

## RAFFLE AMENDMENTS

### DRAW DATE EXTENSION REQUEST OR CHANGES

Please submit the following information in writing when requesting an amendment to an existing raffle licence. **Note:** You may forward your request via email. The email would need to be submitted from the Organization's email address, or by an elected executive for the Organization as per the bylaws. Signature is NOT required, but the author of the email must type out their full name.

1. What is the change required on the licence?
2. State the reason or reasons for the extension or change.
3. Please reference licence number of your group's raffle in your letter.
4. What is the actual draw date and proposed new draw date.
5. What is the total number of tickets sold to date? If discount tickets are being sold, indicate the breakdown of the number of tickets printed for the regular ticket and the and for the discount tickets.
  - a. Regular tickets printed \_\_\_\_\_ How many have been sold? \_\_\_\_\_
  - b. Discount tickets printed \_\_\_\_\_ How many have been sold? \_\_\_\_\_
6. Have any tickets been sold or printed?
7. How do you plan to inform purchasers of the change?
8. Provide a contact person with phone number in case more information is required and in some cases, notice of approval if time lines are close/short.
9. Letter must be signed by one of the elected executive members as per your organization's bylaws for \$10,000 and less raffle; for over \$10,000 – two executive members' signatures required.

**\*\*PLEASE NOTE: ALL AMENDMENTS TO THE LICENCE REQUIRE ALBERTA GAMING AND LIQUOR COMMISSION (AGLC) APPROVAL PRIOR TO ANY CHANGES BEING MADE, OR CONDUCTED.**

*Amendments can be submitted to AGLC via:*

Mail: 50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
Fax: 780-447-8912  
Email: [Gaming.Licensing@aglc.ca](mailto:Gaming.Licensing@aglc.ca)

*Questions may be directed to:*

Raffle Licensing Section, AGLC  
780-447-8600 or 1-800-272-8876