

## **Important Raffle \$10,000 and Less Licensing Information**

Please review the following before completing the Eligibility for Raffle Licence (Total Ticket Value \$10,000 and Less Only) form. This form is used to determine a group's eligibility with the Alberta Gaming and Liquor Commission (AGLC) as a charitable or religious entity eligible to conduct a raffle event – see Eligibility Guidelines. *This is not an application for a raffle licence.* The Eligibility application approves a group for ongoing raffle licences as long as the group does not cease gaming activities for more than a two (2) year period.

- The Eligibility Unit will process the application within 3 - 5 business days, **if the form is complete upon submission**. 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 non-profit and have an elected executive. In addition, there are no provisions allowed for payment to members, directors or officers, including payment of income, honorariums, dividends, shares or transfer of property.
- If the group's eligibility is approved, the application form, which will have the assigned AGLC ID # on it, will be forwarded to the group via fax, mail or email. An AGLC ID# is assigned to the group upon receipt of their first application for any type of gaming licence. If the group has not previously applied for a gaming licence, it will not have an assigned number. If the group has applied in the past, the ID # can be found on any AGLC correspondence previously sent to the group. You will find it located next to the organization's name, for example; ABC Club of Alberta (ID # 123456). If you are unable to reference this number, the application will be accepted without it.
- Upon approval, you may go to your local Registry office to obtain a raffle licence. Providing the Registry office the group's AGLC ID # will assist them to locate your group's name in the online Gaming Licensing System.
- The Registry office will create the licence with the raffle details you provide. Upon receipt of the licence, ensure all of the information is correct. The Registry agent can correct any errors during that business day and will reprint the licence.
- You may also obtain an online licence by using your [AGLC Internet Account](#).
- 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 the 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 apply online. There is no need to re-submit an eligibility application to the AGLC as long as the group has not ceased gaming activities for more than a two (2) year period.
- Ensure you review Raffle Terms and Conditions to understand the financial reporting obligations. Raffle Terms and Conditions are available at [aglc.ca](#).
- An updated elected executive list must be submitted to AGLC whenever there is a change in the group's executive. This form is available on our website at [aglc.ca](#).

This form may be obtained from our website:  
aglc.ca



## ELIGIBILITY FOR RAFFLE LICENCE (Total Ticket Value \$10,000 and Less Only)

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5  
Website: aglc.ca

Phone: 780-447-8600 Toll-Free: 1-800-272-8876  
Fax: 780-447-8911 or 447-8912  
Email: gaming.licensing@aglc.ca

Your group's eligibility for a raffle licence (total ticket value \$10,000 and less) will be determined by the Alberta Gaming and Liquor Commission (AGLC) and you will be notified of the outcome accordingly. If approved, raffle licences and a copy of the raffle terms and conditions may be obtained online at [aglc.ca](http://aglc.ca) or from your local Alberta registry agent.

### PLEASE PRINT CLEARLY – ALLOW 3 TO 5 BUSINESS DAYS FOR PROCESSING

<b>Application Date:</b> _____	<b>AGLC ID # (if applicable):</b> _____
Group's Full Name: _____	How long has the group existed? _____
_____	Number of Members: _____
Address: _____	Age Level of Participants: _____
City/Town: _____	<b>Members cannot be paid for their services</b>
Postal Code: _____	<b>Executive must be Elected</b>

**RAFFLE CHAIRPERSON SIGNATURE:** \_\_\_\_\_

**I CERTIFY THAT:** all information and documents supplied are correct, and the group has authorized me to make this application.

Print Full Name: \_\_\_\_\_ Date of Birth:   vy |   mm |   dd

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
(    )                      (    )                      (    )

**Describe the Group's programs and activities:**

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\_\_\_\_\_

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\_\_\_\_\_

**How do you propose to spend your gaming proceeds?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For AGLC Use Only**

**PRIVACY STATEMENT**  
The personal information you are providing on this application is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the Alberta Gaming and Liquor Commission (AGLC) for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's *Freedom of Information and Protection of Privacy Act* under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Regulatory Division Alberta Gaming and Liquor Commission, 50 Corriveau Avenue St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876