

## PULL-TICKET LICENCE APPLICATION

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](http://aglc.ca)

**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED PULL-TICKET LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO FIRST EVENT.**

PLEASE PRINT CLEARLY

<b>Application Date Completed:</b> <u>  </u> <u>  </u> <u>  </u>			<b>AGLC ID #:</b> _____		
<b>ORGANIZATION NAME:</b> <i>(as it appears on the Certificate of Incorporation)</i>					
Organization's Legal Address:			Mailing Address: (if different than legal)		
_____			_____		
City	Province	Postal Code	City	Province	Postal Code
_____	_____	_____	_____	_____	_____
Organization Phone		Organization Email		Organization Website	
_____		_____		_____	
Incorporated Under: <input type="checkbox"/> Societies Act <input type="checkbox"/> Companies Act <input type="checkbox"/> Other <i>specify</i> _____					
Incorporation Number:	Incorporation Date:	How long has organization existed?	# of Members:	# of Executive:	
_____	_____	_____	_____	_____	

<b>PULL-TICKET CHAIRPERSON</b> <i>(For correspondence - may be contacted for clarification of this application)</i>					
Print Full Name: _____			Date of Birth: <u>  </u> <u>  </u> <u>  </u>		
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
_____		_____		_____	
				Postal Code	
				Email:	
				_____	

<b>AUTHORIZATION FOR APPLICATION</b>					
<b>WE CERTIFY THAT:</b> all information and documents supplied are correct, and the group has authorized us to make this application. <b>WE ACKNOWLEDGE THAT:</b> any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved pull-ticket bank account(s) at any financial institution(s).					
<b>President Signature:</b> _____					
Print Full Name: _____			Date of Birth: <u>  </u> <u>  </u> <u>  </u>		
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
_____		_____		_____	
				Postal Code	
				Email:	
				_____	
<b>Treasurer Signature:</b> _____					
Print Full Name: _____			Date of Birth: <u>  </u> <u>  </u> <u>  </u>		
Mailing Address: _____					
_____					
Residence Phone:		Business Phone:		Fax:	
_____		_____		_____	
				Postal Code	
				Email:	
				_____	

Please complete the following checklist, and include required supporting documentation, to eliminate processing delays.

If this application is for the renewal of your pull-ticket licence, only provide items 7 – 9.

- 1 Copy of Incorporation Certificate.
- 2 **Registered bylaws from Alberta Registries – must show the Corporate Registry “FILED” stamp.** *Note: Bylaws must have a dissolution clause that indicates all remaining funds and assets will be donated to a charitable organization.*
- 3 Current executive list, including addresses and telephone numbers.
- 4 Current membership list, including addresses and telephone numbers.
- 5 Budget for the current year or proposed budget for upcoming fiscal year.
- 6 Balance sheet, income and expense statements for the last one (1) year that proves the program has been operational for the minimum requirement of 12 months.
- 7 Copy of meeting motion authorizing the application
- 8 Land Title Certificate or Lease/Rental Agreement.
- 9 Copy of rental agreement for the pull-ticket venue (if different from above)

 **Retain copies for your organization’s records of all documents submitted to Alberta Gaming and Liquor Commission**

**Based on the criteria required for pull-ticket eligibility, the group may also be eligible for other types of gaming licences. If your organization is interested in obtaining eligibility for the following gaming licences, please identify them in the check boxes below:**

- Casino (an active record of program delivery for the previous 24 months is required).
- Bingo.
- Raffle (total ticket value \$10,000 and more).
- Raffle (total ticket value \$10,000 and less only).

**You will be notified in writing of the results of this eligibility.**

In order to determine your group's eligibility for a gaming licence, please provide the following information. Please ensure all questions are answered in detail. Your application will not be processed if the following information has not been completed and/or supporting documents have not been included (*attach additional pages if necessary*).

