

CR Knights Team Fundraising

For each team this is what you will need to know. **CONTACT Bonnie Borle prior to doing any fundraising**

- Bottle Drives - You do not need any kind of licences for them
- 50/50 & Raffle - each team will need to apply for a raffle licence each year.
 - They will need to go to AGLC.ca, go to Licences, then to the Raffle: \$20,000 and less.

You do NOT need a licence or AGLC approval for: You do need a licence for:

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| • silent auctions | • 50/50 |
| • live auctions | • Grey Cup/NHL/sports draft pools |
| • bottle drives | • Chase the Ace |
| • receiving donations | • wine survivor |
| • free giveaway contests | • gift basket draws |
| • fundraising sales – almonds, popcorn, meat | • wine basket draws (no liquor licence required) |
| | • table draws |
| | • poker rally |
| | • squares board |

What is a Raffle?

A raffle is a lottery scheme where ticket purchasers pay for a chance to win a prize.

Any time you pay a price for a chance to win a prize, a raffle licence is needed. Some examples include a 50/50 (percentage draw), prize basket or a meat draw.

Before you start

An eligible group that wants to have a raffle event must make sure to follow:

- [Raffle Terms & Conditions Total Ticket Value \\$20,000 and Less](#)

Total Ticket Value

To calculate the total ticket value, multiply the price(s) of the ticket(s) by the number of tickets for sale. For example, 10,000 tickets at \$2 each equals a total ticket value of \$20,000. A group may choose to sell discount tickets in multiples at a lower price per ticket than a regular ticket. For example, one ticket for sale at \$5 and discount tickets for sale at three for \$10.

- Add regular tickets and discount tickets to calculate total ticket value:
 - 500 regular tickets x \$3 per ticket = \$1,500
 - 3,000 discounted tickets at two for \$5 = \$7,500
- The total ticket value in this example is \$9,000.
- A group must not exceed the total ticket value of the licence.

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Planning for the Licence

Before you get a licence from a registry agent or online through an AGLC web account, you need to know:

- the number of tickets for sale
- the price per ticket
- prize description and retail value of each prize
- date and location of the draw(s)
- all expenses, such as ticket printing, advertising etc.

Licence Fee

AGLC does not charge a licence fee for this type of raffle. If you get a licence at an Alberta registry agent, there may be a service fee.

Raffle Rules

Each group that plans to hold a raffle must establish raffle rules for each licence. For guidance, refer to Section E of the [Raffle Terms & Conditions Total Ticket Value \\$20,000 and Less](#).

Ticket sales

Each group must have ticket and financial controls for all raffle licences. These may be used:

- [Raffle Ticket Inventory Control Procedure & Inventory Control Worksheet](#)

Making Changes to an Existing Licence

A group that wants to change its licence, such as extend the draw date, must notify AGLC. This guide lists required information.

- [Raffle Amendment Guideline](#)

Cancelling a Raffle Licence

A group must send a request in writing to AGLC to cancel a raffle licence.

The group must:

- identify the number of tickets sold
- state the reason for the request
- make a reasonable effort to provide refunds to all ticket buyers
- advertise the raffle cancellation

Requirements are in:

- Section J. Cancellation Procedures - [Raffle Terms & Conditions Total Ticket Value \\$20,000 and Less](#)

CR Knights Team Fundraising Continued

Who can apply?

Alberta based non-profit, charitable or religious groups can apply if:

- their structure and programs follow AGLC's policies, (see the [Charitable Gaming Policies Handbook – Section 2.1 – Basic Eligibility](#))
- the money earned supports the group's programs

An organization does not need to be registered as a charity with Canada Revenue Agency to be considered a charitable organization with AGLC. For-profit businesses, individuals and government are not considered charitable or religious and are not eligible to apply for a licence.

How to apply

Fill out the [Eligibility for Raffle Licence \(Total Ticket Value \\$20,000 and Less Only\)](#) which includes an Internet Account Request Form to get your AGLC ID Number. There is no fee to apply for eligibility or the internet account. Return completed forms to AGLC at gaming.licensing@aglc.ca or Fax: 780-447-8911.

How long it takes

A complete application will take approximately three to five business days to review. If there is any missing information, we will contact you.

The decision

If approved, you will receive up to two emails:

- the first will provide your AGLC ID Number, giving you information on how to get your licence
- the second will provide your password for your internet account, which will allow you to go online to AGLC website and create your raffle licence(s); (you will receive this email if you submitted the Internet Account Request form with the Eligibility Application)

The [Charitable Gaming Policies Handbook](#) has more information on:

- legislation and policies
- general eligibility
- types of groups that may be eligible
- using gaming proceeds

Popular Eligibility Questions

Answers to some of your questions may be found in our list of [popular eligibility questions](#). For questions not answered, call AGLC to speak to an Eligibility Analyst. Phone: 780-447-8600 or toll-free: 1-800-272-8876

Please let me know if you have any other questions and I will get you all the answers you need.

Bonnie Borle

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