

Raffle Licence Application

Total Ticket Value More than \$20,000

This form may be obtained from our website: aglc.ca

Before completing the attached licence application form, 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 a licence number is required for ticket printing, advertising or electronic ticket selling platforms (ERS).**

Organizations using an electronic raffle system (ERS) in the conduct of a raffle event, including a random number generator (RNG), must also complete the Raffle Licence Application Total Ticket Value More than \$20,000 – Addendum Electronic Raffles form ([Form 5645](#)) and submit with the completed Raffle Licence Application Total Ticket Value More than \$20,000 ([form 5427](#)).

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 eight (8) weeks before a licence number is required for ticket printing, advertising or electronic ticket selling platforms (ERS)**. Raffle tickets cannot be printed prior to the issuance of the approved raffle licence number (except for bearer ticket draws). Provide sufficient time for receipt of the raffle licence in order to meet the proposed ticket selling start date.
- 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 emailed to the Raffle Chairperson.
- For Raffle Terms and Conditions, including financial reporting requirements, refer to <https://aglc.ca/documents/raffle-terms-conditions>

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. 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.

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.

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 secondary bank account in the name of the ticket holders to secure all ticket revenue until all prizes have been paid in full.
- All prizes must be listed on the application.
- Retail value of all prizes must be at least 20% of the total ticket value. Expenses cannot exceed 30%.
- If the prize is used merchandise, two independent appraisals prepared by recognized or licensed appraisers must accompany the application. If the prize is a restored or 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 must 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.
- Raffle tickets must 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 90 days from the date of the draw to claim their prize. The licensee must secure or place in safekeeping unclaimed prizes for a period of 90 days 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 must 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 (8) weeks before a licence number is required for ticket printing, advertising or electronic ticket selling platforms (ERS).

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.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

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

Raffle Licence Application

Total Ticket Value More than \$20,000

**BEFORE COMPLETING THIS APPLICATION, READ THE ATTACHED RAFFLE LICENCE GUIDELINES.
APPLICATION MUST BE SUBMITTED AT LEAST EIGHT (8) WEEKS BEFORE A LICENCE NUMBER IS REQUIRED FOR TICKET PRINTING, ADVERTISING OR ELECTRONIC TICKET SELLING PLATFORMS (ERS).**

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

Organization Information			
Application Date (Year/Month/Date)		AGLC ID #	
Organization Name (as it appears on the Certificate of Incorporation)			
Organization's Mailing Address			
City/Town		Province	Postal Code
AGLC requires an organization communication contact email address for purposes of sharing and collecting important information related to charitable gaming licensing, policies and processes.			
Organization Communication Contact Email			
Raffle 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)
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 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.			
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	

Raffle Licence Support Documentation Checklist

Complete the following checklist and include required supporting documentation.

- Raffle rules
- Licence Fee – cheque/money order payable to AGLC.
- Draft ticket format.
- Proposed promotional activities.
- Financial controls for ticket distribution/sales, include handling of cash receipts.
- 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.
- Copy of Service Provider Agreement for the use of electronic raffle systems (ERS), if applicable.
- Used or second-hand items offered as prizes must submit two certified appraisals – restored or used vehicles must also include the submission of a vehicle inspection report.
- Completed Raffle Licence Application Total Ticket Value More than \$20,000 – Addendum Electronic Raffles ([Form 5645](#)), and required support documentation, if applicable.
- Secondary Raffle Bank Account, if applicable.

Raffle Bank Account

If the licensed charity conducts more than one raffle with a total ticket value greater than \$20,000 within the charity's financial reporting period, a separate bank account must be opened for each licence, including separately licensed raffles conducted simultaneously. Raffle accounts must have chequing privileges, and monthly return of cancelled cheques. All raffle revenue must be deposited into the raffle accounts, and all payments made by credit card, debit card, pre-authorized debit, electronic funds transfer, bank draft, or cheque. Annual Financial Reporting periods may be confirmed with Financial Review by either calling 780-447-7454 or via email at financial.review@aglc.ca

Name of Financial Institution (bank, credit union, etc.)			Date Raffle Account Opened
Joint Venture Licences (Identify which group will be administering the noted account)			
Raffle Account	Institution Code [][][]	Transit Number [][][][][][]	Account Number []
Secondary Raffle Bank Account (if applicable)	Institution Code [][][]	Transit Number [][][][][][]	Account Number []

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

Ticket Information

Number	Price	Value	Color/Series
Single _____ at \$ _____ 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	\$ _____	

Estimated Expenses

Licence Fee	\$
Advertising	\$
Printing	\$
Bank Fees	\$
ERS fees	
Other (Specify)	
Total Estimated Expenses	\$

Identify source of revenue (i.e. general operating account) for the estimated expenses (cannot be from gaming funds or ticket sales):

**No revenue may be spent until funds are available to pay for the prizes.
This includes raffle expenses and approved use of proceeds.**

1. If your organization is hiring a Registered Raffle Ticket Manager (RTM) for this raffle event, provide the name of the RTM.

2. If tickets for this raffle event are available for purchase through the website identified, ensure a detailed step-by-step description of the on-line sales process is available if requested.

Electronic Raffle System

Attach a Raffle Licence Application Total Ticket Value More Than \$20,000 – Addendum Electronic Raffle form (5645) to this application if your organization is:

- Using an electronic raffle system (ERS) in the conduct of the raffle event
- Selling bearer raffle tickets online (e.g. 50-50)
- Using a random number generator (RNG) to conduct the draw(s)

Provide a copy of the service provider agreement if your organization is using:

- an electronic ticket printing equipment such as a raffle sales unit (RSU); or
- an online sales platform

All raffles must comply with the Gaming, Liquor and Cannabis Act, Gaming, Liquor and Cannabis Regulation, and Raffle Terms & Conditions.

Raffle Licence Application – More than \$20,000

50 Corriveau Avenue

St. Albert, Alberta T8N 3T5

Toll-Free: 1-855-506-1066 ext. 5

Fax: 780-447-8911

780-651-7600 ext. 5

Email: gaming.licensing@aglc.ca