affix a Family Label to the front of a large Family Envelope. Place the Count Sheet, Student Envelopes, and Money Envelope in the large Family Envelope. Seal the envelope.



- G. Place the large Family Envelope in the Drop Box at the switchboard.



5. Storefronts

- A. SMAC has reserved time slots at various large stores.
- B. Sign up for a time slot [within 7 days of the scheduled time] at www.smac.edu.
- C. **Do not contact any stores yourself.**
- D. You may borrow signs and posters for use during your Fundraising by leaving a deposit at the Switchboard. Contact the Switchboard for details.

6. Door-to-Door

- A. Maps of Salina, Junction City, Manhattan, Wamego, Rossville, Silver Lake, Topeka, Holton, Lawrence, and Kansas City suburbs will be posted in the vestibule.
- B. Sign up for a neighborhood on the signup sheet in the vestibule.
- C. All instructions for door-to-door solicitations will be posted in the vestibule.

7. Online Sales

- A. Please encourage family and friends to visit our Fundraiser website (www.smac.edu) and purchase tickets online.
- B. Online sales are processed by the Fundraiser staff; student totals will be updated appropriately. Never submit tickets for online sales.

8. The *Onyx* Pledge

Once again this year, the Onyx Collection is offering a particularly generous pledge: For each percentage of the student population

that meets their individual goal of 40 tickets per student (not the lower family goal), Onyx will donate \$1,000 straight to the Academy!

So, if 70% of the students sell 40 tickets, Onyx will write a \$70,000 check; if 90% of the students sell 40 tickets, the check will be \$90,000; etc. And since the ultimate goal is that everyone works hard and reaches their goal, if 100% of the students sell 40 tickets each, then Onyx will double the incentive and donate \$200,000! Note that this money will go 100% to the Academy, and not count toward the prize or tuition incentive program offered by the school.

9. Final Notes

- A. Additional tickets, labels, envelopes, and "take away" cards will be available at the Switchboard.
- B. All documents, instructions, and posters related to the Fundraiser will be available at www.smac.edu.
- C. At the end of the Fundraiser, please return the blue bags to the Drop Box at the switchboard.