

RAFFLE LICENCE APPLICATION FORM



In order to facilitate workplace campaign fundraising activities, United Way allows approved workplace campaign events to be licenced under United Way's approved charity status with the Alberta Gaming and Liquor Commission (AGLC).

In order to receive your licence, please complete the application below and click the SUBMIT button to e-mail this form to United Way. If approved, United Way will be able to process and e-mail your licence and financial forms within three business days. No trip to the registries is required, but you must complete the financial forms and send them to United Way within ten days after the event.

ORGANIZATION INFORMATION

Company Name: _____

Workplace Address: _____

City: _____ Province: _____ Postal Code: _____

Name of Raffle Chairperson: _____ Direct Phone: _____

Email: _____

Name of Workplace Employee Campaign Chair: _____

EVENT DETAILS

Please list the date and location where the event will be held.

Draw Date(s) (mm/dd/yyyy)	Draw Location(s) (Name/Address)
Start date for ticket sales:	

I agree to adhere to the start date of tickets sales and draw date(s) provided.

I understand that I cannot begin selling tickets until the licence has been approved and issued by United Way.

TICKET DETAILS

Please identify the color, unit, unit price and quantity of the tickets to be used for the event.

Please note, as per AGLC regulations:

- Single and discounted tickets must each be a different colour. (eg. 1 ticket for \$2 blue, 3 tickets for \$5 green, etc.)
- You must make single tickets available for sale, you cannot only sell discounted ticket packages.
- The total quantity of tickets for each price value must be evenly divisible by the unit number in which they will be sold. (eg. cannot have 400 quantity of 3 tickets for \$5 because $400 \div 3 = 133.3333$ which is an uneven amount)

Type	Color	Unit	Unit Price	Quantity	Ticket Value
Single Ticket					\$
Discount #1					\$
Discount #2					\$
Total Ticket Value:					\$

I agree to adhere to the unit, unit price and quantity of tickets provided on the licence.

I understand that **I cannot** exceed the quantity of tickets and total ticket value stated on the licence.

EXAMPLE

Type	Color	Unit	Unit Price	Quantity	Ticket Value
Single Ticket	Blue	1	\$2.00	1000	\$2,000
Discount #1	Red	3	\$5.00	300	\$500
Discount #2	Green	5	\$8.00	500	\$800
Total Ticket Value:					\$3,300

PRIZE DESCRIPTION

Please identify the prizes that will be awarded in this raffle, and the approximate retail value of each item. If there is not enough room in the table below to record all prizes, please submit a separate list with this form.

Prize Description	Retail Value
	\$
	\$
	\$
	\$
	\$
Total Prize Value:	\$

NOTE:

The Total Prize Value must be a minimum of 20% of the total ticket value.

For example, if the Total Prize Value is \$200, the Total Ticket Value cannot exceed \$1,000.

ESTIMATED EXPENSES

If any proceeds from this raffle will be used to cover the costs of this event, please document them below.

Advertising	\$
Printing	\$
Other (describe)	\$
Total Estimated Costs	\$

FINANCIAL REPORTING

The Raffle Licence Financial Form must be completed and **submitted to United Way of the Alberta Capital Region** within a maximum of ten (**10**) days following the conclusion of the event. Failure to submit these reports or to comply with the terms and conditions of the license may affect whether future licenses will be issued.

- Completed Financial Reports can be faxed to 780-990-0203,
- Emailed to campaignsupport@myunitedway.ca,
- Or mailed to 15132 Stony Plain Rd, Edmonton, AB T5P 3Y3.

I agree to submit the required financial forms within 10 days following the conclusion of the event.

LICENCING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

- **Conducting a gaming event without a license is a Criminal Code Offence.**
- **All required Financial Reports must be up-to-date before new applications are processed.**

LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing the applications, issuing gaming licenses, and enforcing the Act, Regulation, policies and terms and conditions. The AGLC must approve any changes to the approved license or approved use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

I have read and agree to adhere to the AGLC Raffle Guidelines, Terms and Conditions and the Raffle Ticket Inventory Control Procedures as can be viewed [here](#).

Please Note: boxes must be checked in order to submit this form to United Way.