



This form may be obtained from our website: aglc.ca

# RAFFLE LICENCE APPLICATION Total Ticket Value More Than \$10,000

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: 780-447-8600 Toll-Free: 1-800-272-8876  
Fax: 780-447-8911 or 447-8912 Website: aglc.ca

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED RAFFLE LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST EIGHT (8) WEEKS BEFORE PRINTING TICKETS.  
AN ACTIVE RECORD OF PROGRAM DELIVERY FOR THE PREVIOUS 12 MONTHS IS REQUIRED FOR RAFFLE  
WITH A TOTAL TICKET VALUE OF MORE THAN \$100,000.**

PLEASE PRINT CLEARLY

**Application Date Completed:**    yy |    mm |    dd **AGLC ID #:** \_\_\_\_\_

**ORGANIZATION NAME:** *(as it appears on the Certificate of Incorporation)*

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Organization's Legal Address: \_\_\_\_\_ Mailing Address: (if different than legal) \_\_\_\_\_

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City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

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Organization Phone \_\_\_\_\_ Organization Email \_\_\_\_\_ Organization Website \_\_\_\_\_

Incorporated Under:  Societies Act  Companies Act  Other *specify* \_\_\_\_\_

Incorporation Number: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_ How long has organization existed? \_\_\_\_\_ # of Members: \_\_\_\_\_ # of Executive: \_\_\_\_\_

**RAFFLE CHAIRPERSON** *(For correspondence - may be contacted for clarification of this application)*

Print Full Name: \_\_\_\_\_ Date of Birth:    yy |    mm |    dd

Mailing Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZATION FOR APPLICATION**

**WE CERTIFY TH AT:** all information and documents supplied are correct, and the group has authorized us to make this application. **WE ACKNOWLEDGE THAT:** any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved raffle bank account(s) at any financial institution(s).

**President Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth:    yy |    mm |    dd

Mailing Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth:    yy |    mm |    dd

Mailing Address: \_\_\_\_\_

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Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE REQUIRED SUPPORTING DOCUMENTATION TO ELIMINATE PROCESSING DELAYS:**

- Raffle rules
- Minutes of meeting at which authorization was granted to make application for gaming licence.
- Licence Fee - cheque/money order payable to Alberta Gaming and Liquor Commission.
- Draft ticket format.
- Used or second-hand vehicles that are offered as prizes must have two certified appraisals and a vehicle inspection report submitted with the application.
- Proposed promotional activities.
- Financial controls for ticket distribution/sales, include handling of cash receipts.
- Confirmation of merchandise prize retail value for prizes over \$5,000.
- Copy of Raffle Ticket Manager agreement, if applicable.
- Prizes that are used or second-hand must have two certified appraisals submitted with the application.

**IF THIS IS YOUR FIRST APPLICATION TO AGLC FOR ELIGIBILITY FOR A RAFFLE WITH TOTAL TICKET VALUE MORE THAN \$10,000, PLEASE PROVIDE THE ADDITIONAL DOCUMENTATION LISTED BELOW.**

- Copy of Incorporation Certificate.
- Registered bylaws from Alberta Registries – must show the Corporate Registry “FILED” stamp.** *Note: Bylaws must have a dissolution clause that indicates all remaining funds and assets will be donated to a charitable organization.*
- Current executive list, including addresses and telephone numbers.
- Current membership list, including addresses and telephone numbers.
- For raffle applicants with a total ticket value more than \$100,000, please provide balance sheet, income and expense statements for the last one (1) year that prove the program has been operational for the minimum requirement of 12 months.
- Land Title Certificate or Lease/Rental Agreement.

**Based on the criteria required for raffle eligibility (total ticket value \$10,000 and more), the group may also be eligible for other types of gaming licences. If your organization is interested in obtaining eligibility for the following gaming licences, please identify them in the check boxes below:**

- Casino (an active record of program delivery for the previous 24 months is required).
- Bingo.
- Raffle (total ticket value \$10,000 and less only).
- Pull-Ticket.

