

Raffle and Use of proceeds rules cheat sheet

Disclaimer: This document is meant to provide an overview of the AGLC rules regarding raffles and use of proceeds from raffles as a quick resource for Foothills Ringette Association. AGLC updates policies frequently, please visit aglc.ca for the most up to date policies.

Raffle FAQ

Do I need a license for my raffle?

AGLC requires groups to hold a licence for all raffles. A raffle is defined as a lottery scheme where ticket purchasers pay for a chance to win a prize. Any time you pay for a chance to win a prize, a raffle licence is needed. Examples of raffles include 50/50, Chase the Ace, Wine survivor, gift Baskets. Silent auctions, live auctions, bottle drives, donations are NOT considered raffles and do not need licenses.

Great! I need a license for my raffle. How can I apply?

Applying for a licence can easily be done online. Foothills Ringette Association is registered through the AGLC. The Director of Casino can help you obtain your licence and make sure you are following all the AGLCs raffle guidelines. Please email casino@foothillsringette.com.

What information is needed to apply for a licence?

1. Type of raffle (basket draw, 50/50, square board...)
2. Type of ticket-Bearer tickets vs two-part tickets.
3. Date and location where the draw will occur.
4. Cost per ticket, including price categories when discount tickets are use (Ex: 1 for 5\$, 3 for 10\$ and 10 for 20\$).
5. Total Ticket Value (TTV)
6. Overall value of prize for traditional raffles. AGLC requires that the Overall Value prize must be a minimum of 20% of the TTV. (Ex: 200 tickets sold for 5\$ each, $200 \times 5\$ = 1000\$$. 20% of 1000\$ is 200\$. Prize value would need to be 200\$ or more).
7. Raffle expenses. This would include printing costs, purchasing of bearer tickets, and advertising costs. Prize value does not fall into this category.

Bearer tickets vs two-part tickets: What is the difference?

Bearer tickets means a consecutively numbered ticket without the ticket purchaser's name and contact information. They come in pairs and when pulled apart, one part is given to the purchaser and the other ticket is entered into the draw container. Bearer tickets can only be used during specific entertainment events (ex: 50/50 draw during tournament). If selling discounted tickets, bearer tickets must have assorted colours (ex: 1 for 5\$ green tickets, 3 for 10\$ yellow tickets and 10 for 20\$ orange tickets.)

Two-part tickets are sold for progressive raffles which means they are sold over an extended period. If discounted tickets are sold, these will also need to be easily distinguished from regular tickets. AGLC requires the ticket to have the following information:

Ticket (Provided to ticket purchaser)	Ticket stub (Retained by charitable organization)
<ul style="list-style-type: none"> • ticket number • ticket price • raffle licence number • name of licensed charitable organization • total number of tickets available for sale • date and exact location of draw(s) • description and value of prize(s) • prize restrictions (if applicable) • cash alternatives (if applicable) • notice that the ticket purchaser must be at least 18 years of age 	<ul style="list-style-type: none"> • ticket number • raffle licence number • name and contact information of ticket purchaser

Selling tickets: Some important points...

1. Licensed charitable organizations must not require members to purchase or sell raffle tickets as a condition of membership or continued participation in the programs or services the licensed charitable organization offers.
2. Tickets may be purchased with cash, cheque, money order, and any PCI compliant payment method. The licensed charitable organization is responsible for ensuring that the revenue from ticket sales is received. Where a payment processor is used, the charitable organization cannot retain the information collected by the payment processor application. This includes bank account information, credit card numbers, and card verification value (CVV) numbers. The licensed charitable organization may retain the purchaser's name, address, phone number, and email address for verification and contact purposes.
3. If selling tickets online, you must use an AGLC approved website.
4. The charitable organization may permit persons visiting from out of province to purchase a ticket if the entire transaction of payment and receipt of ticket occurs while the person is in Alberta.

5. A ticket is not considered purchased until a verified financial transaction is complete. Ticket requests returned for insufficient funds must be voided automatically.
6. When using electronic user systems, it is best to refer to Raffle Terms and condition document for all requirements. [AGLC Raffle terms and conditions](#)
7. All lost or stolen tickets/ticket stubs must be reported to AGLC immediately. A Discrepancy Report must be submitted to AGLC within three days of discovering the loss or theft of tickets/ticket stubs. The Discrepancy Report must specify:
 - a) the total number and ticket numbers of the lost or stolen tickets/ticket stubs; and
 - b) a detailed explanation of how the tickets/ticket stubs were lost or stolen.
8. There is a spreadsheet provided with your licence to keep track of seller's name, tickets distributed and sold vs unsold ticket numbers.

Advertising your Raffle

You may advertise your raffle. Licensed charitable organizations may use various forms of advertising including, but not limited to radio, television, print (e.g., signage, newspapers, magazines), internet (e.g., email and social media).

All forms of advertising must include the:

1. name of the licensed charitable organization
2. licence number
3. date of the draw(s)
4. and notice that tickets must only be purchased or sold within Alberta.

In the addition to the requirements listed above, print and internet advertising must include:

1. location of the draw(s),
2. description and manufacturer's suggested retail price (MSRP) of all prizes, or reference to a website where ticket purchasers may access information regarding all prizes;
3. cash alternative to prizes, if applicable,
4. total number of tickets printed;
5. and ticket price(s).

