



Raffle Lottery Licensing Package

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw and includes 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

The Municipality of Hastings Highlands is authorized to issue licenses permitting eligible organizations to conduct raffle lotteries where the total value of the prizes to be awarded, including taxes, is \$50,000.00 or less. Where the total values of the prizes is greater than \$50,000.00 or where the raffle lottery is to be conducted and managed in conjunction with another licensed gaming event, the Registrar of Alcohol and Gaming has sole authority to issue the license.

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Step 1: Eligibility

Are You Eligible for a Charitable Gaming Licence?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit does **NOT** guarantee eligibility for licenses.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - Relieve poverty
 - Advance education
 - Advance religion
 - Benefit the community
- has carried out activities consistent with its charitable purpose for at least one (1) year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include (but is not limited to):

- adult recreation or sports
- individual sports teams
- union or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups

Before applying for a lottery licence for the first time, fill out the Lottery Eligibility Questionnaire and submit it to the Municipality of Hastings Highlands to determine your organization's eligibility.

LOTTERY LICENCE ELIGIBILITY QUESTIONNAIRE

Completion Instructions

This questionnaire must be completed and forwarded to the licensing officer with the documents listed on the attached page. If you fill out this document electronically, please print out the questionnaire, sign it, and either send a scanned copy of the completed form through email, or deliver a hard copy of the signed form to the Municipality of Hastings Highlands office. If you require any further information please contact the licensing officer, 613-338-2811 ext. 277.

ORGANIZATION

Legal Name:	Address:	Town, Postal Code:
Phone #:	Fax:	Website Address:

CONTACT

Name:	Business Phone #:	Fax:
	Home Phone #:	Email:

1. Describe the activity of the organization

2. Indicate the specific purpose(s) or program(s) and associated costs to which lottery proceeds will assist the organization in providing a direct delivery of charitable service.

3. Please describe how the proceeds from the lottery will benefit the residents of Hastings Highlands.

4. How long has the organization been in existence? _____

5. Is the Applicant registered with Canada Customs and Revenue Agency as a charitable organization?

Yes _____ No _____ Registration #: _____

6. Is the Applicant incorporated as a Non-profit organization in the Province of Ontario?

Yes _____ No _____ Corporation #: _____ Date Issued: _____

7. What category best describes the organization?

- _____ The relief of poverty
- _____ The advancement of education
- _____ The advancement of religion
- _____ Health and welfare
- _____ Other charitable purposes beneficial to the community

8. Is your organization currently licenced by any other municipality in Ontario? Yes ___ No ___

If yes, which municipality? _____

If yes, what type of lottery? _____

9. Has the Applicant ever had a license revoked or refused? Yes _____ No _____

If yes, which municipality? _____

10. How many persons comprise your bona fide membership? _____

11. Describe the requirements that a person must meet in order to become a bona fide member of your organization.

12. For what type of lottery will the group apply?

- _____ Bingo
- _____ Raffle
- _____ Break Open
- _____ Bazaar

- Please include name and address of Supplier registered under Gaming Control Act, 1992.

13. Would you like to pick up the License?

Yes _____ Telephone #: () _____

No _____ If no, license will be mailed out.

Contact Name and Mailing Address: _____

The Questionnaire must be signed by minimum two (2) of three (3) principal offices of the Organization and is to be signed in the presents of the Municipalities Licensing Officer.

All Designated Members in Charge must be bona fide members of the organization and are required to complete this form

We, as active, bona fide members of (Organization) _____, hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery license is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the event. (In addition to the three (3) bona fide members listed below, please include a list of six (6) to eight (8) names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences).

Print Name in Full	
Title	
Other Position(s) held in Organization	
Home Address	
Phone Number	Business: _____ Home: _____
Date	
Signature	
Witness (Municipal Officer)	

Print Name in Full	
Title	
Other Position(s) held in Organization	
Home Address	
Phone Number	Business: _____ Home: _____

Date	
Signature	
Witness (Municipal Officer)	

Print Name in Full		
Title		
Other Position(s) held in Organization		
Home Address		
Phone Number	Business:	Home:
Date		
Signature		
Witness (Municipal Officer)		

Names of additional volunteers:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

The collection, use, disclosure and disposal of Lottery Licensing information, including financial statements, applications, and licences issued, etc. shall be treated in accordance with the guidelines contained within the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56

Reminder

The following documents are required to be submitted with the Lottery Licence Eligibility Questionnaire

1. A copy of the following:
 - a) Letters patent (incorporation papers) and any supplementary letters patent
 - b) Revenue Canada registration approval letter
2. A copy of your current Constitution and/or By-law, letters patent, charter, trust deed, memorandum of association, bearing the date adopted and signatures of three (3) directing officers.
3. A complete list of your Board/Executive indicating the title, name, address, telephone number and email address of each. Indicate the expiry date of each person's term of office (please include Executive Director or CEO if applicable).
4. Full financial statements (audited if applicable) for the previous year including all sources of income and all expenses.
5. Current year's budget.
6. Proposed use of lottery proceeds (lottery revenues must be spent in a manner which provides a direct benefit to the community).
7. Latest report to the Public Guardian and Trustee, if applicable.
8. Membership list, if applicable.
9. Organization's annual report, if applicable.

