

ELIGIBILITY FOR RAFFLE LICENCE (Total Ticket Value \$10,000 and Less Only)

50 Corriveau Avenue
 St. Albert, Alberta T8N 3T5

Phone: 780-447-8600 Toll-Free: 1-800-272-8876
 Fax: 780-447-8911 or 447-8912
 Website: aglc.ca

Your group's eligibility for a raffle licence (total ticket value \$10,000 and less) will be determined by the Alberta Gaming and Liquor Commission (AGLC) and you will be notified of the outcome accordingly.

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

Application Date: _____	AGLC ID #: _____
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?

Number of voting members (18 yrs and over): _____

Age level of program participants (i.e., age of players if a sports team): _____

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

Important Raffle \$10,000 and Less Licensing Information

Please review the following before completing the Eligibility for Raffle Licence (Total Ticket Value \$10,000 and Less Only) form. This form is used to determine a group's eligibility with the Alberta Gaming and Liquor Commission (AGLC) as a charitable or religious entity eligible to conduct a raffle event – see Eligibility Guidelines. *This is not an application for a raffle licence.*

- The Eligibility Unit will process the application within 3 - 5 business days, **if the form is complete upon submission**. 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 non-profit and have an elected executive. In addition, there are no provisions allowed for payment to members, directors or officers, including payment of income, honorariums, dividends, shares or transfer of property.
- If the group's eligibility is approved, the approval, which will have the assigned AGLC ID # on it, will be forwarded to the group via fax, mail or email.
- Upon approval, you may obtain an online licence by using your AGLC Internet Account, or you may go to your local Registry office to obtain a raffle licence. Providing the Registry office the group's AGLC ID # will assist them to locate your group's name in the online Gaming Licensing System.
- The Registry office will create the licence with the raffle details you provide. Upon receipt of the licence, ensure all of the information is correct. The Registry agent can correct any errors during that business day and will reprint the 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 the 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 apply online. There is no need to resubmit an eligibility application to the AGLC as long as the group has not ceased gaming activities for more than a two (2) year period.
- Ensure you review Raffle Terms and Conditions to understand the financial reporting obligations. Raffle Terms and Conditions are available at aglc.ca.

PRIVACY STATEMENT

The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Regulatory Division Alberta Gaming and Liquor Commission, 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876

INTERNET ACCOUNT REQUEST

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 and Liquor Commission
 Regulatory Division
 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 \$10,000.

Organization Name: _____		I.D.#: _____
Mailing Address: _____		
_____		_____
City/Town		Postal Code
Email Address: _____		
<small>Please Print</small>		
_____	_____	_____
Print Raffle Chairperson's Name	Chairperson's Signature	Date

COMPLETE IF YOUR ORGANIZATION HOLDS CASINOS, BINGOS, RAFFLES OVER \$10,000 & RAFFLES UNDER \$10,000.

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 the AGLC be kept informed of changes to the elected executive and web account email contact for your organization. Please notify the 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 and Liquor 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 and Liquor 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 and Liquor Commission, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600, Fax: 780-447-8919.

AGLC Internet Account Information

An AGLC Internet account is a privilege granted to eligible organizations which provides access to the 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 the 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 \$10,000 and less available online
- Submit a financial form for raffles \$10,000 and less
- Register for a GAIN program session
- Forms

For Alberta registries:

Raffles \$10,000 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 the 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 and Liquor Commission
Regulatory Division
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 the AGLC's secure website.

Currently supported browsers:

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

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