## COMMUNITY BENEFIT STATEMENT

1. Please provide a list of all programs provided by the group in the past one (1) year. For each program listed, provide a thoroughly detailed description of what the program entails, the program's benefit to the public and members, where and when the program was delivered, who conducted the program, who the program recipients were, how many people were involved in the program, as well as any documentation demonstrating actual delivery of the program.
2. How do your programs benefit the community at large?
3. Who determines what activities/programs the group delivers (i.e., Board of Directors, Governing Body, Government, etc.)?
4. a) Is the group affiliated with any other organization (parent group, governing body, government service, etc.)?  
 Yes  No If yes, what group?  
b) If the group is a Provincial or regional governing body, please explain the structure of the group, how funds flow throughout the group and any common programs.
5. If you are an amateur athletic group, describe the programs specifically for adults; specifically for seniors and/or the disabled; describe any other programs.
6. What funding do you receive? (include grants, rent, product sales, user fees, etc.)
7. a) What portion of your program is funded by Government?  
b) What portion of your program is dictated by Government?
8. a) Does the group own or rent a facility?  Yes  No  
b) If yes to a), provide Land Title Certificate or Lease Agreement.  
c) If yes to a), provide documentation on any sources of funding in regards to the facility.
9. If the group provides a facility, please provide the group's public access procedures and actual percentage of public usage of the facility, as well as the percentage of time the facility will be available for public use. Provide the records used to calculate the percentage use.
10. Please provide information on any other groups or organizations within the same facility, and provide information on any shared costs.

Please include required supporting documentation to eliminate processing delays:

**BANK ACCOUNT**

A separate pull-ticket bank account shall be established. **NOTE:** You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All pull-ticket revenue shall be deposited into this account, and all payments are made by cheque.

Name of Financial Institution: *(bank, credit union, etc.)*

Date Pull-Ticket Account Opened:

INSTITUTION CODE

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TRANSIT NUMBER

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ACCOUNT NUMBER

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**PROPOSED USE OF PROCEEDS *(Proceeds = Total Revenue less Expenses)***

List how the proceeds will be spent. Be as specific as possible, general descriptions will cause processing delays. Proposed use of proceeds may be amended at any time by providing a detailed written request for approval, prior to the expenditure. **NOTE:** When travel, wages or out-of-country donations are requested, applicable forms must be submitted for approval prior to expenditure.

**DETAILS OF SALES**

Sales to take place:

From 

yy	mm	dd
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 to 

yy	mm	dd
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**Frequency of Sales**

- Daily (during normal operating hours)
- Weekly *day of week* \_\_\_\_\_
- Monthly *day of month* \_\_\_\_\_
- Special Events (date/time/location must be provided)  
\_\_\_\_\_

**Hours of Sales (24-hour clock)**

- from \_\_\_\_\_ to \_\_\_\_\_
- from \_\_\_\_\_ to \_\_\_\_\_
- from \_\_\_\_\_ to \_\_\_\_\_
- from \_\_\_\_\_ to \_\_\_\_\_
- from \_\_\_\_\_ to \_\_\_\_\_
- from \_\_\_\_\_ to \_\_\_\_\_

With Bingo

(sales may commence one hour prior to Bingo and must cease at the end of Bingo).

Area within the premises where tickets will be sold: \_\_\_\_\_

**SALES LOCATION / GAMING SUPPLIER**

Premises Name: \_\_\_\_\_

Gaming Supplier's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code \_\_\_\_\_

Postal Code \_\_\_\_\_

# PULL-TICKET LICENCE APPLICATION GUIDELINES

## LICENSING 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.

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.*

## LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulation, policies, and terms and conditions. The AGLC must approve any changes to the approved licence 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.

## BASIC ELIGIBILITY – POLICY

A charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

1. To be eligible for gaming licensing, the applicant group must have:
  - a) a broad based volunteer membership which represents the community at large;
  - b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
  - c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
  - d) no paid members, directors or officers;
  - e) programs that benefit a significant segment of the community, not member's self-interest;
  - f) a not-for profit objective;
  - g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
    - i) Societies Act (Alberta);
    - ii) Part 9 of the Companies Act;
    - iii) Part II of the Canada Corporations Act;
    - iv) Religious Societies Land Act;
    - v) Other Alberta statutes, approved by the Board;
    - vi) charter from a recognized international governing body (e.g., service club charter).
  - h) Applicants who are incorporated under any statute must have by-laws that upon dissolution of the applicant group, require any assets remaining after paying debts and liabilities to be:
    - i) disbursed to eligible charitable or religious groups or purposes; or
    - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.
2. The applicant group must be able to prove a record of active delivery of its charitable or religious programs or services to the community.

