



NGHA Annual Hockey Tournament

50-50 Draw Sales Minto

50/50 Draw Sales Minto:

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
- Float - pick up in Echo Room, 2nd floor

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:

- **take out \$35.00** (this is the amount of the float provided at the start. Please put this \$35.00 back into the bucket for the next sellers)
- Count the money collected - split amount into two and place in envelopes provided – one envelope for the winner and one for the NGHA. **Remember to take out the \$35.00 float - it should not be counted as part of the money that goes into these envelopes.**
- Record the amount and ticket number on the outside of each envelope and & on the poster behind the table

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 (Echo Room, 2nd floor Minto)

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