



DRIVE FOR SCHOOLS 2025-26 DETAILED INSTRUCTIONS FOR TICKET SALES

Please review the detailed instructions for how to process sales of Drive for Schools tickets on behalf of MMS.

- Tickets may be sold from now through Sunday, October 19, 11:59pm 2025
- Tickets may be sold individually for \$5 each or \$25 for a booklet of six (6).
- There are three sections to each ticket.
 - a) The large section ("the stub") can be kept by the ticket buyer although it is not required.
 - b) The middle section is a parking voucher at the Santa Cruz Beach Boardwalk for the ticket buyer and also is not required to be retained.
 - c) The last ("entry") section must include the ticket buyer's name and contact information. This must be turned in to Mount Madonna School anytime from now through Monday, October 20, 12:00 noon.

SAMPLE TICKET	TICKET SECTIONS	INSTRUCTIONS
		<p>Ticket buyers keep this part for their records. It contains the ticket number but is technically not needed to win or claim prizes.</p> <hr/> <p>Ticket buyers also keep this part, though it is just a complimentary parking voucher for the Santa Cruz Beach Boardwalk.</p> <hr/> <p>This part must be filled in with your ticket buyer's contact information. Some choose to handwrite this and some choose to print labels. This stub must be turned in to MMS on or before October 19 at 12:00 noon.</p>



When turning in ticket entry sections to Mount Madonna School:

- Ticket entries can be turned in to the main office at the upper campus or to any teacher or administrator throughout the fundraiser period from now through Monday, October 20 at 12:00 noon.
- When turning in tickets with physical cash or check payments, please place the filled in tickets and payments in an envelope with the name of the student or MMS employee who should be credited with the sale.
- To collect credit card payment online:
 - a) Visit: www.mountmadonnaschool.org/drive-for-schools/ and scroll to the payment form at the bottom of the page.
 - b) Choose the person who should receive credit for the sale.
 - c) Fill in the ticket buyer information
 - d) Specify the number of tickets sold
 - e) Fill in the credit card payment information

IMPORTANT: The physical ticket entry sections must still be completed and turned into the Mount Madonna School to qualify. This online transaction is for collecting payment via credit card only and does not represent the ticket entry submission. Online payment records may not be used as proof of entry.



Thank you for your participation and effort in Drive for Schools. If you have any questions, please email or call Kevict Yen at kevict.yen@mountmadonnaschool.org or (408) 846-4042.

Sincerely,

Kevict Yen

Director of Advancement and Community Relations