

DUCKY DERBY TICKET PROCEDURES/GUIDELINES



FORMS: The Shasta County Superintendent's Memorandum, Participant Information Form, and Questionnaire are the main forms. Complete the information on the **Participant Authorization Form** and the **Questionnaire**. Each form includes areas for original signatures from school principals, club presidents, and sales coordinators.

If you are a new sales coordinator, it is important that you check the box (new), and write in last year's coordinator's name on the **Participant Authorization Form**. You may want to list designees *as authorized ticket pick-up members*. We are only authorized to distribute tickets to the sales coordinators and those designees listed on this form.

Questionnaire: IT IS VERY IMPORTANT TO COMPLETE, IN DETAIL, HOW THE FUNDS FROM LAST YEAR WERE SPENT. Accounting for each dollar amount must match the Ducky Derby Funds you received if you participated in the last event. Accounting spreadsheets with detail are recommended.

You may deliver the 2 completed forms in-person during our ticket distribution hours (see below for hours). You may also mail to Shasta County Office of Education, 1644 Magnolia Avenue, Redding, 96001 or Inter-district mail for Shasta County Office of Education, Box 12 .



TICKET DISTRIBUTION HOURS: Ducky Derby tickets and deposit slips are available at the SCOE reception desk starting sometime in May during these office hours: **Mondays – Thursdays, 8:30 a.m. – 3:30p.m. Please honor these hours.** If there are special circumstances regarding ticket needs, please call 225-0200. If you are planning on picking up tickets, it would be great to call ahead to have tickets counted ahead-of-time.



AUTHORIZATION FOR MORE TICKETS: Per the accountant, the initial number of tickets your group may pick up is based upon the actual number of tickets your group sold the previous year. The calculation has been 20% over last year's ticket sales. *As you make deposits at Evanhoe, Kellogg & Company, you may ask them for permission to pick up more tickets at SCOE.* If approved, the accountant's office will supply paperwork authorizing SCOE to give more tickets to your group. Turn that in with the paperwork to the Reception desk when you come in during our ticket distribution hours to pick up additional tickets. **If sales coordinators forget to receive additional ticket authorization and have an urgent need for tickets, the Receptionist will call the accountant's office for a verbal approval, with a follow-up fax from the office for authorization of additional tickets.**



PLAN AHEAD FOR SPECIAL EVENTS: If your group has a special event planned (Back to School Night, a special weekend event, etc.) and you are in need of extra tickets to sell, please plan ahead. Call the accountant's office at 244-1900 at *least* a day in advance to inquire about the possibility of getting more tickets for that event. Upon approval, they can be picked up at SCOE during our ticket-distribution hours.

There are a few special events that are organized by the President of the Ducky Derby Foundation, Marge Remedios. Contact her at 222-2007 to sign up for specific events she is coordinating around the county. An adult must agree to be on-the-premises at all times for these events. Special event ticket sales do not include your group's tickets—these are separate tickets; and deposits/stubs/unsold tickets are turned in separately—48 hours after the event for tracking purposes.



SPECIAL NOTE (ONLY FOR GROUPS THAT WANT TO PARTICIPATE IN THE TOP-SELLER AWARD COMPETITION): If you would like to compete in this *separate* competition, please review the names, phone numbers and number of tickets sold for each of your students. The only way we can include your top-sellers in the competition is if you report your top sellers to the SCOE Receptionist at 225-0200 by this special deadline—the Wednesday before the event by 4 p.m. After this deadline, top-seller names will be invalid for this competition. The top 3 sellers will be invited to a VIP ride on the Sheriff's boat to get a "duck's-eye" view of the drop. Q U A C K!!!! *Note: If you want to participate in this separate competition for your group, please calendar this for yourself to call in by the deadline. A reminder will be sent out via email to sales coordinators a few days before the deadline, but don't miss out by not calling in time!*



TICKET SALES/DEPOSITS/DEADLINES/HOURS FOR THE ACCOUNTING FIRM:

Turn in all deposits (WITH DEPOSIT SLIPS) & sold ticket stubs **frequently** (less than 100 tickets per deposit slip). Make sure you have plenty of copies of the deposit form ready-to-go. By depositing your sales, the accounting firm will be able to determine authorization for more tickets (see above for this procedure).

DEADLINE FOR ALL sales/deposits/ticket stubs and **unsold** tickets is the **Friday before the event, which is the LAST Friday in September**. All distributed tickets must be SOLD or TURNED in to the accounting office. It is critical that you account for all tickets you take. You will be required to return the ticket or \$5 per ticket not returned to: ACCOUNTING OFFICE: Evanhoe, Kellogg & Company, 340 Hartnell Avenue, Suite A. Phone: 244-1900. **Mondays – Thursdays 8:00 a.m. – 5:00 p.m.** **Calls must be made regarding possible Friday deposit drop offs.**