



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Sports Complex Fundraising Committee Agenda
January 29, 2019, 2:00 p.m.
Sanford Council Chambers**

1. Call to Order
2. Approval of Agenda, including additions or deletions
3. Approval of the Sports Complex Fundraising Committee minutes of November 29, 2018
4. Business Arising from the Minutes
 - a. Fundraising Website
 - b. Chase the Ace Update
 - c. Community Involvement/Volunteers
 - d. Review of Business Contacts
 - e. Branding
5. Correspondence
6. New Business
 - a. Fundraising Letter
 - b. Facebook Launch
 - c. Budgeting
 - d. Seat and Puck Sales
7. Date of the Next Meeting
8. Adjournment

Chase the Ace Style Lottery

House Rules

1. Location, Day, Time of ticket sales and Draw

Draw will take place at: Tommy Guns, 143 Gerrish Street, Windsor, NS

Draw Day: Thursdays'

Draw Time: 8:30 p.m.

Ticket will be sold between 6:00 – 8:00, Presale location listed below (updates to come)

2. Cost of Tickets

Ticket Costs: \$5 each, 3 for \$10, 7 for \$20

3. Prize Info

___ % of the ticket sales for that day will go to the Fundraising Reserve for Sport Complex

___ % will be awarded to the winning ticket holder

___ % will be added to the jackpot

4. Process

CARDS MUST NOT BE CUT. Cards are to be shuffled, spread out on the table and mixed sufficiently. When it is time for a card selection by the ticket winner, the winner will place ONE finger on the selected card. The coordinator from the organization will then removed all surrounding cards while the ticket winner holds their finger on the card. For more details, please see "Best Practices" document on Chase the Ace style lotteries available from Alcohol, Gaming, Fuel and Tobacco Division. Once all surrounding cards have been removed, the selected cards will be turned over by the coordinator.

If the Ace of Spades card is selected, the winner receives the Jackpot. Other wise the jackpot amount carries forward to the next draw and the details of the details of the selected card are logged and the card is destroyed.

The cards will be displayed in such a manner as to reveal the Ace of Spades card is in the deck. (This must be done before and after the ticket winner selects a card)

The person drawing the ticket, involved in the setup of the cards, selection of any cards or any other approved items for that current draw must not hold a ticket for the draw; this included the licensee. **(Licensee refers to the signatures on the Ticket Lottery Application)**

If a ticket is blank or we are not able to be read the ticket it will be considered null and void and another ticket will be drawn. The numbers on the ticket are for inventory control only and not identification. All tickets must be completed and deposited at the selling location immediately after purchase.

The deck will be locked, will be sealed in an envelope and secured in a safe.

Draw Process Organization

- **Players must be in attendance to participate.** In the event that stub tickets are used, AGFT Division may consider an alternate arrangement which may include a proxy to both participate in the draw and for the selection of a card or other approved draw items.
- A list of all Selling locations, and time of sales is below. As the Chase the Ace jackpot grows more selling locations maybe added.
- The winning number will be announced both verbally and displayed visually.
- **Attendance is optional for the winner. The winning ticket holder will be contacted by telephone if they are not present. If the purchaser chooses not to attend or they cannot be reached by the designated time for selecting a card from the deck, and cannot send a designate, they forfeit the right to select for themselves, and a designated person from the Licensee will select on their behalf in front of a minimum of 3 people.**
- **If the Lottery expands to more then one selling location, a person holding the winning ticket must identify themselves to an organizational contact at any location to stop the clock and be eligible for the draw.**
- **The winning number will be called a minimum of 3 time during a 10 minute time frame. (additional time can be approved by the AGFT Division for larger scale draws with multiple selling venues)**
- If the winner does not come forward, another ticket is drawn.
- If tickets are purchase by a third party, all prize money will be awarded to the ticket holder.

Selling Locations

- Location 1 – (Presale) The Municipality of the District of West Hants
Thursday from 8:30 a.m. - 4:30 p.m.
- Location 2 – Tommy Guns, 143 Gerrish Street, Windsor, NS
Thursday from 6:00 p.m. – 8:15 p.m.

Viewing Locations



January 30, 2018

West Hants has been working towards building a sports complex for our region that captures the spirit of the Birthplace of Hockey. The completed project, which will include an ice rink, indoor sports field and walking track, will benefit residents and recreation organizations in both the Municipality and the Town of Windsor and draw many people into our communities.

On December 20, 2018 we received wonderful news from the Honourable Scott Brison, MP and the Honourable Chuck Porter, MLA of \$8.1 Million in Federal and Provincial funding.

The Federal and Provincial funding will go a long way in helping us to reach our goal but is not enough to ensure that the facility is able to meet the needs of our communities and be a place that the entire region can be proud of. We are reaching out to residents, businesses and organizations to help us raise additional funds to make this community facility a reality.

Do you want to be part of this exciting endeavor? If you are interested in making a donation please complete the attached Donor Declaration Form, then send it and payment to the Municipality of the District of West Hants to the attention of Carlee Rochon

Contact us at fundraising@westhants.ca if you have any questions or would like to hear about other ways to get involved. Our fundraising team is excited about this project and would love to hear from you.

Thank you for helping us to make the sports complex the Best of Everything!

Sincerely,

Debbie Francis
Sports Complex Fundraising Committee Chair

Encl.



DONOR DECLARATION FORM

I am voluntarily and unconditionally donating the sum of \$_____ to the Municipality of the District of West Hants, to benefit the development of the West Hants Area Sport Complex.

Consistent with the income tax interpretations of "qualifying donations," this contribution is made voluntarily without any conditionals and no benefit will accrue to myself (or related parties) because of my donation. I confirm that this donation does not or will not affect any approval or procurement process I (or related parties) may, directly or indirectly, be connected to. I also understand that civil penalties can be imposed against me for the misrepresentation of tax matters. Based on these facts, I understand that an official receipt for tax purposes will be issued.

Please submit this form along with your donation to:

The Municipality of the District of West Hants
 76 Morrison Drive
 PO Box 3000
 Windsor, NS B0N 2T0

- Please make cheques payable to the Municipality of the District of West Hants.
- Each donation exceeding \$500 must come with its own donation form.
- All donations are credited in Canadian Dollars
- Donations may be delivered in person to the above address Monday to Friday from 8:30am to 4:30pm.

Donor Information	
Company Name or First Name:	Last Name:
Address:	
City:	Postal Code:
Telephone: ()	Email:
Donation Amount: \$	Permission to Share Donation Publicly: [] YES [] NO
Donor Signature:	Date: