**Give Hilltop 5 Information**

* Get donations from business for top 3 prizes.
* If cannot get donations, purchase as deduct as expenses from profit of fundraiser.
* Decide on prizes for top seller, top selling class, etc.
* Put together flyer (see flyer from last year under committee resources on website)
* Have flyer translated
* Make posters to put up around school.
* Purchase raffle tickets at ticketprinting.com
* Purchase envelops
* Stuff enough envelopes for all students with 5 tickets each
* Staple stuffed envelopes to flyer
* Distribute to teachers
* Advertise fundraiser through email, blackboard messages, poster
* Track how many tickets students’ sell/class sells. Ask secretary for list of each class with students names to track
* Decide on which day raffles will be drawn – have Mr. Correa pull winners. Contact winners right away.
* Post results on website
* Give prizes to winning students/classes right away