

ELIGIBILITY FOR RAFFLE LICENCE (Total Ticket Value \$20,000 and Less Only)

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Website: aglc.ca

Your group's eligibility for a raffle licence (total ticket value \$20,000 and less) will be determined by Alberta Gaming, Liquor & Cannabis (AGLC) and you will be notified of the outcome accordingly. Completed forms can be sent to gaming.licensing@aglc.ca or faxed to 780-447-8911.

ALLOW 3 TO 5 BUSINESS DAYS FOR PROCESSING – IF FORM IS INCOMPLETE, PROCESSING WILL BE DELAYED.

Application Date: _____	AGLC ID #: _____ <small>(leave blank if first application)</small>
Group's Full Name: _____	
Address: _____	
City/Town: _____	Postal Code: _____

Describe the Group's programs and activities:

How do you propose to spend your gaming proceeds? Social activities/events and personal items/expenses are not eligible

Number of voting members (18 yrs and over): _____ (see attached Instruction Sheet)

Age level of program participants (i.e., age of players if a sports team): _____ Adult sports teams are not eligible

For sports teams, please indicate which league the team plays in: _____

Is this a fundraising group for a school? Yes No

If yes, a letter of support from the Principal is required to be submitted with the application.

A non-profit group that does not qualify for a gaming licence as a charitable organization may only be eligible for a licence to conduct a small raffle with a total ticket value of \$5,000.00 or less. See AGLC Policy #3.17 – Non-Profit Groups, Eligibility for further details.

RAFFLE CHAIRPERSON

Print Full Name: _____ Date of Birth: / /

Mailing Address: _____

Postal Code: _____

Residence Phone: _____	Business Phone: _____	Fax: _____	Email: _____
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RAFFLE CHAIRPERSON SIGNATURE:

I CERTIFY THAT: all information and documents supplied are correct, and the group has authorized me to make this application.

For AGLC Use Only

Instructions for Completing the Eligibility for Raffle Licence Application Form

Return the completed form to AGLC at:

AGLC
Licensing and Charitable Gaming
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Fax 780-447-8911
Email: gaming.licensing@aglc.ca

Please review the following before completing the Eligibility for Raffle Licence (Total Ticket Value \$20,000 and Less Only) application form. This form is used to determine a group's eligibility with the Alberta Gaming, Liquor and Cannabis Commission (AGLC) as a charitable or religious entity eligible to conduct a raffle event. This is not an application for a raffle licence.

- The Eligibility Unit will process the completed application within 3 – 5 business days. Processing will take longer if the form is incomplete or there is not enough information provided.
- The applicant group is not required to be incorporated, but must be a non-profit and have an elected executive.
- For minor sports groups, the number of voting members (18 yrs. and over) is the total number of parents of the youth participants.
- Complete both the Eligibility for Raffle Licence and the Internet Account Request forms and submit them together to our office. Contact information is on the top of both forms.
- If the group's eligibility is approved, the approval with the assigned AGLC ID# will be forwarded to the group via email providing information on how to get your licence.
- In order to obtain a raffle licence(s), there are two options:
 - By using the group's Internet Account a licence could be obtained on-line at no charge through AGLC website. If you submitted the Internet Account Request form you will receive an email providing instruction on activating the account and setting up a password; or
 - The group could go to their local Registry Office, provide their AGLC ID# and upon paying the applicable service fee, may obtain a raffle licence.
- Any questions regarding your raffle event can be directed to Raffle Licensing at 780-447-8600 or toll free at 1-800-272-8876 during regular business hours.
- Any changes or amendments to the licence must be submitted to AGLC and be approved prior to any changes being implemented.
- When the event is complete, or the last draw listed on the licence is finished, the licence is expired. Should you wish to hold another raffle event, please obtain a new raffle licence at the Registry Office or obtain on-line.
- There is no need to resubmit an eligibility application to AGLC as long as the group has not ceased gaming activities for more than a two (2) year period. **Exception:** Minor sports teams are required to reapply each season.
- Ensure you review Raffle Terms and Conditions to understand the financial reporting obligations. Raffle Terms and Conditions are available at aglc.ca.

