



# SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.

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Tom Armelino

Board of Education  
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## MEMORANDUM

**DATE:** May 16, 2016  
**TO:** District Superintendents, Principals, & Ducky Derby Ticket Sales Coordinators  
**FROM:** Tom Armelino, Superintendent of Schools *Tom*  
**SUBJECT:** 27<sup>th</sup> Annual Ducky Derby – 2016

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It's that time again to participate in ticket sales for the upcoming Ducky Derby events. Last year was an enormous success. The Ducky Derby returned over **\$186,000** to North State schools' youth programs via direct student ticket sales and raised almost \$4 million since inception.

The Ducky Derby race will be held on **Sunday, September 25, 2016 at Lake Redding Caldwell Park.**

Attached is a Ducky Derby Participant Authorization Form and Questionnaire. Please complete the forms and return **them beginning on Monday, May 23, 2016** to the Shasta County Office of Education, Receptionist at 1644 Magnolia Avenue. **Tickets and Deposit Slips may be picked up Monday – Thursday from 8:30 a.m. to 3:30 p.m. (or make arrangements) beginning approximately May 23<sup>rd</sup> (depending on the printer). Please call to make sure the tickets are here.** No tickets will be issued without the completed Participant Authorization form and Questionnaire form. Original signatures are required on these forms. For organizations/clubs outside of schools, the club president must sign. Only those listed on the authorization form will be allowed to pick up tickets. **Please note that the tickets picked up for your school or club can only be used by your group. Tickets are not to be shared with other groups. You will be allowed an initial order of approximately 20% more than the actual number of tickets your group sold last year. Once those tickets are sold and deposits begin to be turned in, you are welcome to seek authorization from the accounting firm to pick up more throughout the summer/early fall.**

*It is critical that you understand that you must account for all tickets taken. You will be required to return the tickets or \$5 per ticket not returned. This is to prevent fraud (i.e. student sells tickets, "loses it" and keeps the cash).*

*You will notice the tickets are now printed with a bar code that can be read by a scanner. Redding East Rotary has had fantastic results in streamlining the process of accounting for the 50,000 tickets that they process each year. They have an idea for a program that would do the same at the school's level, but they need a few beta testers to work with our computer guru! Wouldn't you love to cut your processing time for tickets by about 75%?*

*It is hoped a few of the larger schools will be willing to meet with Marge Beck and Andy Main from Shasta.com to see if the idea will work. Please contact [margebeck@msn.com](mailto:margebeck@msn.com) if you are interested in being part of a creative and innovative project. They will limit this to two or three schools.*

Also attached are Ducky Derby Ticket Procedures/Guidelines. And, most importantly, if you need more information, please go to the Ducky Derby website at [www.reddingdukyderby.com](http://www.reddingdukyderby.com).

Looking forward to another successful year!

Attachments: Participant Authorization Form  
Questionnaire  
Ducky Derby Ticket Procedures