3. The applicant group must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers.
4. A charitable community benefit is provided when a service or program is delivered to a significant segment of the community in one of the following areas:
  - a) Relief of the aged or disadvantaged;
  - b) Advancing education and learning; or
  - c) Provide help to the community which:
    - i) make improvements to the quality of health;
    - ii) support medical research;
    - iii) aid medical treatment programs;
    - iv) supply a facility for the community's use;
    - v) support eligible amateur sports; or
    - vi) contribute places for worship and other religious programs.
5. The group's proposed use of gaming proceeds must be in accordance with the Board's use of gaming proceeds policy.
6. Groups engaged in any commercial activity which generates income for the personal gain of the group's membership or others are ineligible for gaming licensing.
7. Groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for gaming licensing.
8. Groups whose application for licensing is under review by the Commission or groups already licensed by the Commission shall immediately advise the Commission in writing of any changes to:
  - a) The group's organizational structure;
  - b) The group's objectives or purpose;
  - c) The type of programs or services delivered by the group including changes to:
    - i) the intended recipients, participants or beneficiaries of its programs or services;
    - ii) the date and time of program and/or service delivery;
    - iii) the premises from which the program and/or service delivery is made; and
    - iv) for groups who operate a public facility, changes to the access policy or procedures to the facility for group members or for members of the public.

## PREPARING FOR THE PULL-TICKET LICENCE

- Licences are only issued for a series of dates. The maximum length of a licence is 24 months.
- More than one type of unit can be included on a licence.
- Pull-ticket sales are normally restricted to a group's own premises (owned or rented); and only in the area specified on the licence. Tickets can be sold only at events operated by the licensed group. The premises is where the group holds its events, or delivers its programs to the community.
- Up to 10% of the net revenue may be used for the administrative costs of pull-ticket sales. (Net revenue = gross proceeds less prize and unit costs.)
- All pull-tickets sold in Alberta shall be approved by the AGLC, and shall be purchased only from a Registered Gaming Supplier.
- Licence fees are paid in the following way:

Through a registered supplier that has been approved to use a Pull-ticket Control System:

- The licensee orders various types of units and any number of units without having to request an amendment to the licence.

# PULL-TICKET LICENCE APPLICATION GUIDELINES

- The supplier collects the appropriate licence fees at the time units are purchased, and forwards the fee and transaction details to the AGLC on a bi-weekly basis.
- Amendments to the type of ticket and number of units must be submitted in writing, and be approved prior to a change being made. If adding additional units, licence fees shall be required.

Detailed information regarding charitable gaming activities may be obtained from the Alberta Gaming and Liquor Commission (AGLC) website at [aglc.ca](http://aglc.ca) or by contacting Licensing Support, Regulatory Division at either 780-447-8600 or toll-free at 1-800-272-8876.

## USE OF PROCEEDS

Gaming proceeds shall only be spent on charitable and religious purposes provided by the Commission.

Applicants specify the intended use of gaming proceeds on the application.

Note: The following use of proceeds must be requested using one of the following Commission forms available on our website:

- Travel Itinerary (Form 5443)
- Request to use Gaming Proceeds to Pay Wages/ Salaries (Form 5442)
- Request to Donate Proceeds Outside of Canada (Form 5484)
- Request to Donate Proceeds Outside of Alberta but Within Canada (Form 5502)
- Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
- Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
- Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
- Disbursements of gaming proceeds shall be made within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the Commission. All requests for an extension of this time period must include a supporting business plan. The business plan shall include the following:
  - a written explanation why the proceeds have to be accumulated beyond 24 months;
  - any other sources of revenues associated with the planned project or event;
  - a list of expenditures associated with the planned project or event; and
  - timelines for the anticipated disbursement of the accumulated proceeds.
- All requests to retain funds beyond 24 months must include:
  - A total dollar amount to be retained
  - A projected end date for disbursement of funds
  - The purpose for which the funds will be used
  - Request must be signed by two executive members

## FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued and will be mailed to the licensed group by the Commission. Financial Reports are required for consolidated accounts.
- Completed reports with supporting documents shall 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 may affect future licences.
- If a group has more than one active licence, they are encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer these proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.

For additional information on Financial Reporting please contact the AGLC Financial Review Section, 780-447-8600 or 1-800-272-8876 for more information.

## AGLC INTERNET ACCOUNT

On line web-based services are currently available to registered Charitable Gaming Organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on the AGLC web site at [aglc.ca](http://aglc.ca).

The list of services available to Charitable Gaming Organizations are:

- a list of gaming licences;
- consolidated bank account information;
- organization contact list;
- current use of proceeds list; and
- the ability to submit raffles financial forms for raffles licences with a total ticket value of \$10,000 or Less on line.

## 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