

Paddle Wheel (Meat raffles) – Read the house rules if unfamiliar

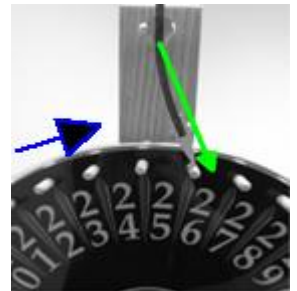
Paddle wheel books: There are two different books, \$1 and \$2. **Do not interchange them!** The \$2 book is used for cash rounds (if run) where \$40 cash is pulled from the meat raffle proceeds and given out as the prize.

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 flare(s) – (can simply be placed on paddle wheel base)., Turn on Amplifier (Rich's).
- **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.** At the end of all rounds, re-announce that one number and series/serial. If no winner, prize(s) remain unclaimed. If meat it will 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 directly hand you the cash. **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:

- Turn off amplifier (Rich's)
- 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.**
- **Someone needs to take to Rich's (or get to Gambling manager or Assistant):**
 - Cash for deposit
 - The log/form
 - Petty Meat (and other) invoices
 - Closed book AND any open books if no more occasions for the month.
 - If a new book opened the UPC goes to Rich's 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

Rich's (meat from Petty): 15 - \$15 rounds sold at \$30 = \$450

Flinstones (meat from T&R): 15 - \$15 rounds sold @ \$30 = \$450

Some sites may have \$2 rounds for \$40 cash prize sold at \$60. Simply pay the winner from the cash collected.

If organization runs raffle (Southbrook)

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			



\$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
			Cash Sales \$	

\$2 Tickets Meat/Certificate - USE CORRECT \$2 BOOK				
Round	Serial number	Winning Ticket #	Type of Prize and value	Deposit
1			Cash \$40	20
2			Cash \$40	40
3			Cash \$40	60
4			Cash \$40	80
5			Cash \$40	100
6			Cash \$40	120
7			Cash \$40	140
			Cash Sales \$	

Cash Count
100 _____
50 _____
20 _____
10 _____
5 _____
1 _____
(less start bank)
25



Signature _____ TOTAL CASH SALES (DEPOSIT) _____

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