Bell Celebrity Skate

in support of **ROTARY YOUTH PROJECTS**

TEAM INFORMATION

The **Bell Celebrity Skate in support of Rotary Youth Projects** is a fun and easy fundraiser for your group! The Rotary Club of Sault Ste. Marie and Bell handle the event — your team just needs to:

1. Raise pledges, and
2. Show up and skate!

After the event, Rotary sends your group a **cheque for 50%** of what you raised.

TEAM QUALIFICATIONS

- Minimum 5 members, each raising **$50 or more**
- **Waivers must be signed for all skaters (regardless of age)**
- Maximum 24 members (including adults), larger groups will be split
- Coaches, parents, and chaperones who skate must also raise $50, except where:
    - Children under 7 *must* be accompanied by an adult (one chaperone bracelet per two children will be provided)
- Admission to the GFL Memorial Gardens is free for non-skaters

Pee Wee Hockey Teams: *This is not considered a league fundraiser, so you can still host other events.*

TEAM SPIRIT & SAFETY

- Helmets and gloves are **MANDATORY** for skaters under 18 years old
- Helmets and gloves are strongly encouraged for all skaters
- Wear your team uniforms to foster team spirit and easily identify your skaters
- Our volunteer security patrol, made up of Rotarians and friends of Rotary, will be wearing orange safety vests on the ice and at the gates
- Canadian Ski Patrol will be operating out of the First Aid room
- Inappropriate behaviour = removal from ice

HOW TO PARTICIPATE

1. Distribute Pledge Forms & Waivers

- Each skater completes the top section of their pledge form
- Use the **same team and coach/manager name** on all forms
    - We recommend filling this out yourself by hand or labels to ensure accuracy
- Ensure waivers are signed for **ALL** participants *(no waiver = no event bracelet)*

2. Fundraise

- Minimum: **$50 per person**
- Individual prizes will be awarded that night and team prizes later that week
- Tax receipts will be issued to complete addresses provided for donations of $20+

3. NEW: Sign Up for Online Fundraising (OPTIONAL)

- Follow the instruction on the included Online Fundraising sheet.

4. Registration Options

A. Pre-Register (Strongly Recommended! Required if you fundraised online!)

- Call Rotary at 705-945-1279 to book an appointment, dates starting Nov. 19
- Collect completed forms, waivers, and funds
- Complete the attached reconciliation sheet
- Pre-roll all large amounts of coin (appointments are only 25 minutes long)
- *Extra forms and funds can be turned in on event night*

B. Register on Event Night

- A team rep must check in at the GFL Memorial Gardens registration tables on the event level (lowest floor) with all completed forms, waivers, and funds
- *Teams cannot skate until registration is complete and bracelets are distributed*

For questions, contact **Nilah Moss** at the Rotary Club of Sault Ste. Marie: **705-945-1279** or visit **364 Queen St. East**.

NEW: Online Fundraising!

We are excited to introduce online fundraising this year. We thank you in advance for your patience as we use this system for the first time. We hope that this will help your teams continue to achieve and exceed your goals.

Step 1: Create a team

Whoever initially sets up the team will be responsible for managing the team's page going forward. We have set up the fundraising portal so that all participants *must* join an established team in order to have a fundraising page, so it will ultimately be your decision as to whether your players can do online fundraising or not. Signing up for online fundraising is not required to participate in the Bell Skate.

- Visit HERE (www.tinyurl.com/bellskate26) and select "Create A Team".
- You will be prompted to create an account. This will allow you to log in on any device and manage your team's fundraising.
- Under "Company Name", please enter your full Team Name (e.g. "SPWHL U8 Silver Ducks"), so we can match your funds to your offline collections.
- Please put your own name and phone number in place of "parent/ guardian" (these fields are primarily for when your players sign up).
- The next page will prompt you to make a personal fundraising page. Although this is required by the software to be the administrator, you do not have to collect any money if you are not joining your team on the ice.
- The final page is for creating your Team Fundraising Page. Again, please use your official Team Name for your team page name so we can match funds.
- Feel free to customize your Team Fundraising page with your own images and messaging.
- After you submit this final page, you will see a message that your page has been sent for approval. This goes to the Rotary Office, and we will be doing our best to approve every request ASAP during business hours. If you think something has been missed, do not hesitate to reach out!
- Once you are approved, you will receive an email confirmation and prompts to start managing your page.

Step 2: Invite your players

Return to the Bell Skate Canada Helps page and ensure that you are logged in. There are a couple ways to invite your players, but we feel this is the easiest:

- Click your name in the top right corner and select “Edit My Team”.
- Copy the URL to your fundraising page. This is what you will send to your team so they join the correct page.
- Here is some messaging you can send to your team along with the link:
    - Here is the link to our team’s online fundraising page. Online fundraising is optional, but could be a great way to raise extra funds. Visit our page and click “Join Team” to sign up. On the first page, you will be asked to make an account so that you can manage your fundraising – please put [YOUR TEAM NAME] where it asks for “Company Name”. On page 2 where it says “Your Personal Fundraising Page Name” you MUST put your child’s full name just as you would write it on their paper pledge form. This will allow Rotary to match your child’s online and offline prizes, so that they can be correctly awarded any prizes they qualify for.”
- The default setting is that players can join your team without approval. You can change this in your Event Settings, but it will require you to monitor and approve requests to join.

Some More Important Information

- If you participate in online fundraising, you must sign up for a pre-registration appointment to bring in your offline funds. This way if there are any questions, we can work through them together and ensure that everything is accounted for.
- Online fundraising will close for everyone at 3am on November 25th.
- Tax receipts for online donations will be issued automatically through Canada Helps.