

2011 RAFFLE AND 50/50 LICENSE APPLICATION FORM



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

In order to receive your license, please complete the form 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 license and financial forms within three business days. No trip to the registries is required, but financial forms must be completed and sent to United Way within sixty days of the event.

ORGANIZATION INFORMATION

Organization Name: **United Way of the Alberta Capital Region**
Address: **15132 Stony Plain Rd Edmonton, AB T5P 3Y3**
Phone: **780-990-1000** Email: campaignsupport@myunitedway.ca Fax: 780-990-0203

RAFFLE CHAIRPERSON

Workplace Name: _____ Print Full Name: _____
Workplace Address: _____
Postal Code: _____ Business Phone #: _____
E-mail: _____

EVENT DETAILS

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

Draw Date(s) (mm/dd/yyyy)	Draw Location(s) (Name/Address)

Start date for ticket sales: _____

TICKET DETAILS

Please identify the color, unit, unit price and quantity of each ticket. Regular and discounted tickets (ie: 1 for \$2 blue, 3 for \$5 green, etc.) must be a different colour.

Type	Color	Unit	Unit Price	Quantity	Ticket Value
Regular					
Discount #1					
Discount #2					
Total Ticket Value:					
Example:	Blue	1	\$2.00	1000	\$2,000.00
	Red	3	\$5.00	300	\$500.00
	Green	5	\$8.00	500	\$800.00
Total Ticket Value:					\$3,300.00

Please identify the prizes that will be awarded in this raffle, and their approximate retail value.

Prize Description	Retail Value
Total Prize Value:	

NOTE:
Total prize value must be a minimum of 20% of the total ticket value

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 Prizes (Group’s Cost) from Above	
Total Estimated Costs	

FINANCIAL REPORTING

Completed reports with supporting documents **must be returned to United Way of the Alberta Capital Region** once your event has been finalized and please ensure they are submitted within a maximum of sixty **(60) days**. Failure to submit these reports or to comply with the terms and conditions of the license may affect future licenses.

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

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.

- **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.