**You will be notified in writing of the results of this eligibility.**

In order to properly process your application in a timely manner, please provide the following information and ensure all questions are answered in detail. Your application will not be processed if the following information has not been completed and/or supporting documents have not been included (*attach additional pages if necessary*).

## COMMUNITY BENEFIT STATEMENT

1. Please provide a list of all programs provided by the group in the past one (1) year. For each program listed, provide a thoroughly detailed description of what the program entails, the program's benefit to the public and members, where and when the program was delivered, who conducted the program, who the program recipients were, how many people were involved in the program, as well as any documentation demonstrating actual delivery of the program.
2. How do your programs benefit the community at large?
3. Who determines what activities/programs the group delivers (i.e., Board of Directors, Governing Body, Government, etc.)?
4. a) Is the group affiliated with any other organization (parent group, governing body, government service, etc.)?  
 Yes  No If yes, what group?  
b) If the group is a Provincial or regional governing body, please explain the structure of the group, how funds flow throughout the group and any common programs.
5. If you are an amateur athletic group, describe the programs specifically for adults; specifically for seniors and/or the disabled; describe any other programs.
6. What funding do you receive? (include grants, rent, product sales, user fees, etc.)
7. a) What portion of your program is funded by Government?  
b) What portion of your program is dictated by Government?
8. a) Does the group own or rent a facility?  Yes  No  
b) If yes to a), provide Land Title Certificate or Lease Agreement.  
c) If yes to a), provide documentation on any sources of funding in regards to the facility.
9. If the group provides a facility, please provide the group's public access procedures and actual percentage of public usage of the facility, as well as the percentage of time the facility will be available for public use. Provide the records used to calculate the percentage use.
10. Please provide information on any other groups or organizations within the same facility, and provide information on any shared costs.

## RAFFLE BANK ACCOUNT

A separate raffle bank account shall be established. **NOTE:** You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All raffle revenue shall be deposited into this account, and all payments are made by cheque.

Name of Financial Institution: *(bank, credit union, etc.)*

Date Raffle Account Opened:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSTITUTION CODE

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TRANSIT NUMBER

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ACCOUNT NUMBER

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**Note:** *Incorrect information will cause delay. If unsure, please contact your financial institution.*

## PROPOSED USE OF PROCEEDS *(Proceeds = Total Revenue less Expenses)*

List how the proceeds will be spent. Be as specific as possible, general descriptions will cause processing delays. Proposed use of proceeds may be amended at any time by providing a detailed written request for approval, prior to the expenditure. **NOTE:** When travel, wages or donations are requested, applicable forms obtained from the AGLC must be submitted for approval prior to expenditure as outlined within the Charitable Gaming Policy.

## EVENT DETAILS

Draw Date(s)

Location(s) With Address

yy	mm	dd
yy	mm	dd
yy	mm	dd
yy	mm	dd
yy	mm	dd

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date for ticket sales: yy | mm | dd

Allow at least **eight weeks** to process application, prior to ticket printing deadline.

## TICKET INFORMATION

Number	Price	Value	Color/Series
Regular _____ X \$ _____ each	=	_____	_____
Discount #1 _____ at _____ for \$ _____	=	_____	_____
Discount #2 _____ at _____ for \$ _____	=	_____	_____
Discount #3 _____ at _____ for \$ _____	=	_____	_____
Total Tickets _____	Total Ticket Value	\$ _____	

Prize Description	Retail Value	Group's Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Prize	_____	_____

Please identify source of revenue for the estimated expenses:  
(cannot be from gaming funds or ticket sales) \_\_\_\_\_

*No revenue may be spent until funds are available to pay for the prizes. This includes raffle expenses and approved use of proceeds.*

**Estimated Expenses:**

Licence Fee	\$ _____	<div style="text-align: right; margin-top: 20px;"> <b>Total Estimated Expenses</b> _____  <b>Total Expenses including Prize Costs \$</b> _____ </div>
Advertising	\$ _____	
Printing	\$ _____	
Other <i>specify</i>	\$ _____	
_____	_____	

