

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 name of the author must be typed in full.

1. Licence Number?
2. What is the change required on the licence?
3. State the reason or reasons for the extension or change.
4. What is the actual draw date and proposed new draw date?
5. If discounted tickets are being sold, indicate the breakdown of the number of tickets printed for the regular ticket and for the discounted tickets.
  - a. # of Regular tickets printed \_\_\_\_\_ How many have been sold? \_\_\_\_\_
  - b. # of Discounted tickets printed \_\_\_\_\_ How many have been sold? \_\_\_\_\_
6. Have any tickets been sold or printed? If so, how many?
7. How do you plan to inform purchasers of the change (i.e., social media, phone, etc.)?
8. Provide a contact person with phone number and email address in case more information is required and in some cases, notice of approval if timelines are close/short.
9. Letter must be signed by one member of your organization for \$20,000 and less raffle; for over \$20,000 – two executive members' signatures are required.

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

Your organization must:

- Offer full refunds to ticket purchasers that request one.
- Amend all unsold tickets to reflect changes.

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