

**SUBMISSION OF THIS WORKSHEET MUST BE ACCOMPANIED WITH A COMPLETED
REQUEST TO AMEND USE OF GAMING PROCEEDS FORM 5506**

LICENSEE INFORMATION

AGLC ID #: _____ Date: _____
 Organization Name: _____
 Org Contact Name: _____ Phone: _____
 Email Address: _____

EVENT INFORMATION

Date of Event: _____ Anticipated Attendance: _____
 Name of Event: _____
 Full Address of Event: _____

 Description of Event: _____

Method of Advertising

(copy of ad in English required): _____
 Event Partners: _____

BUDGET

All events must be managed on a cost recovery basis (CGPH 4.4.12)

<u>Anticipated Revenue</u>		<u>Anticipated Expenses</u>	
Ticket Sales		Venue	\$ _____
Price per ticket:	\$ _____	Advertising	\$ _____
Number of tickets:	_____	Printing	\$ _____
Sponsorships	\$ _____	Equipment	\$ _____
Grants	\$ _____	Food and Beverage	\$ _____
Advertising	\$ _____	Request to Use Gaming Proceeds to Pay Wages/Salaries (5442) required: (only if positions are not currently approved)	
Event Program	\$ _____	Speakers/presenters:	\$ _____
Food and Beverage	\$ _____	Performers:	\$ _____
Other (details required):	_____	Other (details required):	_____
_____	\$ _____	_____	\$ _____
_____	\$ _____	Other (details required):	_____
_____	\$ _____	_____	\$ _____
TOTAL	\$ _____	TOTAL	\$ _____

TOTAL GAMING PROCEEDS REQUESTED: \$ _____

Before completing the attached Request to Amend Use of Gaming Proceeds, please read the following information:

An organization may amend its use of gaming proceeds at any time by submitting the request on this form. Prior approval must be obtained before disbursement of proceeds. Organizations disbursing gaming proceeds without prior approval from AGLC may be subject to penalty and/or fine. A use of proceeds not specifically accommodated in AGLC's Charitable Gaming Policies Handbook (CGPH) is considered ineligible.

Cost Recovery: Expenses for charitable programs that generate or receive revenue (e.g. admission fees, registration fees, donations, grants, advertising revenue, facility rental revenue, etc.) must be managed on a cost recover basis. Program revenue and any revenue received for programs or activities, such as donations, and/or grants, etc., must be spent prior to any gaming proceeds being used.

All amendments must be signed by two current executive members of the organization and include any required support documentation or completed forms.

INSTRUCTIONS:

- Check (✓) all categories that identifies how the organization proposes to spend gaming proceeds. Please only select the categories that your organization will be allocating gaming funds. Categories previously approved, do not need to be checked a second time.
- The use of proceed categories listed on this form are separated in two sections:
 - Section 1** - The use of proceeds categories within Section 1 DO NOT require the submission of additional detail supporting the proposed use. It is the organization's responsibility to ensure the disbursement of proceeds complies with the Charitable Gaming Policy Handbook (CGPH).
 - Section 2** - The use of proceeds categories within Section 2 DO REQUIRE the submission of specified AGLC forms or documentation for prior approval. Please reference applicable policy and guidelines at aglc.ca to ensure all required documentation has been submitted.
- A brief description of each category is provided. A complete description of each use of proceeds policy can be viewed on AGLC's website aglc.ca under the Charitable Gaming Policies Handbook (CGPH), Section 5 – Use of Proceeds (UOP).
- All AGLC forms are available at aglc.ca
- Incomplete submissions will be returned to the organization to the attention of the Treasurer. Once all required information is available, the request may be resubmitted for consideration.
- Completed forms may be emailed to gaming.useofproceeds@aglc.ca
- Organizations can view currently approved UOP list through their Internet Account – see Online Services at aglc.ca to create an online web account.
- Retain copies of all documents submitted to AGLC.

