

Charitable gaming proceeds may be used for seniors' activities that the licensed group organizes and conducts in accordance with the Charitable Gaming Policies Handbook (CGPH) 5.15.

1. Seniors Events or Activities:

- Must be organized only for attendees/participants that are aged 60 and over.
  - 75% of the seniors participating, must be 60 years of age or older (25% may include a spouse or companion).
- Must be a dedicated seniors' event that is not combined with other events such as an annual general meeting, anniversary/gala, fundraising, or specific cultural event.
- Activities or events must be specifically designed for and restricted to senior participation
- The intent of the program or event must be designed to assist or entertain seniors specifically, not an event that seniors just happen to attend. For example, a theatre event that the group wants to organize for seniors to attend is not eligible, whereas a specific seniors' theatre event is eligible.
- Must be openly advertised to all seniors in the community and not restricted to members and guests of the licensed group.

2. Event Record:

- A sign in sheet must be kept for each event or activity and must include:
  - name of attendees/participants
  - contact information
  - age
  - member or non-member of licensed group
- copy of the advertisement and an account of related expenses/revenues must be maintained for financial reporting purposes

3. Event Expenses:

- Examples of eligible expenses may include:
  - food & beverage
  - venue rental
  - advertising
  - equipment (including rental)
  - instructors, performers, entertainers, guest speakers (require a Wage/Salary form)
  - website at [aglc.ca](http://aglc.ca)
- Examples of ineligible expenses may include:
  - alcoholic beverages
  - gratuities
  - gifts or give-a-ways
- All activities and events must be managed on a cost recovery basis. Any revenue, donations, and/or grants received for the event must be spent on the activity prior to any gaming proceeds being used.

#### 4. Travel:

- Seniors travel to participate in programs is limited to within Alberta only.
- Trips must follow same guidelines as above.
- Eligible costs may include:
  - transportation costs for organized group travel (such as bus charters)
  - accommodation (if required)
  - food and beverages (no alcohol)
  - venue admission fees
  - advertising costs

#### **How to Request Approval**

Seniors' activities that are not currently approved, including travel, must be submitted for prior approval:

- Complete a Request to Amend Use of Gaming Proceeds form along with an Event Worksheet or a budget breakdown, (if applicable) and a copy of the advertising.
- A Request to Use Gaming Funds to Pay Wages/Salaries form is required for any paid services at the event such as performers, speakers, or musicians.

All forms are available on our website [aglc.ca](http://aglc.ca) and can be emailed to [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca).