

**Dear CLUB PRESIDENTS AND LOTTERY CHAIRPERSONS,**

It's that time of the year again when we join forces to raise money for New Brunswick skaters and their programs. As you know, the lottery provides an excellent opportunity not only to **increase revenues for your club**, but also to boost public awareness and support for figure skating in our province.

**Please find enclosed the following information:**

- Lottery prizes
- Ticket Deadline for main draw is December 15, 2018
- Lottery forms
- General information

We ask that your club participate in this province wide fundraiser. We cannot stress enough the importance of your clubs participation in order to maintain the success of this worthwhile effort.

If you have any questions regarding the lottery, please do not hesitate to contact the SCNB office by phone at (506) 855-1751 or by email at [executivedirector@skatenb.org](mailto:executivedirector@skatenb.org).

A sincere thank you for your continued participation and support.

Cordially,

Skate Canada NB Fundraising Committee

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## **2018-2019 INFORMATION UPDATE**

GRAND PRIZE     \$3,000

1st PRIZE        \$1,000

2nd PRIZE        \$500

### **LOTTERY TICKET DRAW DATE:**

**February 15, 2019 at the Riverview SC - Provincial STARSkate & Invitational Synchro**

**All lottery tickets stubs and money must be submitted no later than December 15, 2018. Should you complete your ticket sales before December 15 2018, please remit the monies and ticket stubs once completed.**

It is suggested that lottery tickets be distributed during registration and that the cost of the one or two books given to each skater be included in the registration fees. If this method is chosen, the tickets are paid in advance and the skater only needs to return the completed stubs to the fundraising chairperson. This makes the fundraising chairperson's job simpler as he/she does not have to collect from the skaters after registration. Several clubs use this method already and have great success.

GOOD LUCK!!!

### **Ticket facts**

- 10 tickets per book.
- \$2.00 per ticket – total \$20/book.
- \$10/book retained by the club.
- \$10/book returned to Skate Canada NB
- May not be purchased in the name of a Club or Region.

The Skaters' Lottery is subject to audit by the New Brunswick Government and the Fundraising Committee must be able to account for the total number of tickets as outlined in the lottery license. The following policy regarding lost or partially sold books has been taken:

### **Lost books**

- Are the responsibility of the clubs and are considered sold.

### **Partially sold books**

- Is considered sold in full.

- Must be submitted to Skate Canada NB with a remittance of \$10.00 per book, regardless of the number of tickets sold.
  - We suggest that the seller complete the remaining tickets.

### **Getting tickets**

[Click here to download Order ticket form.](#)

1. After you have submitted your form, Tickets can be picked up directly at the SCNB Office in Dieppe
2. Tickets will also be available for pickup on SKATE NB DAY on September 15, 2018.
3. If you cannot pick up your tickets please contact another club as they may someone coming to Dieppe who can pick them up for you.
4. Tickets can be shipped, club will be responsible for the shipping cost

[SCNB Office](#)

[506.855.1751](#)

[executivedirector@skatenb.org](mailto:executivedirector@skatenb.org)

### **Receiving tickets**

- When you receive your books:
  1. check the cover numbers and quantity to ensure all is correct BEFORE you begin distribution.
  2. If there are any discrepancies, please contact us immediately.
  3. Do not distribute misprinted books.
- SCNB suggests you track ticket distribution and receipt.

[Click here to an example Club Record Sheet](#)

- Every effort should be made to distribute your tickets as soon as possible.
- Skaters wishing to sell more books are free to do so.

### **Collection of tickets**

- Set a specific date for ticket stubs and money to be returned to you. Remember, you need time to meet the deadlines for return of same to Skate Canada NB for the Final Draw.
- Put out notices, give hand outs, email and use social media to remind people that they have tickets to sell and the date they must be returned.

## **Returning money and ticket stubs to Skate Canada NB**

- E-Transfer, cheque or money order payable to “Skate NB” are the only acceptable methods of payment.
  - E-Transfer sent to [lise.auffreyarsenault@skatenb.org](mailto:lise.auffreyarsenault@skatenb.org)
    - Question: Location of SCNB Office
    - Answer: Dieppe
- When returning tickets and money by mail, you should insure it or send it by registered mail; then you will know that they arrived safely. Many clubs use a courier service when submitting tickets to Skate Canada NB.
- Tickets and money can also be dropped off at the SCNB office at 299 Champlain Street in Dieppe or to the Skate NB Boutique -Tracey Carroll during Fall Skate (Bathurst), Skate NB Sectionals (Memramcook) and Winter Skate (Dieppe).

Don't forget to include the Remittance Sheet when sending in tickets and money to SCNB.

## **SCNB Suggestions to Clubs**

- Ask for all lottery tickets to be sold and returned to the club within 60 days.
- Arrange to have reliable people present, at your club's various sessions, who will be responsible for distributing and collecting tickets and collecting any money for you. Have them clearly identified as the person to go to at the session.
- Your club might want to offer incentives for the top sellers (example: gift cards, SCNB apparel)
- Prepare a chart to show sales by each ticket seller. Display in a prominent place and update frequently.
- If your club has a Synchro team, get them involved in selling tickets as a means of fund raising for their team, and share the profits.

## **CONTACT INFORMATION**

**Annie Aubé, Director of Administration**  
[annie.aube@skatenb.org](mailto:annie.aube@skatenb.org)