AGLC, Use of Proceeds

Email: gaming.useofproceeds@aglc.ca

50 Corriveau Avenue, St. Albert, Alberta T8N 3T5

Main: 780-447-8600

Use of Proceeds Line: 780-651-7600

Toll-free: 1-855-506-1066

Fax: 780-447-8912

REQUEST TO AMEND USE OF GAMING PROCEEDS

This form may be used to submit a request to amend an organization’s currently approved use of gaming proceeds. Prior approval must be obtained before 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.

Application Date Completed: <u> </u> <u> </u> <u> </u>	AGLC ID #: _____
ORGANIZATION NAME: <i>(as it appears on the Certificate of Incorporation)</i>	

We hereby request to amend the use of gaming proceeds for the above-noted organization.	
Executive #1 Signature	Executive #2 Signature
_____	_____
Print Name	Print Name

Grant Funding
If the organization has received grant funding in support of operational, program or project expenses, please describe the grant received (e.g., CFEP, CIP, Municipal, etc.), the amount and date received, and the purpose of the grant funds:

Section 1

Only select the categories applicable to the organization’s actual use of gaming proceeds.

- Accounting Fees/Gaming Financial Reports**
Groups may use gaming proceeds to pay a reasonable fee for the preparation of gaming financial reports, including payment to a third-party individual. CGPH 5.1
- Administrative Costs – Maximum 20%**
Gaming proceeds may be used for administrative expenses that are necessary for eligible charitable programs or services. Administrative expenditures are limited to a maximum cumulative total of 20% of gaming proceeds earned the previous calendar year. Administrative costs that are eligible for approval include: wages for administrative positions such as receptionists, other clerical positions, and executive director positions that are primarily administrative; bookkeeping and preparation of financial statements (income statement and balance sheet only); phone, internet, and online meeting service fees; office supplies and postage; computer hardware and software for administrative purposes; space rental used primarily for administrative purposes and regular membership meetings; storage, including rental and purchase of items to accommodate storage; liability insurance premiums for directors’ and program/event liability; moving/relocation expenses and travel within Alberta for board or membership meetings, including AGM, provincial, district or zone. Administrative costs related to the internal administrative activities of the group are not eligible uses of gaming proceeds. Costs that are not eligible for approval include: food and beverage; payment to board or executive members; fundraising activities and events; professional fees for conducting an audit or review engagement of the group’s financial statements and legal fees. CGPH 5.2
- Awards**
Gaming proceeds may be used for awards in recognition of earned achievements including trophies, plaques, ribbons, and belt buckles that must be inscribed with the name of the group and event. Gaming proceeds must not be used for cash, merchandise prizes or any other prize of value and volunteer recognition/appreciation. CGPH 5.4
- Donations Within Alberta \$5,000 or Less to Non AGLC-Licensed Organizations**
Groups may make a total annual donation up to \$5,000 to any eligible individual charity within Alberta (that is NOT an AGLC-licensed group), without prior approval. The Donor must ensure the recipient uses the proceeds for purposes that are within the CGPH and must retain a completed Recipient Agreement for Non-AGLC licensed Groups. Groups that only conduct raffles with a total ticket value \$20,000 and less, are considered Non-AGLC groups for the purpose of receiving a donation of gaming proceeds. CGPH 5.8
- Donations Within Alberta \$50,000 or Less to AGLC-Licensed Organizations**
Groups may make a total annual donation up to \$50,000 to any eligible individual charity within Alberta without prior approval, if the recipient is an organization licensed and in good standing with AGLC. The recipient must deposit donations of charitable gaming proceeds in a gaming bank account and must use in accordance with currently approved use of proceeds. The Donor must retain a completed Recipient Agreement for Licensed AGLC Groups. CGPH 5.8

