



2025 Cars for Christmas Mega Lottery Sales Group Instructions

2025 Cars for Christmas Mega Lottery tickets will be sold at our new location, Prairie Mall Shopping Centre between Sept 9, and Dec 23, 2025.

Groups may apply to participate by submitting a Sales Group Application form prior to the deadline of **Aug 1, 2025**. **Sales Group Applications Forms can be found here.**

All groups will be contacted by the Cars for Christmas Management Team no later than **Aug 15, 2025**, at which time the successful applicant Groups will be notified of their assigned selling period.

IMPORTANT: Please read the VERY IMPORTANT information below BEFORE completing the application.

By submitting an application, your Group is asserting that they have read and understand The Rotary Clubs of Grande Prairie's requirements for participating in the 2025 Cars for Christmas Lottery.

- **Group Contact Person** - Every Sales Group must designate a **Lead Contact Person** to communicate with the Rotary Clubs of Grande Prairie and/or the Cars for Christmas Team. This Group Contact Person is expected to remain the same individual for the entire process, from application submission through to the completion of the Lottery.
- **Group Captains** - Every Sales Group must provide a **Captain** for the duration of their assigned selling period. This individual is responsible for opening and closing the Cars for Christmas Mega lottery each day during the Group's selling period. The captain is expected to remain the same individual for the entire assigned selling period. Captains are responsible for ensuring that every individual representing their Group has completed the required training and is capable of fulfilling the duties and responsibilities of their assigned roles.
Captains are responsible for passing on any and all pertinent information, updates, or communications received from The Cars for Christmas Mega Lottery Management Team to all individuals representing their groups.
Captains must **complete Captain Training** provided by the Cars for Christmas Mega Lottery Management Team prior to the Group's scheduled selling period in order to receive updated training and information, even if the Group/Captain has participated in the Cars for Christmas Mega Lottery Management in previous years.
- **Time Commitment** - Group shifts are scheduled for all mall hours and Holiday hours that the Cars for Christmas Mega Lottery is open for public viewing.
Typical shifts are 3 hours in length, and most shifts require 2 individuals per shift.
Every Group is solely responsible for ensuring that all of their assigned shifts are covered.
- **Compensation** - Groups will receive compensation of a flat rate of \$5,000 for their assigned selling period of Cars for Christmas Mega Lottery tickets. It is expected that all Groups treat their shifts as firm commitments.
Late or No-Shows may negatively impact future applications to participate in the Cars for Christmas Lottery.
- **Training** - All individuals **MUST** participate in the current year's training prior to their assigned shifts **REGARDLESS** of their previous Lottery participation.



Every individual **MUST** understand their roles and duties upon arrival for their shifts.

- **Shift Roster** - At least 1 week prior to their assigned selling period, each Group must submit a **roster of the individuals** that will be filling their assigned shifts to the Cars for Christmas Mega Lottery Management Team. This roster is to include the names of the individuals filling each shift for that Group.

SALES GROUP COMPLIANCE REQUIREMENTS

Please keep in mind that all Individuals selling Cars for Christmas Mega Lottery Tickets are representing their Group and The Grande Prairie Rotary Clubs during their shifts.

The Cars for Christmas Mega Lottery Management Team reserves the right to remove any individual who fails to comply with any of the following compliance requirements.

All individuals selling Cars for Christmas Mega Lottery Management Team Tickets **MUST**:

- Behave in a professional and friendly manner during their shift.
- Dress appropriately for the venue and task. Business casual is a good standard.
- Participate in all current training and confirm same.
- Arrive on time for assigned shifts and remain for the duration of the shift.
'On time' means being on-site and ready 15 mins at the beginning of the shift.
- Be comfortable working on a computer and speaking with members of the public.
- Refrain from bringing food or eating during their shift.
- Refrain from chewing gum during their shift.
- Be 18 years of age or older.
- Remain focused on their assigned tasks and duties during their shifts.
This means refraining from talking on cellphones, playing games, reading, or engaging in any other activities that take their attention from the customers.
- Not bring their family, friends, or children with them for their shift, or encourage them to loiter and/or visit with them during their assigned shifts.
Infants and small children should not accompany an individual during their shift.
- Refrain from holding overly personal or negative conversations in front of customers or where these conversations may be overheard.

Groups that violate any of the above requirement's risk affecting their eligibility to participate in future Cars for Christmas Lotteries.

Please submit completed Sales Group applications via email no later than Aug 1, 2025

Email: INQUIRIES@CARSFORCHRISTMAS.COM

Subject Line: **Cars for Christmas Mega Lottery Application – YOUR GROUPS NAME**

Please attach the application in **PDF format only**, no JPG files.

For any additional information please email crystal@gowave.ca with the Cars for Christmas Mega Lottery.