

Before using gaming proceeds to travel out of Alberta, a charity must show the travel is needed to deliver its programs in Alberta. **For travel out of Canada to be approved, a similar activity must not exist in Canada.** The following guidelines apply:

### **SPORTS GROUPS**

The following must be attached to the request:

- Sanction list or written approval from governing body.
- List of names, ages and positions held for all individuals traveling.
- Detailed daily schedule.

Individuals and teams involved in structured and developmental amateur sports may be approved to use gaming proceeds to travel to organized, structured and sanctioned events.

1. In order for the group to be eligible to use gaming proceeds for travel expenditures, the game, tournament or competition shall:
  - a) form a regular part of the group's programs, such as participation in scheduled league games, or in recognized or sanctioned league tournaments or competitions which affects the individual athlete's or the team's standings in the sport within Alberta; or
  - b) be a recognized or sanctioned playoff or championship game or competition to which the individual or team qualifies due to successful play in Alberta competition; or
  - c) be an invitational or exhibition event where the governing body of the licensed group confirms in writing the game, tournament or competition is essential to the development of the participants or team. The governing body shall provide a list of these invitational games, tournaments or competitions to AGLC in advance of such events taking place. The local governing body will normally approve competitions within Alberta, competitions outside of Alberta will normally be approved by the provincial governing body and competitions outside of Canada will normally be approved by the Canadian or national governing body.
2. Gaming proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. Activities and meals of a social nature, such as a banquet, are not eligible.
3. Gaming proceeds may only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of 1 support person per 5 participants, or portion thereof. For example, the travel expenditures of 2 support personnel could be covered by gaming proceeds if there are 6 to 10 participants. A higher number of support personnel per participants may be approved by AGLC if the higher number is endorsed in writing by the governing body of the licensed group.
4. In regard to this policy, support personnel are defined as coaches, managers, trainers, and other adult chaperones.
5. Eligible travel within Alberta does not require specific prior approval of AGLC by way of a submitted itinerary if approval is requested and granted at the time of application.
6. For travel outside of Alberta, a Travel Itinerary (Form 5443) must be submitted and approved by AGLC before any proceeds are spent.
7. Gaming proceeds cannot be used for travel expenditures that are recreational, social or administrative in nature.

**EDUCATIONAL GROUPS (VOLUNTEER SUPPORT GROUPS TO SCHOOLS)**

The following must be attached to the request:

- Written approval of governing body as per #3 below.
- Provide objective criteria by which students are selected to participate.
- Detailed daily schedule.

Gaming proceeds may be used for travel that enriches an educational institution or school's curriculum.

1. The educational institution or school must be recognized by the Alberta Department of Learning.
2. The trip must provide an educational experience which otherwise would not be available.
3. The governing body of the educational institution or school must approve the trip in writing and confirm it is an enrichment of the approved educational curriculum. The proper authorities are:
  - a) Board of Governors of a University, College, Community College, etc.;
  - b) President of a post-secondary trade or vocational school such as NAIT, SAIT or NorQuest College;
  - c) School Board for high schools; and
  - d) principal for junior high or elementary schools.
4. In order for sports groups affiliated with an educational institution or school to use gaming proceeds for travel, they must comply with AGLC Travel: Sports Groups – Use of Proceeds policy.
5. The trip must be reasonably available to all students who qualify and wish to participate.
6. Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. Activities and meals of a social nature, such as a banquet, are not eligible.
7. Gaming proceeds may only be used to pay for the allowable expenditures of students and a limited number of support personnel. The number of support personnel is normally determined by the number of students. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of 1 support person per 5 students, or portion thereof. For example, the travel expenditures of 2 support personnel could be covered by gaming proceeds if there are 6 to 10 students; 3 support personnel if there are 11 to 15 students, etc. A higher number of support personnel per students may be approved by AGLC if the higher number is endorsed in writing by the governing body of the educational institution or school.
8. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
9. Eligible travel within Alberta does not require specific prior approval of AGLC by way of a submitted itinerary if approval is requested and granted at the time of application.
10. For travel outside of Alberta, a Travel Itinerary (Form 5443) must be submitted and approved by AGLC before any gaming proceeds are spent. In addition, for travel outside of Canada, the group must demonstrate a similar activity does not exist in Canada.

### **PERFORMING ARTS GROUPS**

The following must be attached to the request:

- Invitation from organizing or sponsoring body as per #2 below.
- Written confirmation putting requirements in #2 below.
- Detailed daily schedule.

Groups involved in activities such as music, dance and drama may use gaming proceeds for travel if the group is participating in a recognized and organized event, such as a competition or festival.

