

2009 Scout Fair Unit Ticket Sales Chair
Job Description

Get Ready!!!

- Contact every Scout in your Unit and encourage them to participate in the Scout Fair Coupon Card/Ticket Sale.

Get Set!!!

- Pick up Scout Fair Tickets and support materials from your District Ticket Chair after February 20th. (To find out who your District Ticket Chair is, please visit www.sdicbsa.org)
- Attend the **Scout Fair Ticket Kick-Off February 28, 2009 at your local Boomers** from 1:30 pm to 4:00 pm, if possible. This is not a requirement to participate in the Ticket Sale. (Look up your district's suggested Boomer's location at www.sdicbsa.org)
- Your District Ticket Chair may be coordinating unit sales at your local Ralph's. Please check with him/her before planning to sell at Ralph's locations. District Ticket Chair information can be found at www.sdicbsa.org.

Go!!!

- Distribute tickets as needed. Write a receipt of all tickets issued to all Scouts, paid or returned in order to keep an accurate count.
- Keep all receipts in a safe place. You must turn all receipts in to your District Ticket Chair and all tickets must be accounted for. **Your unit is financially responsible for all tickets received.**
- Use all forms as instructed. The information requested on each form helps our Council office tabulate the data.

Turning in Money

- Money and checks must be deposited at any branch of Union Bank, using the special San Diego - Imperial Council Account deposit slip. **Don't forget to write your unit number on the deposit slip.** You will receive deposit slips from your District Ticket Chair when you pick up tickets.
- Make sure the teller stamps your deposit slip, before exiting the Bank. The information on the stamp is critical.
- Settle your account on time and return every unsold ticket. Don't forget that your Unit is financially responsible for every ticket received. Don't discard any paperwork until you have settled your account.
- *In order to receive Big Spin Tickets, money must be turned in by the April 9th Turn-In date at your District Roundtable. (Roundtable information available at www.sdicbsa.org) .
- **Attend the Scout Fair April 18th 2009 and have fun!!**