



NGHA Annual Hockey Tournament

Basket Raffle Instructions

Please arrive 10 minutes early for your shift to ensure smooth transition and allow for a few minutes at the end to hand off your responsibilities.

DO NOT LEAVE UNTIL NEXT SHIFT ARRIVES

TICKET PRICES: 3 for \$5.00 or 8 for \$10.00

DRAW will take place on the Saturday @ 3:00 pm

Do not leave the area unattended at any time.

Make sure a parent is always present.

Hours of Ticket Sales:

Friday 9:00 am – 9:00 pm, Saturday 9:00 am – 3:00 pm

Hours of Volunteers

Friday 8:00 am – 9:00 pm, Saturday 8:00 am – 9:00 pm

General Duties:

- Keep the area neat and tidy
- Ensure pens are available on the table to fill out the raffle ticket
- Ensure area is never left unattended
- Answer any questions
- Pass these instructions on to the next group of volunteers
- Ensure that there is enough money in the float at all times to make change
- **ENSURE TO DRAW ATTENTION TO THE TABLE – CALL OUT “BASKET RAFFLE AND TICKET INFO”**

How does the BASKET RAFFLE Work???

- Individuals will purchase their selected amount of tickets and write their name, email address and phone number on the ticket. **PLEASE NOTE that the phone number must be the number where they can be reached Saturday evening**
- Once they have filled out their information they can choose which bucket they wish to drop their ticket into
- The ticket sales will finish on Saturday at 3:00 pm, at which time the draw will take place and the Volunteers will contact each winner.

WINNERS MUST PICK UP THEIR BASKET ON SATURDAY PRIOR TO 8:00pm

Friday Shifts (Ticket Sales 9:00am – 9:00pm)

- 8:00 am volunteers are responsible for setting up the baskets
- Items will be located in the designated Storage Rooms at each site
- Floats
 - Minto - pick up in Echo Room, 2nd Floor
 - Sensplex – pick up in locked storage area under the stairs



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- Each basket will be numbered
- Ticket buckets will be numbered as well (Prize #1 goes with Bucket #1)
- Last group of volunteers on Friday
 - Move baskets, tickets & buckets back into the designated locked rooms
 - Return all money including floats to the designated Financial Runner

Float Information:

- If running low on change:
 - Minto - visit Echo Room, 2nd Floor to obtain change
 - Sensplex – have parent ask another booth/vendor for change

Saturday Shifts (Ticket Sales 9:00am – 3:00pm)

- 8:00 am volunteers are responsible for setting up the baskets on the tables
- Items will be located in the designated Storage Rooms at each site
- Floats
 - Minto - pick up in Echo Room, 2nd Floor
 - Sensplex – pick up in locked storage area under the stairs
- Each Item will be numbered
- Ticket Buckets will be numbered as well (Prize #1 goes with Bucket #1)
- **Ticket Sales will close @ 3:00 pm**
- Draw winning tickets
- Contact each winner
- Volunteers will remain at location until the prizes are collected.
- Contact next group of Volunteers if all prizes have been collected from your location and advise them that they are no longer required for your shift
- **If at the end of the last shift prizes remain, store remaining items in the designated locked rooms and call **Brenda Papp 613-298-8293****
- **Volunteers must return all money including floats to the identified Financial Runners**

Please call the Wendy 613-323-3115 or Jenn 613-791-0645 with the names of the winners so they can be published on the website

Float Information:

- If running low on change:
- Minto: visit Echo Room to obtain change
- Sensplex: parent may have to ask another booth / vendor for change.

If you have questions or problems, please contact:
Brenda Papp 613-298-8293