

MSU DENVER ALUMNI ASSOCIATION: 50/50 RAFFLE FUNDRAISER
Volunteer Information

OVERVIEW:

The MSU Denver Alumni Association obtained a raffle license through the Colorado Secretary of State's office to conduct a 50/50 raffle at all Colorado Rockies home games. Our responsibility is to staff each game with 10 volunteers to sell raffle tickets; in exchange we will receive approximately 25% of the net revenue. Each volunteer ticket seller will earn funds per game for the MSU Denver department or group of choice (to be designated during registration). This revenue will be distributed to respective groups/departments at the end of the 2021 season. There is a potential to earn bonuses based on total ticket sales and total revenue generated – this will be determined once the season is over. The more tickets you sell, the more money you earn for your department!

In addition to receiving revenue from ticket sales, MSU Denver will also be mentioned in multiple promotions and announcements throughout each game. This a great opportunity for MSU Denver and we expect our raffle ticket sellers to be exceptional ambassadors of our university while at the stadium!

TO DO:

1. Must be 16 years-old or older to volunteer.
2. All volunteers need an official Rockies Credential to access the stadium and various areas within the stadium, therefore 2 weeks prior of your scheduled shift you must submit:
 - a. Headshot
 - b. Last 4 digits of your social security number
 - c. Contact information
3. All volunteers **MUST** review the attached "Training Manual" prior to arrival (a link will be emailed to you after you sign up). This will help familiarize you with the process. If you are a new volunteer, it is strongly recommended you sign-up and attend one of the training sessions provided either on campus or virtually.
4. Arrive to the stadium 2 hours prior to scheduled game time.

WHAT TO EXPECT:

- When you arrive at Coors Field...enter through the employee entrance on the Park Ave. side of the stadium (see attached map).
- You will need your credential to enter the building! **See TO DO Steps 2a and 2b.**
 - a. If you have not received your credential prior to your scheduled shift, please contact any of the following people when you arrive at the stadium:
 - i. Assigned Game Manager (contact info will be distributed via email prior to shift)
 - ii. Rockies 50/50 Intern (contact info will be distributed via email prior to shift)
 - b. If you lose your credential or forget it at home, you will be charged a \$10 re-print fee (cash only).

- c. Credentials can NOT be used for personal use to gain entrance to games on days not volunteering.
 - d. All volunteers must sign-in at the beginning of their scheduled shift and sign-out once their shift is over.
 - e. Volunteers are not allowed to purchase or consume alcohol while in the stadium selling tickets.
 - f. Volunteers are not allowed to purchase food, beverages or merchandise while in the stadium selling tickets (light food/beverages provided in the Raffle Room).
 - g. Volunteers are not eligible to take or receive Rockies giveaway items.
- Once you arrive and enter the stadium, proceed to the Raffle Room:
 - a. The Raffle Room is located in room 05.03.05 on the Suite Level.
 - b. Walk up the employee entrance staircase to field level and go right
Walk past the playground and on the right will be Gate E elevator
Take Gate E elevator to Suite level 3 and proceed through the glass doors where you will find the business center AKA the Raffle Room on the right-hand side, which is across from Suite 56.
- Once in the ticket office the game day manager will give you instructions on how to proceed:
 - a. Sign in on the "Sign-in/Sign-out" sheet.
 - b. Put on a 50/50 raffle apron, button, hat, and mask.
 - c. Sign in on the white board with your name and phone number, your tablet number will be to the right
 - i. The entire raffle is digital – you will be assigned a tablet, credit card machine and ticket printer and will be lightly trained on how to use them.
 - d. Get logged into the system.
 - e. Print a test ticket.
 - f. Wait for game manager to assign you a location in the stadium.
 - i. All ticket sellers are assigned to one of the kiosk locations.
 - g. Proceed to assigned location – please stay in designated section throughout your shift.
 - i. Volunteers are NOT allowed to purchase raffle tickets during games they are working.
 - ii. Volunteers are not eligible to take or receive Rockies giveaway items.
 - iii. Volunteers are not allowed to purchase or consume alcohol while in the stadium selling tickets.
 - iv. Volunteers are not allowed to purchase food, beverages or merchandise while in the stadium selling tickets (light food/beverages provided in the Raffle Room).
 - v. If a fan is ever making you feel uncomfortable, report it immediately to a Rockies employee, Sarena Espinoza or the game manager on duty.
 - h. **The raffle room is secure and always staffed; you can leave personal belongings there while working
- Wear comfortable shoes and clothing, you will be standing!
 - a. MSU Denver or Colorado Rockies attire is strongly encouraged; White, Purple, Blue or Red t-shirts. Shorts should be longer than your apron. Please, no opposing team attire.
 - b. Hats must always be either MSU Denver or Colorado Rockies and facing forward.
- Food will be provided during your shift and you are able to take breaks as needed.

- a. Volunteers are not allowed to purchase food, beverages or merchandise while in the stadium selling tickets.
- Raffle stays open through the end of the 7th inning; the game manager will send you a message after the 3rd out of the bottom of the 7th directing you to come back to the office.
- When back in the office, each seller must:
 - a. Turn in all voided tickets to the game manager
 - b. Sign out of their device and plug in your tablet, credit card reader and ticket printer in their correct spot.
- Turn in apron and button and sign out.
- Once that is complete and you have signed-out, you are free to go!

OTHER DETAILS

- \$1 parking is available at 33rd and Blake St.; a shuttle service to the stadium is provided.
- If you take the train and are walking from Union Station, make sure to walk all the way around the stadium via Blake St. – there is no access to the employee entrance on Wewatta St. side of the stadium.
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- Volunteers are not allowed to purchase food, beverages or merchandise while in the stadium selling tickets (light food/beverages provided in the Raffle Room).
- If a fan is ever making you feel uncomfortable, report it immediately to a Rockies employee, Sarena Espinoza or the game manager on duty.
- We appreciate and value your time as a volunteer - Please give at least, 48-hour notice for cancellations. Excessive tardiness, cancellations and no-shows will result in volunteer privileges taken away.