

## Bingo Licence Application – Association Charity Group

**Before completing the attached licence application form, read the following information.**

The attached bingo 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. **Bingo licence applications must be submitted to the association at least 60 days prior to expiry.**

### BINGO INFORMATION

The Bingo Licence will be mailed to the Bingo Chairperson at the organization address.

For Association Bingo Terms and Conditions, refer to [Bingo Licensee Terms & Conditions – Licensed Bingo Facilities](#)

### AGLC INTERNET ACCOUNT

Online web-based services are currently available to registered AGLC charitable gaming organizations. To access AGLC's secure web application services, to complete the [Internet Account Request Form](#) available on AGLC web site at [aglc.ca](http://aglc.ca). The list of services available to charitable gaming organizations include the ability: to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

### USE OF GAMING PROCEEDS

Gaming proceeds must only be used for AGLC approved uses essential to the delivery of the group's charitable or religious program in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). For more information contact Use of Proceeds at 1-855-506-1066 or at [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca).

Disbursement of gaming proceeds must be made within 36 months of receipt of the proceeds. Any extension of this time period must have prior written approval.

#### The following uses require prior approval:

- Bursaries and Scholarships
- Community Events over \$100,000
- Donations (exceeding certain thresholds)
  - Over \$25,000 to non-AGLC licensed groups
  - Over \$10,000 to groups outside Alberta
  - Over \$5,000 to groups outside Canada
- Emergency Funds
- Endowment Funds
- Facility
- Vehicles
- Wages, Salaries, Fees for Service, Honorariums

### 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.

### PROTECTION OF PRIVACY

The personal information requested on this form is collected under the authority of Section 4(c) of the Alberta Protection of Privacy Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. Automated systems may be used for internal analytics and/or support. If you have any questions, please contact our Privacy Officer at [privacy@aglc.ca](mailto:privacy@aglc.ca) or via mail: AGLC, 50 Corriveau Avenue, St. Albert, AB T8N 3T5.

## Bingo Licence Application – Association Charity Group

Before completing this application, read the attached bingo licence guidelines.  
 Application must be submitted to the association at least 60 days prior to expiry.

**TO AVOID APPLICATION DELAYS IT IS MANDATORY TO COMPLETE THE FOLLOWING FIELDS**

Organization Name (as it appears on the Certificate of Incorporation)			AGLC ID#	
Organization's Legal Address		City/Town	Province	Postal Code
Organization Phone	Organization Email		Organization Website	

Mailing Address (if different than legal)	City/Town	Province	Postal Code
---	-----------	----------	-------------

**AGLC requires a Communication Contact email address for purposed of sharing and collecting important information related to charitable gaming licensing, policies and processes. Ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.**

Communication Contact Email

### Bingo Chairperson (For correspondence – may be contacted for clarification of this application)

Legal Last Name		Legal First Name	
Legal Middle Name		Preferred Name	
Date of Birth (YY/MM/DD)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to disclose	
Mailing Address	City/Town	Province	Postal Code
Contact Phone	Email		

### Authorization for Application – Volunteer Elected Executive

The undersigned confirms a) they are authorized to make this application and b) all information on or related to this application is current and accurate.

Volunteer Elected Executive Signature		Position Held	
Legal Last Name		Legal First Name	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address			
City/Town	Province	Postal Code	
Contact Phone	Email		

**Association**

Bingo as part of the \_\_\_\_\_ bingo facility.

**Bank Account**

A separate bingo bank account shall be established. NOTE: You may not use an existing gaming account for more than one active licence. The account must have chequing privileges, and all bingo revenue shall be deposited into this account, with all payments made by cheque.

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

Institution Code

--	--	--

Transit Number

--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--

**Any activity not specifically permitted in the Terms and Conditions, or the Charitable Gaming Policies Handbook is prohibited.**

**Retain copies of all documents submitted to Alberta Gaming, Liquor & Cannabis**

**AGLC Contact Information**

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: 780-651-7600  
Toll-Free: 1-855-506-1066

website: [aglc.ca](http://aglc.ca)  
Email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)