

## Raffle Licence Application

### Total Ticket Value More than \$20,000

This form may be obtained from our website: [aglc.ca](http://aglc.ca)

Before completing the attached licence application form, please 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 ticket printing deadline.**

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 (5645) and submit with the completed Raffle Licence Application Total Ticket Value More than \$20,000 form (5427) at least eight (8) weeks before the ticket printing or advertising deadline.

#### 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 8 weeks before the ticket printing deadline (not the ticket selling start date)**. Raffle tickets cannot be printed prior to the issuance of the approved raffle licence number (except for bearer ticket draws). Provide sufficient time for tickets to be printed in order to meet the proposed ticket selling start date.
- Please 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 mailed to the Raffle Chairperson.

#### USE OF GAMING PROCEEDS

It is not necessary for applicants to specify the intended use of gaming proceeds as part of the gaming licence application. An organization may amend its use of gaming proceeds at any time. A Request to Amend Gaming Proceeds (FORM 5506) must be submitted to AGLC for approval prior to 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.

Gaming proceeds must only be used for AGLC-approved uses essential to the delivery of the group's charitable or religious programs in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). Prior approval must be obtained before disbursement of proceeds. A use of proceeds not specifically accommodated in the CGPH is considered an ineligible use.

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. All requests to retain proceeds beyond 36 months must include a dollar amount, a project end date for the use of proceeds, and the purpose for which the proceeds will be used. The request must be signed by two current executive members. Complete and submit the Retention of Gaming Funds (FORM 5642), located on AGLC's website at [aglc.ca](http://aglc.ca).

All programs where gaming proceeds are used, and for which a fee is charged or for which funds are received, must be managed on a cost-recovery basis. Cost recovery means the use of gaming proceeds to pay for program costs is limited to the amount not covered by program revenues.

The organization's Current Use of Proceeds List will be mailed under separate cover to the organization address to the attention of the Treasurer.

**Please keep a copy of this application and all support documents submitted.**

## 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 weeks for processing prior to printing deadline.

## FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued and consolidated accounts if used. The reports will be distributed or made available to the licensed group by AGLC.
- Completed reports with requested supporting documents must be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence are subject to penalty and may affect future licences.

For additional information on financial reporting please contact AGLC Financial Review Section, 780-447-7454 or 1-877-447-7575 for more information.

## AGLC INTERNET ACCOUNT

Online web-based services are currently available to registered charitable gaming organizations. In order to access AGLC's secure, web application services, your organization is required 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 are: the ability to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; consolidated bank account information; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

## 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.

## Raffle Licence Application

### Total Ticket Value More than \$20,000

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED RAFFLE LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST EIGHT (8) WEEKS BEFORE PRINTING TICKETS.

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			
Organization Phone		Organization Email		Organization Website			
<b>AGLC requires a communication contact email address for purposes of sharing and collecting important information related to charitable gaming licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.</b>							
Communication Contact Email							
Raffle Chairperson (For correspondence – may be contacted for clarification of this application)							
Full Name (Print)			Date of Birth (Year/Month/Day)				
Mailing Address		City/Town		Postal Code			
Contact Phone			Email				
Authorization for Application							
The undersigned confirm 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.							
Executive #1 Signature			Executive #2 Signature				
Full Name (Please Print)			Full Name (Please Print)				
Position Held			Position Held				
Date of Birth (Year/Month/Date)			Date of Birth (Year/Month/Date)				
Mailing Address			Mailing Address				
City/Town		Province	Postal Code	City/Town		Province	Postal Code
Contact Phone		Email		Contact Phone		Email	

## Raffle Licence Support Documentation Checklist

**Please 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 Software Licence 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](mailto:financial.review@aglc.ca)

Name of Financial Institution (bank, credit union, etc.)	Date Raffle Account Opened
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Joint Venture Licences (please identify which group will be administering the noted account)

Raffle Account	Institution Code	Transit Number	Account Number																
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**Note: Incorrect information will cause delay. If unsure, please contact your financial institution.**

## Ticket Information

	Number	Price	Value	Color/Series
Regular	_____ X _____	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	\$ _____	

Event Details	
Draw Date(s) (Year/Month/Date)	Location(s) With Address
Proposed start date for ticket sales _____ Proposed ticket printing deadline _____	
Allow at least <i>eight weeks</i> to process application, prior to ticket printing deadline with printer.	

Prize Information		
Prize Description	Retail Value	Group's Cost
Total Retail Prize Value		

Licence Fees (Cheque/money order payable to AGLC must be attached)		
Select the appropriate licence fee as listed below:		
Total Ticket Value is more than \$20,000 and less than \$100,000	\$	150
Total Ticket Value is \$100,000 or more and less than \$1,000,000	\$	750
Total Ticket Value is \$1,000,000 or more	\$	1,500

Estimated Expenses	
Licence Fee	\$
Advertising	\$
Printing	\$
Bank Fees	\$
ERS fees	
Other (Specify)	
Total Estimated Expenses	\$
Please identify source of revenue (i.e. general operating account) for the estimated expenses (cannot be from gaming funds or ticket sales):	
<b>No revenue may be spent until funds are available to pay for the prizes. This includes raffle expenses and approved use of proceeds.</b>	

1. If your organization is hiring a Registered Raffle Ticket Manager (RTM) for this raffle event, provide the name of the RTM.
2. If this raffle event will be advertised through a website, identify the website address.
3. If tickets for this raffle event are available for purchase through the website identified, please 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: <ul style="list-style-type: none"> <li>Using an electronic raffle system (ERS) in the conduct of the raffle event</li> <li>Selling bearer raffle tickets online (e.g. 50-50)</li> <li>Using a random number generator (RNG) to conduct the draw(s)</li> </ul>
Provide a copy of the service provider agreement if your organization is using: <ul style="list-style-type: none"> <li>an electronic ticket printing equipment such as a raffle sales unit (RSU); or</li> <li>an online sales platform</li> </ul>

 Retain copies of all documents submitted to AGLC.

 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: <a href="mailto:gaming.licensing@aglc.ca">gaming.licensing@aglc.ca</a>