1. To be eligible to use gaming proceeds for travel within Alberta, the travel must be a requirement to deliver the group's programs. Eligible travel within Alberta does not require specific approval of AGLC by way of a Travel Itinerary (Form 5443) if approval is requested and granted at the time of application.
2. To be eligible to use gaming proceeds for travel outside of Alberta, the group must:
  - a) be selected because of its level of creative achievement or success;
  - b) be entered in a recognized competition in which there is a formal evaluation or adjudication process, with qualified judges or adjudicators who evaluate the participants' efforts and publish their opinions; and
  - c) have a bona fide invitation from the organizing or sponsoring body.
- d) To be eligible to use gaming proceeds for travel outside of Alberta, the group must:
3. Gaming proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. Activities and meals of a social nature, such as a banquet, are not eligible.
4. Gaming proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of 1 support person per 5 participants, or portion thereof. For example, the travel expenditures of 2 support personnel could be covered by gaming proceeds if there are 6 to 10 students; 3 support personnel if there are 11 to 15 participants, etc. A higher number of support personnel per participants may be approved by AGLC if the higher number is endorsed in writing by the group's governing body.
5. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
6. Eligible travel within Alberta does not require specific prior approval of AGLC by way of a submitted itinerary if approval is requested and granted at the time of application. The travel must be a requirement to deliver the group's charitable program within Alberta.
7. For travel outside of Alberta, a Travel Itinerary (Form 5443) must be submitted and approved by AGLC before any proceeds are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity does not exist in Canada.

**CONFERENCES, SEMINARS, WORKSHOPS, CLINICS, MEETINGS AND CONVENTIONS**

The following must be attached to the request:

- Purpose and benefit the group will receive by attending the event.
- List of names and positions held by participants.
- Identify the training role of each participant upon return as per #1 below.
- Detailed daily schedule.

Gaming proceeds may be used to pay travel expenses to conferences, seminars, workshops, clinics, meetings and conventions that are directly related to the group's charitable programs and services.

1. The conference, seminar, workshop, etc. must be primarily organized for educational purposes related to a specific charitable program or service the group supports or delivers to the community. Delegates attending must be in a position to train other members of their group upon return.
2. Sports groups and performing arts groups may use gaming proceeds to pay expenses of coaches and instructors to attend conferences, seminars, etc. if the conference, seminar, etc. is directly related to the delivery of the charitable objectives approved for the group when it was licensed.
3. Gaming proceeds cannot be used for conferences, seminars, etc. that are primarily organized for administrative purposes. Service clubs may be approved if the conference, seminar, etc. relates directly to the operation of a program or service it sponsors.
4. Gaming proceeds shall only be used for registration fees and the costs of direct-route transportation, meals, and accommodation during the period of the actual conference, seminar, etc.
5. No wages shall be paid, including any reimbursement of lost wages from an individual's regular employment, as a result of attending the conference, seminar, etc.
6. Eligible travel within Alberta does not require specific prior approval of AGLC by way of a submitted itinerary if approval is requested and granted at the time of application.
7. For travel outside of Alberta, a Travel Itinerary (Form 5443) must be submitted and approved by AGLC before any profits are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity does not exist in Canada.

## **OTHER TRAVEL**

The following must be attached to the request:

- Identify in writing how travel relates to their charitable program delivery in Alberta.
- List of names and positions held for all individuals traveling.
- Detailed daily schedule.

The use of gaming proceeds for travel related to “youth exchanges”, medical treatment and volunteers’ seminars or workshops will be considered for approval by AGLC on a case-by-case basis.

1. The travel must be directly related to the delivery of a group’s charitable or religious programs and services in Alberta.
2. Gaming proceeds shall only be used for registration fees (if applicable) and the costs of direct-route transportation, meals, and accommodation during the period of the actual event, treatment or seminar.
3. No wages shall be paid, including any reimbursement of lost wages from an individual’s regular employment, as a result of attending an event, seminar, etc.
4. Gaming proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of 1 support person per 5 participants, or portion thereof. For example, the travel expenditures of 2 support personnel could be covered by gaming proceeds if there are 6 to 10 students; 3 support personnel if there are 11 to 15 participants, etc. A higher number of support personnel per participants may be approved by AGLC if the higher number is endorsed in writing by the group’s governing body.
5. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
6. Eligible travel within Alberta does not require specific prior approval of AGLC by way of a submitted itinerary if approval is requested and granted at the time of application.
7. For travel outside of Alberta, a Travel Itinerary (Form 5443) must be submitted and approved by AGLC before any proceeds are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity, treatment or seminar does not exist in Canada.