



Volunteer Information Guide

(All volunteers must be at least 19 years old)

Basic rundown of the night

Activity	Time	Location
Parking	Up to two hours prior to game start	Free in lot 8 for volunteers on the parking list
Check-in	Two hours prior to game start	Beside Gate 3
Selling	Up to two hours prior to game start until the end of the second intermission	Assigned location within the building
Cash-out	At your assigned cash-out time.	Gate 3

Parking and Check-in

- We need to know if you will be volunteering and parking with us by noon one day prior to game days, except for games falling Sat-Mon. This allows us ample time to provide parking services with your names as well as send out additional notes if volunteer seller response rate is low. Condors are to provide 10 volunteer sellers each assigned game.
- Free parking in lot 8 for volunteer sellers. There is a shuttle bus service available that picks people up and drops them off at the various gates.
- Next to Gate 3 is where 50/50 sign in and cash out takes place. Volunteers must arrive **two hours** before the game starts.

Procedures

When you arrive at Gate 3 make sure you:

- Pick up an apron and shirt (uniform)
- Have event day pass with your seller number (allows you access to the building)
- Receive your section assignment - this will be the area you are assigned to sell in (50/50 staff can provide more details on your assigned area)
- Receive your specific handheld device, printer and red pouch with extra paper rolls, pen, etc.
- Be sure to tell them you are selling for **Capital City Condors** (VERY IMPORTANT)

Prepare your cash float (it is recommended that you start with a float of \$50 - \$100 in \$5 dollar bills.)

Note: Floats are **not** provided by the Ottawa Senators Foundation or Capital City Condors

New volunteers are asked to identify themselves as they arrive so we can spend a few minutes reviewing some important points and answer any questions you might have.

Overview

- Ontario Lottery & Gaming Corporation (OLGC) governs all aspects of the raffle.
- This year's nightly jackpots have no limit in terms of maximum payout.
- The running jackpot total is displayed on each kiosk and on the main scoreboard throughout the game.
- 50% goes to winner, 50% goes to Ottawa Senators Foundation who fund local youth charities.
- The winning number is drawn in the 3rd period and winners have 30 days to claim their prize. The number is accessible from both the Ottawa Senators Foundation website as well as the OLGC website.
 - <http://sensfoundation.com> or directly at
 - http://www.olg.ca/bingo/raffleNumbers.do?foundation=Senators_Foundation
- Our charity is compensated based on the gross ticket sales and how many sellers are provided. For example:

Gross Ticket Sales	Payment per Volunteer Seller
15,001 - \$25,000	\$25
\$25,001 - \$35,000	\$35
\$35,001 - \$40,000	\$50
\$40,001 - \$50,000	\$65
\$50,001 - \$60,000	\$70
\$60,001 - \$80,000	\$85
\$80,001 - \$100,000	\$100

- Gross ticket sales this year so far have ranged from a low of \$27,646 to a high of \$51,250 meaning we would have made \$70/seller x 10 sellers = \$700 for one game! The potential is there to earn a lot of money through this fundraiser!

Selling 50/50 tickets

- Proceed to your assigned selling location
- At this time we accept cash only. Credit cards and debit cards are NOT accepted.
- Ticket pricing is as follows:
 - 40 for \$20
 - 10 for \$10
 - 3 for \$5
- A Foundation staff person will regularly check on you to see if you have any questions, and will pick up any voided tickets.
- Be Vocal! Please note that according to the building policy, you cannot go up to individuals and ask if they would like to buy however you can stand in the concourse and yell "50-50 tickets".
- All money should be kept in your apron.
- Tickets may not be sold to anyone under the age of 18 - please ask for ID if you are unsure.
- Tickets will remain on sale until the end of the second intermission.
- Return to the 50-50 office at your assigned cash out time (on your event pass). It's very important to come down at your assigned cash out time only. There is limited time and space to count all the money, make an announcement and post the winning number by the middle of the 3rd period.

Cashing Out

- When you return to the 50-50 office you will first turn in your handheld device, your printer, any voided tickets and your red pouch.
- You will be asked to sign for the return.
- You will be given a blue pouch and a cash out form to complete in the room.
- Count your cash and indicate amounts on the form. Sign it.
- Return the pouch of cash and your completed form to the office.
- Hang up your jersey and apron
- Enjoy a slice of pizza, watch the balance of the game on the TV, go home or (if available) request a ticket to go in and watch the rest of the game. Your official duties are complete now.

Warnings

- Building management and/or OLGC have asked 50-50 sellers to avoid the follow activities:
 - Selling to anyone who appears intoxicated
 - Selling to anyone who is under 18 years of age
 - Selling 50/50 tickets on the 400 level.
 - Selling 50-50 tickets in the arena bowl while the game is in play or during intermission shows – please only sell in the bowl prior to game start and during intermission if there is no show taking place.
 - Standing behind the ushers or security people in the tunnels.
 - Wearing other team jerseys.
 - Approaching people directly/aggressively to buy 50/50 tickets.