

## **BLOCK DRIVE GUIDELINES**

The distribution of **Block Drive Tickets** will be handled mainly by our Executive Members & the Wall Committee Members.

Residents will be asked to “**Buy 5 & Sell 10**” block tickets.

Please see below guidelines.

- 1) All **Block Drive** tickets will be stamped with the Association's seal before distribution.
- 2) A **Block Drive** Ticket **MUST** be issued to persons purchasing tickets in exchange for payment.
- 3) Distributors are responsible for all tickets given to them for sale or distribution.
- 4) Distributors must be vigilant in making frequent checks with persons asked to help with the sale of **Block Drive** Tickets on their behalf.
- 5) All monies collected by distributors must be handed over to the Treasurer at a specifically agreed date and time and at such time, a written receipt will be given in exchange for monies collected.
- 6) Distributors should keep receipt in a safe place to facilitate easy reconciliation.
- 7) Monies collected by the Treasurer will be lodged to the Association's bank account weekly.
- 8) Periodic updates on **Block Drive** Ticket sales will be given to residents in a timely manner.
- 9) **Block Drive** Tickets should be treated as “cash” and should be kept in a safe place.