



AIR CADET LEAGUE OF CANADA ONTARIO PROVINCIAL COMMITTEE

Date: 29 June 2009
To: Sponsoring Committee Chairpersons
Squadron Commanding Officers
Gliding Centre Commanders
From: OPC Lottery Committee

Subject: Instructions for the 2010 OPC Lottery (License #1942)

Your Squadron's number of Quota Ticket Books is based upon your published 2008-2009 Local Support Allocation, plus the number of your current, authorized staff establishment, the total of which is rounded-up to the nearest multiple of five. For Gliding Centres, we use the authorized staff establishment, rounded-up to the nearest multiple of five.

- 1. Responsibility for Sales:** SSC Chairs and Gliding Centre Commanders are primarily responsible for the operation of Lottery Ticket sales at their units. In many Squadrons, it is often necessary for the Commanding Officer, or a designated member of his or her staff to assist the SSC members in this process. Responsibility includes safekeeping and accounting for the receipts and tickets, as well as making timely returns to the OPC Office.
- 2. Municipal Government Notification:** SSC Chairs and Gliding Centre Commanders are required to complete and submit the attached pro-forma letter to their municipal Clerk, before any tickets are sold. Squadrons within the City of Toronto are not required to do so. If there are multiple Squadrons located within a single municipality (e.g., London, Kitchener-Waterloo, Hamilton), SSC Chairs should coordinate so that only one notification is submitted, covering all Squadrons. Return any acknowledgement document to the OPC Office by fax or mail.
- 3. Sales of Tickets:** Tickets may only be sold in Ontario to persons 18 years or age, or older. Only cash sales are permitted – no cheques. It is permissible to sell tickets to non-Ontario residents, so long as the sale takes place in Ontario. Tickets should only be sold by enrolled Air Cadets, SSC members, or Squadron staff members.
- 4. Ticket Stub Information:** The Ticket stub must clearly show: the Purchaser's Name, full Address, and Telephone Number, for the purpose of contacting and identifying winners. The Ticket seller's information is also required.
- 5. Claiming a Prize:** The Ticket is REQUIRED to claim any prize.
- 6. Return Form:** Send a Report Form with each remittance of sale proceeds and ticket stubs. Both Sold and Unsold Tickets must be accounted for on the Return Form. DO NOT create facsimiles of lost ticket stubs. Provide a list of the lost Ticket stub numbers and the corresponding Purchasers' Names, Address and Telephone Number.

7. **Return Deadlines:** Return all interim sale proceeds and Ticket stubs to the OPC Office, by **Monday, November 30, 2009**. Final returns of sale proceeds, ticket stubs, unsold books, and payment or lost or unsold books, must be received in the OPC Office by **Wednesday, March 31, 2010**. Penalties are applied for late return of tickets and/or proceeds.
8. **Enclosed:**
 - Lottery Quota and Over-Quota Return Forms, indicating the number of Ticket Books issued;
 - Ticket Control worksheet;
 - Copy of the 2010 Lottery Licence;
 - Copy of the generic National ACLC Certificate of Insurance.
 - Pro-Forma letter to municipal governments.
 - Lottery posters and 2010 sticker inserts to use on last year's posters.
9. **Additional Information:**
 - Quota and Over-Quota tickets, at \$30 per Book, are a liability to the unit, whether sold, unsold, or lost.
 - Your Squadron's/Centre's share of proceeds will be paid to you in May 2010 at \$3 per Quota Book (10%) and \$22.00 per contracted Over-Quota Book sold (73%).
 - Our Lottery Licence from the Alcohol & Gaming Commission of Ontario requires ALL sale proceeds and tickets to be returned to the Licence Holder (OPC) and the receipts deposited in a Trust Account.
 - Complaints from purchasers of Lottery Tickets or from anyone else, regarding any aspect of the Air Cadet Lottery must be reported to the SSC Chairperson. He or She will review the complaint and make a report to the Lottery Chairperson, Jim Gale (c/o the OPC Office). The Lottery Chairperson will advise what further action, if any, should be taken.
 - Sale proceeds and sold and unsold Tickets must be kept in a safe place at all times. The best sales venue is at a mall, with a vehicle or C-FACO as a backdrop.
 - If Cadets are issued books to sell, early and regular collections are advisable. This will facilitate the safeguarding of proceeds and tickets, investigation of losses or problems, and determining the rate of sales (and possibly re-assign Books to better sellers). Proceeds and tickets that are "out" for months generally create more problems than quicker, focused sales efforts. Proceeds and tickets should immediately be retrieved from Cadets who are SOS. Losses and discrepancies need to be reported immediately, so as not to delay renewal or endanger our Lottery Licence.
 - Cadets and parents must understand and accept the need to fundraise, in order to offer a full and attractive program. Delicate situations involving religious/cultural beliefs and economic situations arise, however, and need to be dealt with equitably and respectfully.

