

To SFUSD Staff and Students		WAD Date April 15, 2009		WAD No.		Page 1 of 5	
Subject <b>AsianWeek Foundation School Fundraiser</b>				Date Due 5/14/09		Not Applicable After May 16, 2009	
From Meyla Ruwin		Title Director, School Health Programs Dept.		Signature		Telephone 242-2615	
Action Required							
PLEASE INFORM ALL STAFF ABOUT THE ASIAN HERTIAGE STREET CELEBRATION    X Post    X Distribute To    Principals/ Teachers							
Administrative Directive							
<b>WHO: All Staff and Students at Elementary, Middle and High Schools</b>							
<b>WHAT: Asian Heritage Street Celebration “Make Some Money for Your School” Raffle Program – Make money for your school in a <u>no-cost fundraiser!</u></b>							
<i>The AsianWeek Foundation would like help schools raise funds by having them sell raffle tickets for prizes including:</i>							
<ul style="list-style-type: none"> <li>• <b>Round Trip Airfare Tickets to Asia</b></li> <li>• <b>Round Trip Airfare Tickets anywhere in the U.S.</b></li> <li>• <b>\$500 check to the school of your choice</b></li> <li>• <b>California Academy of Science tickets</b></li> <li>• <b>Restaurant gift certificates and more</b></li> </ul>							
For more information about the AsianWeek Awards and Raffle Program, view the attachments.							
<b>HOW:</b> Each school selects one coordinator, as a liaison, to interface between the school and the Asian Heritage Street Celebration. Submit the schools participation form a.s.a.p. Note - Schools may have one or more entities selling tickets. (For example: PTSA, student clubs, etc.)							
For information on how to get raffle tickets, contact <b>Angela Pang</b> via email or phone at <a href="mailto:apang@awfoundation.com">apang@awfoundation.com</a> or 415-321-5894.							
<b>WHY:</b>							
<ul style="list-style-type: none"> <li>• <b>Help SFUSD Schools raise money</b></li> <li>• <b>Help AsianWeek Foundation publicize the Asian Heritage Street Celebration</b></li> </ul>							
<b>WHEN: Deadline: <u>May 14, 2009</u> – Turn in all raffle tickets sold.</b>							
Approved	Name    Trish Bascom		Title    Associate Superintendent of Student Support Services			Signature	
SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE							



809 Sacramento Street  
San Francisco, CA 94108  
(T) 415.321.5894 | (F) 415.397.3080  
[www.asianfairsf.com](http://www.asianfairsf.com)



March 16, 2009

Dear San Francisco Unified School District Principals and Teachers,

The Asian Heritage Street Celebration (AHSC) invites you to participate in our 5th Annual SFUSD AHSC "Make Some Money for Your School" Raffle Program! This is a FREE program that serves to honor your APA students and is supported by Superintendent Carlos Garcia.

**AHSC "Make Some Money for Your School" RAFFLE PROGRAM**

- Make money for your school in a no-cost fundraiser!
- Sell raffle tickets for prizes including: roundtrip airfare tickets for Asia and the U.S., plus a \$500 check to the school of your choice! All proceeds will go to your school. More details in the following pages, along with the participation forms.

Feel free to contact us if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Angela Pang".

Angela Pang  
Community Relations Manager  
AsianWeek Foundation  
office: 415-321-5894  
e-mail: [apang@asianweek.com](mailto:apang@asianweek.com)

A handwritten signature in black ink that reads "Ted Fang".

Ted Fang  
Director  
AsianWeek Foundation  
office: 415.321.5887  
e-mail: [tfang@asianweek.com](mailto:tfang@asianweek.com)

# “Make Some Money For Your School” Raffle Prize Drawing

- Grand Prizes:** Round Trip Airline Tickets to Asia  
Round Trip Tickets Anywhere in the U.S.  
\$500 Cash Prize to School of Your Choice
- Other Prizes:** California Academy of Science Tickets, Restaurant Gift Certificates, and more.
- Ticket Price:** **\$3.00**
- Fundraising:** \$2.00 per ticket to school/group  
**Additional school donations:**  
\$500 to school with top seller in school level (elementary, middle, and high school)  
\$100 minimum for selling 20 or more tickets  
Guaranteed minimum rate of return of 100% of proceeds one of top three selling schools.
- Drawing:** SATURDAY May 16, 2009  
5<sup>th</sup> Annual Asian Heritage Street Celebration.  
There will be multiple drawings throughout the day. Winners need not be present to win.
- Tickets:** Contact Angela Pang, [apang@asianweek.com](mailto:apang@asianweek.com), 415.321.5894  
A dedicated web page will be posted at [asianfairsf.com](http://asianfairsf.com)

The AHSC Prize Drawing Fundraiser is organized by the AsianWeek Foundation for the exclusive benefit of schools and school programs within the San Francisco Unified School District, and is supported by Superintendent Carlos Garcia.



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# Prize Drawing

## Administrative Procedures

- 1.) The Asian Heritage Street Celebration Prize Drawing Benefit is operated in whole by the AsianWeek Foundation. The AsianWeek Foundation will donate all proceeds back to participating schools.
- 2.) Each school selects one coordinator to interface between the school and the Asian Heritage Street Celebration (AHSC).
- 3.) Each school may have one or more entities selling tickets. (For example: PTSA, student clubs, etc.) Each school may have their tickets tracked for the school in total, or by each individual group at the school. AHSC will maintain these records.
- 4.) Tickets will be available in April.
- 5.) AHSC will deliver the tickets to each school coordinator at their school.
- 6.) DEADLINE FOR ALL TICKET SALES: Wednesday MAY 13.
- 7.) AHSC will pick up all remaining tickets and dollars after 10am on Thursday MAY 14.
- 8.) Sales report for all schools will be made by June 12, 2009.
- 9.) Donation checks will be made at a special ceremony the following semester. Rankings will be determined in proportion to each school's student population.
- 10.) CHECKS FOR DRAWING TICKETS SHOULD BE MADE OUT TO:  
**The Asian Heritage Street Celebration or AHSC.**

\*For more information contact Angela Pang, Community Relations Manager, AsianWeek Foundation, [apang@awfoundation.com](mailto:apang@awfoundation.com), (415) 321-5894.



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# Participation Form

**School Name** \_\_\_\_\_

Raffle Fundraiser

\_\_\_ Yes, I plan to participate in the raffle school fundraiser.

Contact person for Raffle Fundraiser:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax the form to: 397-3080 or

Email this information to: [apang@asianweek.com](mailto:apang@asianweek.com)

**FOR SCHOOLS TO COMPLETE**