



## NGHA Annual Hockey Tournament

### 50-50 Draw Sales Minto & Sensplex

#### 50/50 Draw Sales Minto & Sensplex:

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**

#### **Getting Started:**

- The 50-50 table will be set up in the main vendor area of the arena
- Volunteers will have a money bag, 1 float (\$35.00), markers, poster to mount behind table to promote 50-50, tape, envelopes & cans for collecting money
- Floats
  - Minto - pick up in Echo Room, 2<sup>nd</sup> floor
  - Sensplex – pick up in locked storage area under the stairs

#### **Pricing**

- Cost \$1.00 for 2 tickets, \$2.00 for 5 tickets and \$5.00 for an arm's length.

**Please Note: 50/50 money must be kept separate**

#### **Draw Times**

- Friday 2:00 pm & 9:00 pm
- Saturday 2:00 pm & 9:00 pm

#### **Just before 50/50 draw:**

- Count the money collected **and subtract \$35** (this is amount of the float provided at start)
- Split amount into 2 and place in envelopes provided – one envelope for the winner and one for the NGHA.
- Record the amount and ticket number on the outside of each envelope and & on the poster behind the table
- Return the \$35 float to the bucket for the next sellers

#### **Drawing the winning ticket:**

- Draw one ticket (with witnesses present)
- Affix the winning ticket to the poster and record number & amount in large letters
- Call Wendy 613-323-3115 or Jenn 613-791-0645 with ticket number and amount so it can be posted on the website

#### **Processing a winning ticket claim:**

- Carefully compare the potential winning ticket to the one drawn to ensure a match
- Take the winning ticket from the winner, affix ticket to the poster & give winner their winnings

#### **After the draw:**

- Destroy the non-winning tickets – these should NOT be included in the next draw
- Designated “Financial Runner” will collect money for NGHA and unclaimed winnings (if any)

#### **Last volunteer of the day:**

- At the end of the day, the money bag will be emptied by the “Financial Runner” & the empty box will be stored with all the 50-50 supplies in the same room as the raffle table items (Sensplex designated locked room or Echo Room, 2<sup>nd</sup> floor Minto)

If you have questions or problems, please contact Wendy 613-323-3115 or Jenn 613-791-0645