And the winner is...

The draw date, as indicated on your licence, has arrived and it's time to pick a winner. A few things to consider for making this a success.

1. You will need to reconcile all sold and unsold tickets in your log with the number of ticket stubs to ensure all eligible tickets are entered in the draw. All draws must be open to the public. At least two executives or delegates from the charitable association must be present to witness the draw. Contact and information (name and phone number) of both witnesses must be documented and maintained in the raffle records. All sold tickets must be entered into the draw, all unsold tickets will not be entered. The ticket stub of each sold ticket must be eligible for each draw of non-identical prizes.
2. The draw **may not** be initiated by any person who owns a ticket or a share of a ticket in the draw.
3. A record of each ticket drawn must be made indicating the:
 - a) ticket number;
 - b) name and contact information of the prize-winner; and
 - c) time and date the ticket was drawn.
4. Winning tickets must be immediately exhibited to witnesses and held open for inspection until the end of the draw or until returned to the draw container to be eligible for additional prizes.
5. If a draw occurs and the licensed charitable organization later determines not all eligible ticket stubs were placed into the draw, AGLC is to be notified immediately.

Raffle using Paper tickets:

These are the ones we have traditionally used in the past. Highlighted are important points to consider when drawing for a winner to ensure we are following the AGLC rules.

Paper tickets must be manually drawn from a **container that is transparent or constructed with mesh** so that tickets can be seen from the outside.

Prior to each ticket draw for non-identical prizes, the **ticket container must be rotated**, or the container contents agitated, **a minimum of three times**. Prior to each ticket draw for identical prizes, the ticket container must be rotated, or the container contents agitated, at least once. Anti-static spray may be used to facilitate the rotation of tickets.

The arm of the person making the draw must be bare below the elbow and, immediately prior to making the draw, the person must exhibit the draw arm and both sides of the open hand to the draw witnesses.

Only the person making the draw may put their arm in the draw container.

When selecting winning tickets, the person making the draw must look away from the container in the direction of the witnesses.

The licensed charitable organization must retain all tickets with the raffle records for two years after the last draw date.

Additional Resources:

[AGLC Raffle Terms and Conditions](#), [AGLC Raffle FAQ](#), [AGLC Raffle \\$20,000 or less](#),

casino.foothillsringette@gmail.com

Use of Proceeds

AGLC has very strict rules surrounding Use of Proceeds from gaming proceeds. The following is a quick reference sheet to guide your purchases using raffle proceeds for your team. This is not a complete list. It contains the most common purchases made with AGLC funds by teams within the FRA. When in doubt, please refer to [AGLC Use of Proceeds](#), [AGLC Use of Proceeds Handbook](#), email casino.foothillsringette@gmail.com or email gaming.useofproceeds@aglc.ca for further clarification **prior** to using funds.

Awards:

Gaming proceeds **may** be used for awards in recognition of earned achievements including trophies, plaques, ribbons and belt buckles that must be inscribed with the name of the group and event.

Gaming proceeds **may not** be used for cash, merchandise prizes or any other prize of value and **volunteer recognition/appreciation** (i.e.: coaches recognition gifts at the end of the year).

Equipment:

Gaming proceeds **may** be used to purchase, rent, and maintain items essential to the group's charitable programs or services. Groups must maintain ownership and control of items purchased with gaming proceeds and maintain an asset log.

Gaming proceeds **may not** be used for items that become property of an individual or items used in an activity, event, or operation intended to produce income.

Officials/Judge fee:

Gaming proceeds **may be** used to pay for referees' fees for games and tournaments and reasonable costs of certifying officials and judges in their sport, including training and education costs.

Promotional activities:

Gaming proceeds **may** be used to promote participation and increase public awareness. (Newspaper, radio, tv ads, website development, recognition of the group's program and contribution the community through plaques, benches, etc.).

Gaming proceeds **may not** be used for activities not related to competitive play or practices. For example, Christmas or year end parties.

Gaming proceeds **may not** be used for promotional giveaways (e.g., t-shirts, tote bags, water bottles, pins, wristbands, and magnets).

Registration/Affiliation Fees:

Gaming funds **may** be used to pay for membership, registration or affiliation fees to local, provincial, national or international governing bodies when individuals do not also pay for the fee.

Resource material/supplies:

Gaming proceeds **may be** used to purchased program related material such as resource material, pamphlets, books, brochures. May include the design and production of program related materials.

Gaming proceeds **may not** be used for items that become property of an individual. Funds from the rental or sale of an item purchase with gaming funds must return in the gaming fund account.

Travel- In province:

Gaming proceeds **may be** used for travel in Alberta if the travel is essential for the group to deliver its charitable program (i.e.: tournaments.) Travel cannot be for social or recreational in nature. Costs that can be reimbursed include direct-route transportation, meals, registration fees and accommodation for participation during the period of the actual event. All expenditures **must** be supported by a voucher or a receipt.

Gaming proceeds may not be used for non-participants (i.e.: spouse or family members).

Uniforms:

Gaming proceeds **may** be used to purchase uniforms provided they remain the property of the organization and are required for competitive play. Uniforms have a distinctive logo or marking representing the charity.

Gaming proceeds **may not** be used for personalized gear, for examples jackets with the players name on it or items that require customization or that cannot be shared for hygienic reasons (swimwear or footwear).