

2020 Charities Lottery Checklist:

PLEASE DO NOT ALLOW USE OF ADDRESS STICKERS on the ticket stubs, as this will disqualify that ticket from the draw. Similarly, do not use tape of any sort!

PLEASE ENSURE THAT BUYERS PRINT THEIR NAME, COMPLETE ADDRESS and CONTACT NUMBER on each ticket stub they purchase to eliminate the possible chance of disqualification.

Bundle sold ticket stubs in groups of approximately 100 stubs. Please remember to remove the top portion of the sold ticket stubs (located above the arrow)

REMEMBER to Fill out the SO-19 Sales Report Form. The SO-19 form is also available on the State Office website www.ontariokofc.ca under the “Knights Portal” & “Forms”. You will need the following username & password to access the Forms: Username: officer , Password: noviza350

Your Council’s Ticket Return Package should contain bundled sold ticket stubs, unsold tickets, and the completed SO-19 form along with a cheque or money order for 100% of sales, made out to: Knights of Columbus Ontario Charities Foundation.

We **encourage** Councils to ship their completed Charities Lottery return package to the State Office 201-393 Rymal Rd West., Hamilton, ON L9B 1V2

(Please ensure you request a signature at the point of delivery and have a tracking number for the ticket parcel)

, by Canada Post or courier or to drop it off in person at the State Office, **prior to the new deadline of October 1, 2020.**