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. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

This form is used to request an AGLC Internet account for your AGLC I.D.

Your current AGLC I.D. will be used as your web user I.D. A valid contact email address must also be provided. Your password will be emailed to the provided contact email address when the web account is activated within 10 business days.

Return the completed form to AGLC at:

Alberta Gaming, Liquor & Cannabis
Licensing and Charitable Gaming
50 Corriveau Avenue
St. Albert, AB T8N 3T5

Fax 780-447-8911

Email: gaming.licensing@aglc.ca

New Account

Email Address Change

COMPLETE IF YOUR ORGANIZATION ONLY HOLDS RAFFLE UNDER \$20,000.

Organization Name: _____ I.D.#: _____
 Mailing Address: _____

 _____ City/Town _____ Postal Code
 Email Address: _____
Please Print

 _____ Print Raffle Chairperson's Name _____ Chairperson's Signature _____ Date

COMPLETE IF YOUR ORGANIZATION HOLDS CASINOS, BINGOS, RAFFLES OVER \$20,000 & RAFFLES UNDER \$20,000.

Organization Name: _____ I.D.#: _____
 Mailing Address: _____

 _____ City/Town _____ Postal Code
 Email Address: _____

 _____ Print President's Name _____ President's Signature _____ Date

 _____ Print Treasurer's Name _____ Treasurer's Signature _____ Date

It is imperative that AGLC be kept informed of changes to the elected executive and web account email contact for your organization. Please notify AGLC in writing, signed by two executive members, of any contact changes specific to your AGLC Internet Account.

FOR INTERNAL USE ONLY

Comments/Conditions:

Date Web Account Established: _____
 Web Account – Groups(s): _____
 Licensing Clerk (Signature): _____

The information collected on this document is for the sole use of the Alberta Gaming, Liquor and Cannabis Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta Gaming, Liquor and Cannabis Act, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to F.O.I.P. Coordinator, Alberta Gaming, Liquor and Cannabis Commission, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600.

AGLC Internet Account Information

An AGLC Internet account is a privilege granted to eligible organizations which provides access to AGLC's secure web application services. Secure, on-line web-based services are currently available to registered charitable gaming organizations and Alberta registries.

AGLC Internet account holders will be given a login ID and password. Once logged in, you will be able to select from the services that your organization is eligible to access. You will also be able to input information that your organization formerly had to mail to AGLC.

Services available will vary depending upon your organization type. The following services are currently available.

For charitable organizations:

- List of gaming licences
- Consolidated bank account information
- Organization contact list
- Current use of proceeds list
- Licences for raffles \$20,000 and less available online
- Submit a financial form for raffles \$20,000 and less
- Register for a GAIN program session
- Forms

For Alberta registries:

Raffles \$20,000 and less licence on-line web application

To obtain an AGLC Internet account:

The Internet Account Request Form must be downloaded, completed, and mailed or faxed to AGLC. Information that is required includes:

- Organization name
- AGLC ID (also referred to as the Stakeholder ID)
- Mailing address
- Email address
- Signatures of the president and treasurer/Raffle Chair of the organization depending on what gaming events your organization holds

Mail or fax the completed form to the AGLC at:

Mail:

Alberta Gaming, Liquor & Cannabis
Regulatory Services
50 Corriveau Avenue
St. Albert, AB T8N 3T5

Fax:

780-447-8911

Email:

gaming.licensing@aglc.ca

Once you have received your login ID and password (by email), clicking the '**Login**' link in the top menu bar of the website will bring you to the login page of AGLC's secure website.

Currently supported browsers:

AGLC secured web application has been tested with the following browsers:

- Internet Explorer 6.x and 7; and
- Mozilla Firefox 2.x