Will your organization be hiring a Registered Raffle Ticket Manager for this raffle event?  Yes  No

If yes, please provide the name of the Registered Raffle Ticket Manager and attach a copy of the agreement:  
\_\_\_\_\_

Will this raffle event be advertised through a website?  Yes  No

If yes:

i) Please identify the website address: \_\_\_\_\_

ii) Will tickets for this raffle event be available for purchase through the website identified above?  Yes  No

Will your organization be using electronic ticket printing equipment (in the case of a percentage draw raffle e.g., 50/50)?  Yes  No

If yes, please provide a copy of the agreement.

**LICENCE FEES.** Cheque/money order payable to **Alberta Gaming and Liquor Commission** must be attached.

Select the appropriate licence fee as listed below:

Total Ticket Value is more than \$10,000 and less than \$100,000	\$ 150	\$150.00
Total Ticket Value is \$100,000 or more and less than \$1,000,000	\$ 500	<b>Licence Fee Enclosed</b>
Total Ticket Value is \$1,000,000 or more	\$ 1,000	

**Retain copies for your organization's records of all documents submitted to The Alberta Gaming and Liquor Commission**

# RAFFLE LICENCE GUIDELINES

## LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required Financial Reports must be up-to-date before new applications are processed.*

## LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulation, policies, and terms and conditions. The AGLC must approve any changes to the approved licence or approved use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

## BASIC ELIGIBILITY - POLICY

A charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

1. To be eligible for gaming licensing, the applicant group must have:
  - a) a broad based volunteer membership which represents the community at large;
  - b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
  - c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
  - d) no paid members, directors or officers;
  - e) programs that benefit a significant segment of the community, not member's self-interest;
  - f) a not-for profit objective;
  - g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
    - i) Societies Act (Alberta);
    - ii) Part 9 of the Companies Act;
    - iii) Part II of the Canada Corporations Act;
    - iv) Religious Societies Land Act;
    - v) Other Alberta statutes, approved by the Board;
    - vi) charter from a recognized international governing body (e.g., service club charter).
  - h) Applicants who are incorporated under any statute must have by-laws that upon dissolution of the applicant group, require any assets remaining after paying debts and liabilities to be:
    - i) disbursed to eligible charitable or religious groups or purposes; or
    - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.
2. The applicant group must be able to prove a record of active delivery of its charitable or religious programs or services to the community.

3. The applicant group must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers.
4. A charitable community benefit is provided when a service or program is delivered to a significant segment of the community in one of the following areas:
  - a) Relief of the aged or disadvantaged;
  - b) Advancing education and learning; or
  - c) Provide help to the community which:
    - i) make improvements to the quality of health;
    - ii) support medical research;
    - iii) aid medical treatment programs;
    - iv) supply a facility for the community's use;
    - v) support eligible amateur sports; or
    - vi) contribute places for worship and other religious programs.
5. The group's proposed use of gaming proceeds must be in accordance with the Board's use of gaming proceeds policy.
6. Groups engaged in any commercial activity which generates income for the personal gain of the group's membership or others are ineligible for gaming licensing.
7. Groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for gaming licensing.
8. Groups whose application for licensing is under review by the Commission or groups already licensed by the Commission shall immediately advise the Commission in writing of any changes to:
  - a) The group's organizational structure;
  - b) The group's objectives or purpose;
  - c) The type of programs or services delivered by the group including changes to:
    - i) the intended recipients, participants or beneficiaries of its programs or services;
    - ii) the date and time of program and/or service delivery;
    - iii) the premises from which the program and/or service delivery is made; and
    - iv) for groups who operate a public facility, changes to the access policy or procedures to the facility for group members or for members of the public.