- Donations Out of Alberta but in Canada of \$5,000 or Less**
Groups may make a total annual donation up to \$5,000 to any eligible non-profit group outside of AB but within Canada to support disaster/emergency relief; nationally recognized programs that benefit Albertans, or medical and educational research programs which may benefit all Canadians. Donor must retain a completed Recipient Agreement form for Non-AGLC Licensed group. CGPH 5.9
- Donation Out of Canada \$1,000 or Less**
Groups may make a total annual donation of \$1,000 or less outside of Canada to any eligible non-profit group to support international disaster/emergency relief or projects in developing countries that the Canadian federal government approves for international development. The Donor must ensure the recipient uses the proceeds for purposes that are within the CGPH and must retain a completed Recipient Agreement for Non-AGLC Licensed Group. CGPH 5.9
- Education**
Gaming proceeds may be used to support curriculum enhancements that contribute to student learning development, such as: educational field trips; equipment (e.g. audio-visual, computers/laptops/tablets, science equipment, musical instruments etc.); in school presenters; and student meal programs. Requests to use gaming funds towards playground development, outdoor classrooms or community gardens, must be submitted for prior approval. Refer to CGPH 5.10 for additional information.
- Equipment**
Gaming proceeds may be used to purchase, rent, and maintain items essential to the delivery of the group's charitable programs or service. Groups must maintain ownership and control of items purchased with gaming proceeds and maintain an asset log of all items. Equipment that is used in any activity or operation which is intended to produce income cannot be purchased with gaming proceeds. CGPH 5.13
**Education/School Groups Only:* Gaming proceeds may be used to purchase educational equipment and supplies such as audio/visual equipment, athletic equipment and musical instruments which otherwise would not be available. The ownership of these assets shall remain with the educational institution or school. Refer to CCPH 5.10
- Officials/Judges Fees**
Includes referees, umpires, adjudicators, or other positions responsible for officiating or judging a competition or tournament. CGPH 5.22
- Promotional Activities**
Gaming proceeds may be used to promote participation and increase public awareness in a group's charitable programs. This includes advertising in newspapers, radio, television, posters, signs, pamphlets, letters, and internet web pages, as well as, website development, design, updates, maintenance, domain and hosting, and recognition of the group's programs or contribution to the community through plaques, benches, murals, monuments, statues, cenotaphs, memorial walls, etc. CGPH 5.19
- Registration/Affiliation Fees**
Gaming funds can be used to pay for membership, registration, or affiliation fees to local, provincial, national, or international governing bodies when the fees are related to a groups' specific objectives and individual members do not also pay the fee. CGPH 5.22
- Rent – Facility**
Occasional venue rental or short-term facility rentals 12 months or less for facilities such as: arenas, sports fields, performing arts venues and space for charitable programs. Rental fee is for the use of space only and does not include operating or capital costs. CGPH 5.15
- Resource Materials/Supplies**
Program related materials and supplies such as resource materials, software, books, manuals pamphlets, and brochures. May also include the design and production of program related materials. CGPH 5.13
- Travel – In Province**
Gaming proceeds may be used for travel in Alberta if the travel is essential for the group to deliver its charitable program. Travel that is social or recreational is not eligible, except for Seniors in accordance with CGPH 5.20. Gaming proceeds may be used for the costs of direct-route transportation, meals, registration fees and accommodation for participation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher. CGPH 5.23
- Uniforms/Costumes**
Gaming proceeds can be used to purchase uniforms and costumes that remain the property of the organization and are required for competitive play, practice, cultural or organizational representation, or artistic performance. Groups must establish a written policy for the use of uniforms/costumes and provide to AGLC upon request. CGPH 5.13
- Vehicle Purchase/Repairs/Operation**
Vehicle must be essential to the delivery of the group's charitable program and must be registered and insured in the name of the licensed group or other approved entity. Gaming proceeds may be used to purchase, rent, or lease vehicles (e.g. van, bus, all-terrain vehicle, trailer). The group must maintain a log for the use of the vehicle that identified the date of use, destination, purpose, driver, and mileage. CGPH 5.13

Section 2

Incomplete requests will be returned to the Treasurer at the organization mailing address.


