

# WSHSRA Raffle Ticket Mailing Checklist & Instructions

Before mailing your raffle tickets to Michele Wood, complete every step carefully:

## 1. Complete Every Ticket

- Make sure each ticket has a legible name, city, phone number, and member's name.
- Verify tickets are in numerical order.
- Arrange tickets in stacks of 25.

## 2. Bundle Tickets Properly

- Rubber band each stack.
- Do not mix sibling tickets.
- Each member's tickets must be bundled separately.



## 3. Prepare Payment

- Include a money order or check for the total amount of tickets sold.
- Example: 25 tickets  $\times$  \$10 = \$250.
- Make checks payable to: WSHSRA.
- Do not mail cash.

## 4. Address the Envelope

- Send to: **Michele Wood: PO Box 155 Eatonville, WA 98328**
- Write all members' names on the outside of the envelope. This helps speed up check in.

## 5. Mail Your Envelope

- Take it to the post office and check postage.
- Confirm sufficient postage; most envelopes need extra.
- Strongly recommended: get delivery confirmation or tracking. If you don't have proof that you postmarked it before the first 2026 Spring Rodeo Weekend, we can't really fix anything.

## 6. Timing

- Tickets **MUST** be postmarked before the first 2026 spring rodeo weekend or you can bring them to Michele Wood **ONLY** - at that first spring rodeo.
- Late tickets cannot be corrected.

## 7. Confirm Receipt

- After giving appropriate time for the mail to arrive, check the raffle spreadsheet on the Washington High School Rodeo website: <https://wshsra.net/raffle/>



- = tickets received
- No checkmark = tickets not received.
- Check back periodically for notes or discrepancies.

## 8. Final Reminder

- Do not mail tickets until all are checked off above.
- Proper preparation ensures fast and accurate processing.



THANK YOU EVERYONE!!!!