Please review the Lottery Licence Information Checklist to be sure all required information is included with your submission.

STEP 2: APPLICATION

Application for Lottery Licence

Ensure that you read and understand your event Licence Terms and Conditions before proceeding with the application package.

This application is used to apply to the municipal office of Hastings Highlands for charitable gaming events licenses.

Keep a copy of all licence application documents for your records.

Activities are regulated by Criminal Code of Canada, Order-In-Council 1413/08, as amended, and the Gaming Control Act, 1992 and its regulations.

You can obtain copies of the Gaming Control Act and Regulations, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario website (www.acgo.on.ca).

Licence Application Instructions

- * Your licence application is a legal document and will be returned if the instructions are not followed or if Checklist items (on application) are missing. This could result in the delay/cancellation of your charitable gaming event.
- * Municipality of Hastings Highlands requires a minimum often (10) days processing time for all applications.
- * Type or legibly print all information.
- * Answer every question completely.
- * Only original forms and signatures will be accepted.
- * Persons signing any Licence Application must have a good knowledge of the applicable Licence Terms and Conditions.
- * **It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.**
- * Please note that all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the license number. It is your responsibility to notify the Lottery Licence Officer of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

If you make changes to your Licence Application package before you submit it to your licensing office, each change must be initialed on each document by the Licence Application signors and other signors of that document.

Changes to your submitted Licence Application package must be made in writing on you organization's letterhead, be signed by the Licence Application's signors and include supporting documents that are affected. The Municipality of Hastings Highlands requires at least one week written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.

Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired licences may **NOT** be amended or cancelled.

Licence Application Checklist

These items must be enclosed with each Licence Application Form (Do not send separately):

- * Licence fee:
 - Set by the Municipality of Hastings Highlands at \$5.00 to cover costs related to the supervision and control of the licensed lottery event. (Cheque may be made payable to the Municipality of Hastings Highlands.)
- * Completed application form.
- * Location, date and time of the proposed draw (supporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events).
- * The price of the tickets and a sample ticket.
- * Total number of tickets to be printed.
- * Rules for the draw.
- * If the prize value is \$500.00 or more, the licensee must obtain legible copies of a firm price quotation and a letter of intent, invoice and agreement to purchase for each prize.
- * If the prize value is \$10,000.00 or more, including taxes, the applicant must present a letter of credit. The licensing authority may also require a financial guarantee for a prize of a lesser value.
- * A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be issued.
- * A full explanation of how credit card sales and dishonored cheques will be handled if applicable.
- * The cut-off date for the sale of tickets by cheques and credit cards if applicable.
- * A complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize

Municipality may also request:

- * A business plan and budget for the raffle lottery.
- * A detailed ticket sales plan, including where, when and how sales will take place.
- * A description of all the services to be obtained from each supplier.
- * Copy of preceding and current operating budget, which includes all sources of revenues and expenses.
- * Any other documentation deemed necessary by the municipality:

If you require clarification on any of the above please feel free to contact the Lottery Licensing Officer at: 613-338-2811 ext. 277

Alcohol and Gaming Commission of Ontario – Raffle License Terms and Conditions

http://www.agco.on.ca/pdfs/bi/terms_cond/6004AB.pdf

Alcohol and Gaming Commission of Ontario – Application to Manage and Conduct a Raffle Lottery

http://www.agco.on.ca/forms/bi/6004_g.pdf

STEP 3: REPORT

Reporting Requirements

The Licensee shall provide the Licensing Officer with a financial report within **thirty (30) days** of the date of the last draw outlining the results of the lottery event on the prescribed form. Your report will include:

- * The attached report form.
- * Copy of bank statements from Lottery Trust Account for the entire reporting period (since opening of account or since date of last lottery report submitted).
- * Copy of bank deposit slips.
- * Copy of cancelled expense cheques and applicable invoices/receipts.
- * Itemized list of expenses.
- * Copy of cancelled donation cheques (if a balance is retained in your Lottery Trust Account for future charitable donations please provide cancelled cheques and bank statements as money is disbursed).
- * List of winners.

Alcohol and Gaming Commission of Ontario - Lottery Report

http://www.agco.on.ca/forms/bi/6347_g.pdf