

Before completing the attached licence application form, please read the following information:

The attached raffle licence application must be completed in full prior to submission. Applications will not be processed if all required information has not been completed and supporting documents have not been included. **Raffle Licence Applications must be submitted at least eight (8) weeks before ticket printing deadline.**

Organizations using an electronic raffle system (ERS) in the conduct of a raffle event, must also complete the Raffle Licence Application Total Ticket Value More than \$20,000 – Addendum Electronic Raffles form (5645) and submit with the completed Raffle Licence Application Total Ticket Value More than \$20,000 form (5427) at least eight (8) weeks before the ticket printing or advertising deadline.

Raffle Event Details

- NOTE: To avoid raffle licensing delays, Raffle Licence Applications for Total Ticket Values more than \$20,000 must be received by the Raffle Licensing Unit **at least 8 weeks before the ticket printing deadline (not the ticket selling start date)**. Raffle tickets cannot be printed prior to the issuance of the approved raffle licence number (except for bearer ticket draws). Provide sufficient time for tickets to be printed in order to meet the proposed ticket selling start date.
- Please ensure all sections of the licence application are completed in full. To verify all required documents are submitted, complete the checklist on Page 2.
- The Raffle Licence will be mailed to the Raffle Chairperson.

Use of Gaming Proceeds

It is not necessary for applicants to specify the intended use of gaming proceeds as part of the gaming licence application. An organization may amend its use of gaming proceeds at any time. A Request to Amend Gaming Proceeds (FORM 5506) must be submitted to AGLC for approval prior to disbursement of proceeds. All amendments must be signed by two current executive members of the organization and include any required support documentation or completed forms.

Gaming proceeds must only be used for AGLC-approved uses essential to the delivery of the group's charitable or religious programs in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). Prior approval must be obtained before disbursement of proceeds. A use of proceeds not specifically accommodated in the CGPH is considered an ineligible use.

Disbursement of gaming proceeds must be made within 24 months of receipt of the proceeds. Any extension of this time period must have prior written approval. All requests to retain proceeds beyond 24 months must include a dollar amount, a project end date for the use of proceeds, and the purpose for which the proceeds will be used. The request must be signed by two current executive members. Complete and submit the Retention of Gaming Funds (FORM 5642), located on AGLC's website at aglc.ca.

All programs where gaming proceeds are used, and for which a fee is charged or for which funds are received, must be managed on a cost-recovery basis. Cost recovery means the use of gaming proceeds to pay for program costs is limited to the amount not covered by program revenues.

The organization's Current Use of Proceeds List will be mailed under separate cover to the organization address to the attention of the Treasurer.

PLEASE KEEP A COPY OF THIS APPLICATION AND ALL SUPPORT DOCUMENTS SUBMITTED.

LICENSING INFORMATION

Alberta Gaming, Liquor & Cannabis (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only eligible charities or religious groups are licensed.

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.*

AGLC must approve any changes to the approved licence or approved use of proceeds.

GENERAL RAFFLE INFORMATION

- Organizations conducting a raffle with a total ticket value over \$20,000, for the first time, may be required to establish a 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.
- Tickets cannot be sold or advertised outside Alberta.
- 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 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 AGLC. Alternatively, with AGLC approval, unclaimed prizes or monies of equivalent value may be donated to the licensee's own approved use of proceeds.

- Allow at least eight weeks for processing prior to printing deadline.
- Separate guidelines for sports drafts are available.
- Organizations conducting a raffle event with the use of an electronic raffle system (ERS) should reference the Electronic Raffle Handbook at aglc.ca.

FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued and consolidated accounts if used. The reports will be distributed or made available to the licensed group by AGLC.
- Completed reports with requested 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 are subject to penalty and may affect future licences.
- If a group has more than one active licence, the group may open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer the net 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 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 AGLC web site at aglc.ca. The list of services available to Charitable Gaming Organizations are: the ability to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; consolidated bank account information; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

Protection of Privacy

The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

This form may be obtained from our 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.

