

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 our clubs**, 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 March 16, 2018
- Lottery forms
- General information

We ask that your club participate in this province wide fund raiser. 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 me by phone at (506) 384-4081 or by email at joan.richardson@skatenb.org.

A sincere thank you for your continued participation and support.

Cordially,

Joan Richardson
Skate Canada NB Fund Raising Committee

2017-2018 INFORMATION UPDATE

GRAND PRIZE \$5,000

1st PRIZE \$1,000

2nd PRIZE \$500

LOTTERY TICKET DRAW DATE:

March 30, 2018, Skate Canada New Brunswick Office

All lottery tickets stubs and money must be submitted no later than March 16, 2018. However, if your club has completed its ticket sale, an early remittance would be greatly appreciated.

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. Since the tickets are paid in advance, the skater only needs to return the completed stubs to the fundraising chairperson. This makes the fundraising chairperson's job simpler as he does not have to run after payment. Clubs that have used this method have had great success.
GOOD LUCK!!!

GENERAL INFORMATION

There are 10 tickets per book. Price is \$2.00 per ticket. Fifty percent (50%) of the price is retained by the club. Skate Canada NB thus retains \$10.00 for every booklet completely sold.

The Skaters' Lottery is subject to audit by the New Brunswick Government and the Lottery 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 Lost books are the responsibility of the clubs. Responsibility cannot be taken by Skate Canada New Brunswick Section, as the New Brunswick Section does not have direct access to the sellers. The responsibilities must be taken by the club and sellers.

PARTIALLY SOLD BOOKS

1. All partially sold books must be submitted to the New Brunswick Skaters' Lottery with a remittance of \$10.00 per book, regardless of the number of tickets sold.
2. The difference between \$10.00 per book and the value of the tickets sold is either a profit or a loss to the club.
3. Tickets may not be purchased in the name of a Club or Region.

ORDERING TICKETS

1. Please use the provided form for ordering tickets.

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

2. After you have send in your form, Tickets can be picked up directly from Joan Richardson, Jacques Fournier or at the SCNB Office in Dieppe.
3. Tickets will also be available for pickup on SKATE NB DAY on September 16, 2017.
4. 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.

CONTACT INFORMATION

joan.richardson@skatenb.org

Jacques.Fournier@skatenb.org or Treasurer@skatenb.org

DISTRIBUTION OF TICKETS

1. When you receive your books, check the cover numbers and quantity to ensure all is correct BEFORE you begin distribution. If there are any discrepancies, please contact us immediately. Do not distribute misprinted books.
2. Club record sheets are downloadable. **KEEP A RECORD OF EACH BOOK AS IT IS DISTRIBUTED AND COMPLETE THE RECORD AS IT IS RETURNED.**

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

[Click here to download Winter Skate Seller's Draw Remittance Sheet](#)

3. Every effort should be made to distribute your tickets as soon as possible. The method used will vary from club to club depending on size and location.
 - Skaters wishing to sell more books are free to do so. Ask for all lottery tickets to be sold and returned to the club within 60 days.
 - Depending on the size of your club and the number of skating sessions, it may not be possible for you as Lottery Chairperson to be in direct contact with all your skaters. Arrange to have reliable people present at the 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.

- To get the skaters interested in selling tickets, offer prizes for the top sellers within your club, for example: cash, radios, CD's, stuffed toys.
- 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.

COLLECTION OF TICKETS

1. 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 Lottery Headquarters for the Final Draw.
2. Put out notices or hand out printed bulletins reminding people they have tickets to sell and the date they are to be returned.

RETURNING MONEY AND TICKET STUBS TO LOTTERY HEADQUARTERS

1. PLEASE BE SURE THE SELLER'S NAME IS ON ALL TICKET STUBS BEFORE THEY ARE RETURNED TO LOTTERY HEADQUARTERS! This is essential for the Winter Skate Seller's Draw.
2. PLEASE avoid sending cash when submitting money to Lottery Headquarters. An E-Transfer, cheque or money order payable to "Skate NB" is preferred. To complete an E-Transfer please send to lise.auffreyarsenault@skatenb.org
3. 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 the Lottery Headquarters.
4. Tickets and money can also be dropped off at the SCNB office at 299 Champlain Street in Dieppe or to Joan Richardson or Jacques Fournier.
5. Don't forget to include the Remittance Sheet when sending in tickets and money to SCNB.

SPECIAL PROMOTION

Once again, Skate Canada NB will be holding a special draw for tickets and money returned by December 31st, 2017. At Winter Skate, a ticket will be drawn from those returned and the Seller of the Ticket, and only the Seller, will receive a SCNB jacket valued at \$80. So get the word out to your sellers to return the tickets as soon as possible to qualify for chance to get a nice jacket from Skate Canada NB!