

## REQUEST TO DONATE PROCEEDS OUTSIDE OF ALBERTA BUT WITHIN CANADA

**This form must be submitted and approved for all donations in excess of \$5,000.00 before gaming proceeds can be used for donations out of Alberta but within Canada.**

**Return this form to:**

Compliance and Social Responsibility  
Use of Proceeds  
50 Corrivue Avenue, St. Albert, Alberta T8N 3T5  
Main: 780-447-8600 / Use of Proceeds Line: 780-651-7600  
Toll-Free: 1-855-506-1066 / Fax: 780-447-8911  
Email: [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca)

**Donations outside of Alberta, but within Canada are limited to a maximum cumulative total of 75% of gaming proceeds earned the previous calendar year.** Donations out of Alberta, but within Canada will only be approved for the purposes of disaster/emergency relief; to support nationally recognized charitable programs that benefit Albertans; or in support of medical and educational research programs that may benefit all Canadians. Subject to these restrictions, groups may make a total annual donation of \$5,000.00 or less to any eligible individual charity or religious group outside of Alberta, but within Canada, without the prior approval of the AGLC.

A Request to Donate Proceeds Outside of Alberta but Within Canada (Form 5502) must be completed and submitted for approval if the donation exceeds an annual amount of \$5,000.00.

In addition, groups requesting to donate gaming proceeds in excess of \$5,000.00 out of Alberta, but within Canada, must provide the following information with the request:

- A Recipient Agreement (Form 5507) signed by the recipient group stating the recipient group will:
  - Maintain a record of donations showing the date, amount and source of donated funds received, as well as the date, amount and purpose of all disbursements of donated funds; and
  - Allow the AGLC access to all records, including those at any financial institution and to make copies of such records and/or remove them for further examination.
- A Statutory Declaration (Form 5503) sworn by an executive member of the donor group.

All donations must:

- be made by cheque from approved gaming bank account
- be recorded on the gaming financial report with attached documents of expenditure specifically related to detailed items on proposed budget.

**A Request to Amend Use of Gaming Proceeds form is not required when submitting a Request to Donate Proceeds Outside of Alberta But Within Canada form.**

### ORGANIZATION NAME

Name: \_\_\_\_\_ I.D.#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ City/Town \_\_\_\_\_ Postal Code

### SIGNING AUTHORITIES

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

**President Signature:** \_\_\_\_\_  
 Print Full Name: \_\_\_\_\_ Date of Birth:          /          /           
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code

Residence Phone: ( ) ( ) ( ) Business Phone: ( ) ( ) ( ) Fax: ( ) ( ) ( ) Email: \_\_\_\_\_

**Treasurer Signature:** \_\_\_\_\_  
 Print Full Name: \_\_\_\_\_ Date of Birth:          /          /           
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code

Residence Phone: ( ) ( ) ( ) Business Phone: ( ) ( ) ( ) Fax: ( ) ( ) ( ) Email: \_\_\_\_\_

**Please complete 1 or 2 as applicable**

|  |          |
|--|----------|
| <b>NET GAMING REVENUE EARNED IN PREVIOUS CALENDAR YEAR</b> | \$ _____ |
| <b>REQUESTED AMOUNT OF DONATION FROM GAMING REVENUE</b>    | \$ _____ |

**1 Donation In Excess of \$5,000.00**

Groups requesting to donate gaming proceeds in excess of \$5,000.00 outside of Alberta but within Canada must provide the following information with the request:

- A Recipient Agreement (Form 5507) signed by the recipient group stating the recipient group will:
  - a) Maintain a record of donations showing the date, amount and source of donated funds received, as well as the date, amount and purpose of all disbursements of donated funds; and
  - b) Allow AGLC access to all records, including those at any financial institution, to make copies of such records and/or remove them from further examination.
- A Statutory Declaration (Form 5503).
- Total detailed budget for project, including identifying gaming proceeds allocation.

*\*Not required if donation is \$5,000.00 or less annually.*

**PROJECT INFORMATION**

Project/Facility: \_\_\_\_\_

Location: \_\_\_\_\_  
City Province

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_  
\$ \_\_\_\_\_

Project Objectives (attach budget specifying use of funds):  
\_\_\_\_\_  
\_\_\_\_\_

**RECIPIENT INFORMATION (Group and Person Responsible for Project)**

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Residence Phone: ( ) Business Phone: ( ) Fax: ( ) Email: \_\_\_\_\_

**BRIEFLY DESCRIBE THE RECIPIENT GROUP'S ACTIVITIES (use additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List any other individual/group that may be responsible for the movement of funds before they reach their final destination.** Provide names/address and contact telephone number (use additional sheets if necessary).

| Name  | Address | Contact Phone # |
|-------|---------|-----------------|
| _____ | _____   | _____           |
| _____ | _____   | _____           |
| _____ | _____   | _____           |

**2** Groups that are required by their by-laws or other authority to transfer their gaming proceeds to a head office or to a governing body located outside of Alberta, must obtain prior approval from the AGLC Board. In reviewing such requests, the Board may consider:

- local needs in Alberta for the particular charitable programs or services for which the group is incorporated to deliver (attach details)

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- the head office policy for setting priorities in program and service funding (attach)

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- the head office record of returning to the province for program and service delivery a reasonable percentage of the funds raised in Alberta (attach)

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**FOR OFFICIAL USE ONLY**

- Approved
- Not Approved
- Incomplete

Comments/Conditions: \_\_\_\_\_

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A privacy statement for the collection of personal information may be found at [www.aglc.ca](http://www.aglc.ca).