Application Date Completed: <u>yy</u> <u>mm</u> <u>dd</u>			AGLC ID #: _____		
ORGANIZATION NAME: <i>(as it appears on the Certificate of Incorporation)</i>					
Organization's Legal Address:			Mailing Address: (if different than legal)		
_____		_____		_____	
City	Province	Postal Code	City	Province	Postal Code
_____	_____	_____	_____	_____	_____
Organization Phone		Organization Email		Organization Website	
_____		_____		_____	
Incorporated Under:	<input type="checkbox"/> Societies Act	<input type="checkbox"/> Companies Act	<input type="checkbox"/> Other <i>specify</i> _____		
Incorporation Number:	Incorporation Date:	How long has organization existed?	# of Members:	# of Executive:	
_____	_____	_____	_____	_____	
AGLC requires a Communication Contact email address for purposes of sharing and collecting important information related to charitable gaming licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.					
Communication Contact Email: _____					

RAFFLE CHAIRPERSON <i>(For correspondence - may be contacted for clarification of this application)</i>					
Print Full Name: _____			Date of Birth: <u>yy</u> <u>mm</u> <u>dd</u>		
Mailing Address: _____					

Residence Phone:		Business Phone:		Fax:	
_____	_____	_____	_____	_____	
				Postal Code	
				Email:	

AUTHORIZATION FOR APPLICATION – The undersigned confirm a) they are authorized to make this application b) all information on or related to this application is current and accurate, and c) they will provide any information regarding the approved gaming bank account to AGLC upon request.					
President Signature: _____					
Print Full Name: _____			Date of Birth: <u>yy</u> <u>mm</u> <u>dd</u>		
Mailing Address: _____					

Residence Phone:		Business Phone:		Fax:	
_____	_____	_____	_____	_____	
				Postal Code	
				Email:	

Treasurer Signature: _____					
Print Full Name: _____			Date of Birth: <u>yy</u> <u>mm</u> <u>dd</u>		
Mailing Address: _____					

Residence Phone:		Business Phone:		Fax:	
_____	_____	_____	_____	_____	
				Postal Code	
				Email:	

RAFFLE LICENCE SUPPORT DOCUMENTATION CHECKLIST:

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE REQUIRED SUPPORTING DOCUMENTATION.

<input type="checkbox"/>	Raffle rules
<input type="checkbox"/>	Minutes of meeting at which authorization was granted to make application for gaming licence.
<input type="checkbox"/>	Licence Fee - cheque/money order payable to AGLC.
<input type="checkbox"/>	Draft ticket format.
<input type="checkbox"/>	Proposed promotional activities.
<input type="checkbox"/>	Financial controls for ticket distribution/sales, include handling of cash receipts.
<input type="checkbox"/>	If raffle tickets are available for purchase through the website without the use of an electronic raffle system (ERS), provide a detailed step-by-step description of the on-line sales process.
<input type="checkbox"/>	Confirmation of merchandise prize retail value for prizes over \$5,000.
<input type="checkbox"/>	Copy of Raffle Ticket Manager agreement, if applicable.
<input type="checkbox"/>	Copy of Software Licence Agreement for the use of electronic hand-held ticket printing devices, if applicable.
<input type="checkbox"/>	Used or second-hand vehicles that are offered as prizes must have two certified appraisals and a vehicle inspection report submitted with the application.
<input type="checkbox"/>	Prizes that are used or second-hand must have two certified appraisals submitted with the application.
<input type="checkbox"/>	Completed Raffle Licence Application Total Ticket Value More than \$20,000 – Addendum Electronic Raffles (form 5645), and required support documentation, if applicable.
<input type="checkbox"/>	Trust Account, if applicable.

RAFFLE BANK ACCOUNT

A separate raffle bank account shall be established. **NOTE:** A separate raffle bank account shall be established and may not be used for another raffle licence for one year after the last draw date of the previous raffle. If the licensed charity conducts more than one raffle licence simultaneously, a separate bank account must be opened for each 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	TRANSIT NUMBER	ACCOUNT NUMBER
Raffle Account:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trust Account: <small>(if applicable)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

TICKET INFORMATION

Number	Price	Value	Color/Series
Regular _____ X \$ _____ each	=	_____	_____
Discount #1 _____ at _____ for \$ _____	=	_____	_____
Discount #2 _____ at _____ for \$ _____	=	_____	_____
Discount #3 _____ at _____ for \$ _____	=	_____	_____
Discount #4 _____ at _____ for \$ _____	=	_____	_____
Discount #5 _____ at _____ for \$ _____	=	_____	_____
Total Tickets _____	Total Ticket Value	\$ _____	

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
If yes, provide a detailed step-by-step description of the on-line sales process.

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 provider agreement.

Will your organization be using an electronic raffle system (ERS) in the conduct of the raffle event? Yes No
If yes, please complete the Raffle Licence Application Value More than \$20,000 – Addendum Electronic Raffles form (5645) and submit with the required support documentation with this licence application.

 **Retain copies of all documents submitted to AGLC.**

 **All raffles must comply with the *Gaming, Liquor and Cannabis Act*, Gaming, Liquor and Cannabis Regulation, and Raffle Terms & Conditions Total Ticket Value More Than \$20,000.**