



Memo: 2017-23

Date: December 9, 2017

To: Team Fundraising Coordinators

From: Kolin Kriitmaa, Executive Director

CC: Board of Directors, Executive Committee, Greg Blair, Fundraising Coordinator.

Re: Athletix Ticket Program Closing off

Attentional Team Fundraising Coordinators

Thank you all for your support thus far on the Athletix Fundraising program. Now that the sales period is coming to the end we wanted to ensure everyone was aware of the plans to close the program out for your team.

Post Ticket Sales Period:

- Retrieve from each family both A. Sold Ticket Stubs, and \$20 per sold ticket, and B. Unsold Tickets.
- Reconcile cash to tickets sold. Have all funds deposited into your team's account. Have team account write one cheque to the AMHA according to the reconciled cash to tickets sold.
- Please ensure was part of your ticket reconciliation you return the ticket distribution spreadsheet found on the Athletix Fundraising page of the website with your ticket stubs, unsold tickets and cash. Please also email us a digital copy of your spreadsheet at athletix@abbotsfordminorhockey.ca
- Return all above to AMHA during our ticket return drop off times.
 - **Wednesday December 20th - 6-8 pm at AMHA office at Abbotsford Centre.**
 - **Thursday December 21st - 6-8 pm at AMHA office at Abbotsford Centre.**

If you have any questions please do not hesitate to email athletix@abbotsfordminorhockey.ca

Regards,

Kolin Kriitmaa
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