Paddle Wheel (Meat raffles) – Read the house rules
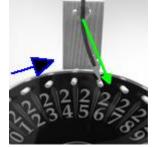
Paddle wheel books: There are two different books, $1 and $2. **Do not interchange them!** The $2 book is used for cash rounds (if run) where $40 cash is pulled from the meat raffle proceeds and given out as the prize.

Paddle wheel money must always be kept separate from the pulltab money!

If the last Saturday of the month, all open books must be closed at the end of the session and placed in the bookkeeper's folder, **even if only one round sold from it** (yep, what a waste)…

Session

- Meat / certificate receipt(s) go into Bookkeeper's folder.
- Count certificates and record on log even if they are not going to be sold!
- Set out needed supplies (as applied): Trays/ticket paddles., Stapler, pens, markers., Pitcher/container for drink tickets / tokens., Post house rules and flares (which are simply placed on paddle wheel base).
- **Selling tickets**: Be sure to use correct book; **$1 vs. $2**
- All 30 paddle tickets must be sold before spinning the wheel.
- **Spin** making sure the wheel rotates at least 4 times. **Clockwise**!
    - If the pointer stops on top of a peg, the last number the pointer traveled through determines the winning number. Since the pointer has not made it to the next number in the rotation. (MN. Rules, Part 7861.0300, Subp. 1F)
    - Only the raffle manager/operator may spin, i.e., customers are not allowed to spin the wheel.
    - If the winning ticket is not claimed, mark the card with the called number and as "unclaimed". **You canNOT re-spin the wheel** (MN. Rules, Part 7861.0300, Subp. 4B). At the end of all rounds, re-announce that one number and series/serial. If no winner, prize(s) remain unclaimed. If meat it must be frozen until the next session.
- Receive each round:
    - Place cash in common baskets for later reconciliation. Sellers will probably count in front of you. No need to recount at that moment.
    - Instruct sellers to hand cash directly to the cash to the person responsible. **Cash is never left unattended**.
    - Confirm the winning stub is the correct number and serial then staple the stub into the book.
    - Complete the information on that stub AND on the log (see sample next page).

Ending a session:

- Insure the log is complete. See example on next page. **Sign and date the log.**
- Complete a deposit slip which must show the serial range(s), e.g., 732415-430, 233121-123
- Determine the need for $1's, buy some if necessary, sell some to bar if they want them, but somehow reduce the "wad" for deposit – thanks!
- **Put everything away**.
- **Get the following to Gambling manager or Assistant:**
    - Cash for deposit
    - The log/form
    - Meat/Certificate invoices
    - Closed book AND any open books if no more occasions for the month.
    - If a new book opened the UPC goes gets stapled to the log but the flare must stay with the book.
- Have bar take and freeze unsold meat. Confirm they will freeze it, they are then be responsible, not you.

Typical Sessions and Deposits

15 - $15 rounds sold at $30 = $450

$2 rounds for $40 cash prize sold at $60. Simply pay the winner from the cash collected.

If organization runs raffle

Please see rules and information on page one as most applies for organization run sessions.

Since the organization will run it, we will not asses the weekly $30 employee but still will have the admin and book(s) cost.   If you feel you can sell more than 10 rounds, let the Gambling manager or Assistant know by Wednesday, we can order more rounds, but a better option is probably the certificates and/or $2 for $40 cash rounds (separate book).

Paddle wheel log example

Annandale Lions Club 02921 Meat Raffle Log   Date_____
Southbrook - 02921-005
Organization_____

Inventory	Starting count	Awarded	Ending count
Meat			
Certificates			

⬅ Don't forget

$1 Tickets Meat/Certificate - PLEASE USE $2 BOOK (below) FOR CASH ROUNDS

Round	Serial number	Winning Ticket #	Type of Prize and value	Deposit
1			(Meat/Cert) $15	30
2				60
3				90
4				120
5				150
6				180
7				210
8				240
9				270
10				300
11				330
12				360
13				390
14				420
15				450
16				480
17				510
18				540
19				570
20				600

use second log if more sales   **Cash Sales $**

$2 Tickets Meat/Certificate - USE CORRECT $2 BOOK   Cash Count

Round	Serial number	Winning Ticket #	Type of Prize and value	Deposit	
1			Cash $40	20	100_____
2			Cash $40	40	50 _____
3			Cash $40	60	20_____
4			Cash $40	80	10_____
5			Cash $40	100	5_____
6			Cash $40	120	1_____
7			Cash $40	140	(less start bank)
			Cash Sales $		25

⬇

Signature   **TOTAL CASH SALES (DEPOSIT)**

PLEASE REMEMBER TO STAPLE THE MEAT INVOICE/SLIP TO THE BACK OF THIS FORM