

## Guidelines

### Hosting Conferences/Workshops

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Gaming proceeds may be used to host conferences, seminars, workshops, or clinics within Alberta for educational purposes related to a charitable program or service the group delivers - per Charitable Gaming Policy (CGPH) 5.17

#### All events must be managed on a cost recovery basis in accordance with CGPH 4.4

- Donations, grants, and/or program revenue (such as registration fees) must be used to pay for program expenses before gaming proceeds are used.
- If program revenues are not sufficient to cover event expenses, gaming proceeds may be used to pay the shortfall of approved expenses only.
- Gaming proceeds cannot be transferred from the gaming account to a non-gaming account.
- Groups attending conferences outside Alberta, must submit a Travel Itinerary form per CGPH 5.24 (Travel Outside Alberta)

#### Group must submit a request to AGLC for prior approval, including:

- A Request to Amend Use of Gaming Proceeds form, signed by two current Executives,
- An event worksheet form or budget, identifying anticipated revenue and expenses,
- A detailed program itinerary of the hosted event,
- A Request to Use Gaming Funds to Pay Wages/Salaries form, for any hired positions, such as guest speakers, facilitators, or performers.
  - Travel expenses may be eligible for hired positions, only for the duration of the event, if outlined on the wage request form.

#### Gaming proceeds may be approved for:

- Venue rental,
- Equipment purchases or rental,
- Advertising and printing costs,
- Conference registration for membership of the hosting charity,
- Travel and accommodation for membership of the hosting charity.
  - Groups hosting a conference for educational purposes outside their geographical area, may use gaming funds per CGPH 5.23 (Travel In Alberta) to support their members attending the event.
  - Travel to board or membership meetings, that are administrative in nature (such as AGM's), are eligible under CGPH 5.2 (Administrative Expenses)

#### Gaming proceeds must not be used for:

- Promotional giveaways,
- Decorations,
- Food and beverage,
- Travel and accommodation for non-member attendees,
- Hospitality suites,
- Social or recreational activities (such as banquets, galas, or local tours)

All forms and guidelines are available on our website [www.aglc.ca](http://www.aglc.ca)