- Aid of the Distressed**
Gaming proceeds may be used for costs that are necessary for the delivery of programs that address specific issues of social concern and provide aid to the distressed. Specific details must be provided including a detailed description of how the program addresses issues of social concern; a breakdown of all program costs; when, where, and how the program is delivered; and how the program is advertised. CGPH 5.3
- Bursaries and Scholarships**
Gaming proceeds may be used for educational bursaries or scholarships for post-secondary education and must be widely publicized and made available to all qualified individuals. Submit the bursary/scholarship eligibility criteria; the composition of the decision-making body reviewing the applications; and the number and value of the bursaries or scholarships to be awarded. CGPH 5.5
- Children and Youth Programs**
Specific details must be provided for prior AGLC approval. Gaming proceeds may be used for children's services (e.g., childcare, kindergarten, playschool, social services) and youth development (life skills training, educational and developmental programs, such as youth camps) CGPH 5. For youth sports programs, see CGPH 5.22
- Community Events**
Gaming Proceeds may be used for eligible community events that are open and promoted to the public. The group must submit a request for prior approval and include: details about the event; location, date, time and duration of the event; confirmation that the event is open to the public; how is the event advertised; sources and amounts of anticipated revenue and expenses for the event. CGPH 5.7 Complete an Event Worksheet form 5626
- Donations Within Alberta Over \$5,000 to Non AGLC-Licensed Organizations**
Complete the Request to Amend Use of Proceeds form and the Recipient Agreement for Donation to Non AGLC Licensed Groups form (5507). Donations over \$5,000 may be made to any eligible group in Alberta that does not conduct licensed gaming events or only conduct raffles with a total ticket value \$20,000 and less, with prior AGLC approval. CGPH 5.8

