

Instructions for Completing the Eligibility for Raffle Licence Application Form

Please review the following before completing the Eligibility for Raffle Licence (Total Ticket Value \$20,000 and Less Only) application form. This form is used to determine a group’s eligibility with the Alberta Gaming, Liquor and Cannabis Commission (AGLC) as a charitable or religious entity eligible to conduct a raffle event. This is not an application for a raffle licence.

- The Eligibility Unit will process the completed application within 3 – 5 business days. Processing will take longer if the form is incomplete or there is not enough information provided.
- The applicant group is not required to be incorporated, but must be a non-profit and have an elected executive.
- For minor sports groups, the number of voting members (18 yrs. and over) is the total number of parents of the youth participants.
- A non-profit group that does not qualify for a gaming licence as a charitable organization may only be eligible for a licence to conduct a small raffle with a total ticket value of \$5,000.00 or less. See AGLC Policy #3.17 – Non-Profit Groups, Eligibility for further details.
- Complete both the Eligibility for Raffle Licence and the Internet Account Request forms and submit them together to our office. Contact information is on the top of both forms.
- If the group’s eligibility is approved, the approval with the assigned AGLC ID# will be forwarded to the group via email providing information on how to get your licence.
- In order to obtain a raffle licence(s), there are two options:
 - By using the group’s Internet Account a licence could be obtained on-line at no charge through AGLC website. If you submitted the Internet Account Request form you will receive an email providing instruction on activating the account and setting up a password; or
 - The group could go to their local Registry Office, provide their AGLC ID# and upon paying the applicable service fee, may obtain a raffle licence.
- Any questions regarding your raffle event can be directed to Raffle Licensing at 780-447-8600 or toll free at 1-800-272-8876 during regular business hours.
- Any changes or amendments to the licence must be submitted to AGLC and be approved prior to any changes being implemented.
- When the event is complete, or the last draw listed on the licence is finished, the licence is expired. Should you wish to hold another raffle event, please obtain a new raffle licence at the Registry Office or obtain on-line.
- There is no need to resubmit an eligibility application to AGLC as long as the group has not ceased gaming activities for more than a two (2) year period. **Exception:** Minor sports teams are required to reapply each season.
- Ensure you review Raffle Terms and Conditions to understand the financial reporting obligations. Raffle Terms and Conditions are available at aglc.ca.

PROTECTION OF PRIVACY

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.

Eligibility for Raffle Licence (Total Ticket Value \$20,000 and Less Only)		
50 Corriveau Avenue St. Albert, Alberta T8N 3T5	Toll-Free: 1-800-272-8876 Fax: 780-447-8911	780-447-8600 Email: gaming.licensing@aglc.ca

Eligibility for Raffle Licence (Total Ticket value \$20,000 and Less Only)

Your group's eligibility for a raffle licence (total ticket value \$20,000 and less) will be determined by Alberta Gaming, Liquor & Cannabis (AGLC) and you will be notified of the outcome accordingly. Completed forms can be sent to gaming.licensing@aglc.ca or faxed to 780-447-8911.

Allow 3 to 5 business days for processing – if form is incomplete, processing will be delayed.

Application Date		AGLC ID # <i>(leave blank if first application)</i>	
Group's Full Name			
Address		City/Town	Postal Code
Describe the group's programs and activities: <i>BUSINESSES, INDIVIDUALS AND GOVERNMENT ARE NOT ELIGIBLE</i>			
How do you propose to spend your gaming proceeds? <i>NOT ELIGIBLE: SOCIAL ACTIVITIES/EVENTS, APPAREL AND PERSONAL ITEMS/EXPENSES</i>			
Number of Voting members <i>(18 years and over)</i> <i>(See attached Instruction Sheet)</i>			
Age level of program participants <i>(i.e., age of players if a sports team)</i> <i>(ADULT SPORTS TEAMS ARE NOT ELIGIBLE)</i>			
For sports teams, please indicate which league the team plays in			
Is this a fundraising group for a school? <input type="checkbox"/> Yes <input type="checkbox"/> NO <i>If yes, a letter of support from the principal is required to be submitted with the application.</i>			
Raffle Chairperson			
Full Name (Print)		Date of Birth (Year/Month/Day)	
Mailing Address		City/Town	Postal Code
Contact Phone		Email	
Raffle Chairperson Signature		For AGLC Use Only	
<p>I CERTIFY THAT: all information and documents supplied are correct, and the group has authorized me to make this application.</p>			

Internet Account Request

This form is used to request an AGLC Internet account for your AGLC I.D.

Your current AGLC I.D. will be used as your web user I.D. A valid contact email address must also be provided. Your password will be emailed to the provided contact email address when the web account is activated within 10 business days.

<p>Return the completed form to AGLC at: Alberta Gaming, Liquor & Cannabis Licensing 50 Corriveau Avenue St. Albert, AB T8N 3T5 Fax 780-447-8911 Email: gaming.licensing@aglc.ca</p>	<p><input type="checkbox"/> New Account <input type="checkbox"/> Email Address Change</p>
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Complete if your organization <u>only</u> holds Raffles under \$20,000			
Organization Name (Please print)		I.D. #	
Mailing Address	City/Town	Province	Postal Code
Email			
Raffle Chairperson's Name (Please print)	Chairperson's Signature	Date	

Complete if your organization holds Casinos, Bingos, Raffles over \$20,000 & Raffles under \$20,000			
Organization Name (Please print)		I.D. #	
Mailing Address	City/Town	Province	Postal Code
Email			
President's Name (Please print)		Treasurer's Name (Please print)	
President's Signature		Treasurer's Signature	
Date		Date	
<p>It is imperative that AGLC be kept informed of changes to the elected executive and web account email contact for your organization. Please notify AGLC in writing, signed by two executive members, of any contact changes specific to your AGLC Internet Account.</p>			

For Internal Use Only	
Date Web Account Established	Comments/Conditions
Web Account – Group(s)	Comments/Conditions
Licensing Clerk (Signature)	Comments/Conditions

PROTECTION OF PRIVACY

The information collected on this document is for the sole use of the Alberta Gaming, Liquor and Cannabis Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta Gaming, Liquor and Cannabis Act, and Regulations pursuant to the Act.

Enquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to:

F.O.I.P. Coordinator
 Alberta Gaming, Liquor and Cannabis Commission
 50 Corriveau Avenue
 St. Albert, Alberta T8N 3T5
 Telephone: 780-447-8600