## GENERAL RAFFLE INFORMATION

- Organizations conducting a raffle with a total ticket value over \$10,000, for the first time, may be required to establish a lawyer's trust account in the name of the ticket holders to secure all ticket revenue until all prizes have been paid in full.
- The maximum total ticket value of any raffle shall be \$20 million.
- All prizes must be listed on the application.
- Retail value of all prizes shall be at least 20% of the total ticket value. Expenses cannot exceed 30%.
- When the retail value of a merchandise prize exceeds \$5,000, independent confirmation of the prize value must be provided. For example, a quote from the supplier. If the prize is used merchandise, two independent appraisals prepared by recognized or licensed appraisers must accompany the application. If the prize is a used vehicle, two certified appraisals and a vehicle inspection report must be provided.
- Other charities or religious groups may be paid a commission to sell tickets. They shall use the funds only for approved purposes. No other person or group may be paid to sell tickets.
- Raffle tickets can be sold for cash, certified cheque, money order or credit card voucher. These shall be made payable to the licensed group. If accepting non-certified cheques, the ticket stub cannot be included in any draws until the cheque clears the bank.
- Tickets cannot be sold or advertised outside Alberta.

PLEASE DETACH AND RETAIN FOR YOUR INFORMATION

# RAFFLE LICENCE GUIDELINES

- No raffle revenue may be spent until funds are available to pay for the prizes. This includes both raffle expenses and approved use of proceeds.
- Only approved expenses required to operate the raffle may be deducted from raffle revenue. Groups may hire a registered raffle ticket manager. A copy of the contract must be provided to the AGLC.
- Raffle tickets shall not be sold to a person under the age of 18 years.
- Licence fees are required.
- Except for Bearer Ticket Draws, all raffle winners have one year from the date of the draw to claim their prize. The licensee shall secure or place in safekeeping unclaimed prizes for a period of one year from the date of the draw. If at that time the prize has still not been claimed, the prize or monies equivalent to the fair market value of the prize shall be donated to a charitable beneficiary approved by the AGLC. Alternatively, with AGLC approval, unclaimed prizes or monies of equivalent value may be donated to the licensee's own approved use of profits.
- Allow at least eight weeks for processing prior to printing deadline.
- Separate guidelines for sports drafts are available.

## USE OF PROCEEDS

Gaming proceeds shall only be spent on charitable and religious purposes provided by the Commission.

Applicants specify the intended use of gaming proceeds on the application.

Note: The following use of proceeds must be requested using one of the following Commission forms available on our website:

- Travel Itinerary (Form 5443)
- Request to use Gaming Proceeds to Pay Wages/ Salaries (Form 5442)
- Request to Donate Proceeds Outside of Canada (Form 5484)
- Request to Donate Proceeds Outside of Alberta but Within Canada (Form 5502)
- Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
- Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
- Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
- Disbursements of gaming proceeds shall be made within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the Commission. All requests for an extension of this time period must include a supporting business plan. The business plan shall include the following:
  - a written explanation why the proceeds have to be accumulated beyond 24 months;
  - any other sources of revenues associated with the planned project or event;
  - a list of expenditures associated with the planned project or event; and
  - timelines for the anticipated disbursement of the accumulated proceeds.
- All requests to retain funds beyond 24 months must include:
  - A total dollar amount to be retained
  - A projected end date for disbursement of funds
  - The purpose for which the funds will be used
  - Request must be signed by two executive members

- A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.
- A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.

## FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued and will be mailed to the licensed group by the Commission. Financial Reports are required for consolidated accounts.
- Completed reports with supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.
- If a group has more than one active licence, they are encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer these proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.

For additional information on Financial Reporting please contact the AGLC Financial Review Section, 780-447-8600 or 1-800-272-8876 for more information.

## AGLC INTERNET ACCOUNT

On line web-based services are currently available to registered Charitable Gaming Organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on the AGLC web site at [aglc.ca](http://aglc.ca). The list of services available to Charitable Gaming Organizations are: a list of gaming licences; consolidated bank account information; organization contact list; current use of proceeds list; and the ability to submit raffles financial forms for raffles licences with a total ticket value of \$10,000 or less online.

## PRIVACY STATEMENT

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Regulatory Division Alberta Gaming and Liquor Commission, 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876