- Donations Within Alberta Over \$50,000 to AGLC-Licensed Organizations**
Complete the Request to Amend Use of Proceeds form and the Recipient Agreement for Donation to AGLC Licensed Groups form (5627). Donations exceeding \$50,000 annually may be made with prior approval, to any group licensed with AGLC and deposits the proceeds to a gaming bank account. CGPH 5.8
- Donations Out of Alberta but in Canada Over \$5,000**
Complete the Request to Donate Proceeds Outside of Alberta form (5502) and the Recipient Agreement for Donation to Non AGLC Licensed Groups form (5507). Donations exceeding \$5,000 annually may be made to any eligible non-profit group outside of AB but within Canada to support disaster/emergency relief or nationally recognized programs that benefit Albertans with prior AGLC approval CGPH 5.9
- Donation Out of Canada Over \$1,000**
Complete a Request to Donate Proceeds Outside of Alberta form and a Recipient Agreement for Donation to Non AGLC Licensed Groups form (5507). Donations exceeding \$1,000 annually may be made outside of Canada to any eligible non-profit group to support international disaster/emergency relief or projects in developing countries that the Canadian federal government approves for international development. CGPH 5.9
- Emergency Funds**
Gaming proceeds may be used to provide relief to people in distress or who are victims of physical or natural disaster. Proceeds may be used to provide shelter, food, clothing or furnishings, equipment and supplies, vehicle or home modifications, travel within Alberta to attend medical treatments, mobility aids, and specialized beds. Prior written approval with specific details must be provided for each request. CGPH 5.11
- Endowment Fund**
Gaming proceeds may be used to establish and/or donate to an endowment fund, whose purpose is to support approved charitable purposes. (To donate to an Endowment Fund see Donation Policy CGPH 5.8) Endowment fund contributions shall normally be limited to a maximum cumulative total of 50% of gaming proceeds earned the previous calendar year and requires prior approval from AGLC. CGPH 5.12
- Ethno Cultural Activities**
Gaming proceeds may be used for eligible ethno-cultural programs that are open and advertised to the wider community, including seniors' programs (see CGPH 5.20); cultural costumes (CGPH 5.13); religious/spiritual programs, excluding funerals; facility expenses including a place of worship (see CGPH 5.15); programs that provide education, counselling, employment services and language training; aid of the distressed programs that provide basic life needs and events that preserve or enhance heritage, customs, traditions and cultures and that are not primarily social or recreational in nature.. Each event requires prior AGLC approval and must include specific details and/or budget with a copy of advertisement in English. Complete an Event Worksheet form 5626 CGPH 5.14 NOTE: annual events may be approved on an ongoing basis with AGLC prior approval.
- Facility Expenses**
Gaming proceeds may be used in a cost-effective manner for the purchase, rental, capital, leasehold, and operating costs of a facility that is used for charitable program delivery. Operating costs may include fixtures and furnishings, mortgage, lease or rental payments, utilities, insurance (fire and liability), property taxes, janitorial costs and supplies, repairs, and maintenance, including snow removal, lawn care, and ice maintenance and renovations or leasehold improvements. ***Current copy of Certificate of Land Title or Lease/Rental Agreement is required to verify the organization has care, custody and control of the premise and the legal right to occupy.** CGPH 5.15
- Hosting Conference, Seminars, Workshops, and Clinics**
When hosting locally, the conference, seminar, workshop, etc. must be primarily organized for educational purposes related to a charitable program or service the group delivers to the community. (Outside of local area see Travel Policy CGPH 5.24) A preliminary budget including revenues/expenses and a detailed itinerary of the event must be provided for prior AGLC approval. Complete an Event Worksheet form 5626 CGPH 5.17
- Retention of Gaming Proceeds**
Complete a Retention of Gaming Funds Form (5642) Disbursement of gaming proceeds shall be made within 36 months of receipt of funds. Any extension of this period must have prior written approval of AGLC. Groups may request a retention of gaming funds to assist with on-going program delivery up to a maximum of \$100,000 for an additional 24 months during which funds must be disbursed as per the groups' current UOP list. CGPH 4.4 Groups may request to retain funds for future facility purchase/construction or renovations up to a maximum of \$500,000. Once a groups' maximum is reached, these funds must be used within 24 months. CGPH 5.15 Fundraising groups may request approval to retain more than \$100,000 but may not retain longer than an additional 24 months.
- Senior Citizen Activities**
Gaming proceeds may be used to develop and deliver regularly scheduled programs and activities that assist seniors to remain physically, mentally, and socially active in the community. For the purposes of this policy, a senior is at least 60 years of age. Dedicated senior events and related activities must include a description of the event; confirmation that the event is a dedicated senior's activity with a copy of the advertisement in English; and a preliminary budget including projected revenues and expenses. Complete an Event Worksheet form 5626, if applicable CGPH 5.20 NOTE: annual events may be approved on an ongoing basis with AGLC prior approval.
- Special Program Support/Development**
For UOP requests that do not fall within noted categories. Specific details are to be provided prior to approval, such as: unique programs pertaining to the organization's program delivery. Event related activities (i.e., performances, festivals, etc.) must include a preliminary budget including projected revenues and expenses. Complete an Event Worksheet 5626, if applicable. Attach additional pages if necessary.
- Travel Outside Alberta**
Complete Travel Itinerary form (5443) Travel must be directly related, and is required for, delivery of the group's charitable programs and services in Alberta. CGPH 5.24
- Wages, Salaries, Fees for Service and Honorariums**
Complete a Request to Use Gaming Proceeds to Pay Wage/Salaries form (5442) Gaming proceeds may be used to pay salaries, wages, fees for service or honorariums only if the duties performed are essential to the group's program delivery, as approved by AGLC, and the duties cannot be reasonably performed by a volunteer. (CGPH 5.25) Payment for administrative positions such as receptionists, bookkeepers, and other clerical positions, and executive directors whose functions are primarily administrative, are limited with 20% allowed for administrative expenses and do not require the submission of a wage/salaries form. (see CGPH 5.2)

FOR OFFICIAL USE ONLY

- Approved
- Not Approved
- Incomplete

Comments/Conditions: _____

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

