



SPECIAL EVENT LICENSING

When is a licence required?

A licence is required if the following three elements are present:

1. random chance to win;
2. tickets are sold; and,
3. prizes are awarded.

How do I apply for a licence?

Visit www.myunitedway.ca/campaign and scroll to **Receipts and Licensing**.

Forms are available for [50/50s](#), [raffles](#) and [bingos](#).

Information you will need before filling out the application:

- Start date of tickets sales
- Draw date
- Draw location
- Regular tickets – colour of ticket, denomination and quantity
- Discount tickets – colour of ticket, denomination and quantity
- Total ticket value
- Prize description and value

Regular Tickets versus Discount Tickets.....

- **Regular Tickets**
 - are mandatory
 - are single tickets sold at a fixed price
 - can be purchased in multiples, but with no reduction in price
 - example would be 1 ticket for \$2.00
- **Discount Tickets**
 - are optional
 - are sold in multiples at a lower price per ticket than regular tickets
 - must be a different colour than regular tickets

- the total number of tickets must be evenly divisible by the multiple in which they will be sold
 - example would be 3 tickets for \$5.00 or 8 tickets for \$10.00

How to calculate Discounted Tickets.....

Please use the following example as a guideline when determining your discounted tickets

Example: Regular tickets are \$1 each, discounted tickets are 3 for \$2.

The total number of discounted tickets must be evenly divisible by 3.

If 2500 is divided by 3, the result is *not* a whole number. ($2500 \div 3 = 833.333$)

3000 divided by 3, however, *is* a whole number ($3000 \div 3 = 1,000$)

The planned number of tickets in this example would have to be 1000.

Calculating the Total Ticket Value....

It is important to calculate the total ticket value for the following reasons:

- to ensure the licence does not exceed a total ticket value of \$10,000
- prizes must be a minimum of 20% of the total ticket value

The following is an example of how to calculate Total Ticket Value

Example: 2500 Regular tickets are \$1 each, 3000 discounted tickets are 3 for \$2

Regular ticket value: 2500 tickets X \$1/tickets = \$2500

Discount ticket value: 3000 tickets / 3 X \$2 = \$2000

TOTAL TICKET VALUE = \$4,500

Once I have submitted my application when can I expect my licence?

Once approved, United Way will process your application within 3 business days. Please note that a licence submitted with incomplete information will delay the process.

Can I increase the number of tickets I'm selling after the licence is issued?


No. If tickets have started selling, you cannot increase the number of tickets being sold. **You cannot oversell the quantity of tickets** indicated on the license. However, we can make changes on a license within 24 hours of issuing a license, if tickets have not been sold.

What about raffles over \$10,000?

Raffles over \$10,000 require special licensing, fees and requirements. Please connect with your United Way staff partner and allow 8 to 10 weeks for a license to be issued.

After my event has taken place is there anything else I need to do?

Yes, once your event has concluded you are required by the Alberta Gaming and Liquor Commission (AGLC) to fill out a financial form for the event. The form you need to complete is called the **Raffle Licence Financial Form** (example shown below) which you received with your licence.



AGLC
Alberta Gaming and
Liquor Commission
An Agent of the Government of Alberta

Raffle Licence Financial Form

Licence: _____
Period: _____

Organization: United Way of the Alberta Capital Region (68190)

Actual Tickets Sold

	----- Price -----		----- Printed -----		----- Actual -----	
	Units	Unit Price	Quantity	Value	Units Sold	Value
Red	1	For \$10.00	75	\$750.00		
Blue	3	For \$15.00	225	\$1,125.00		
Total Ticket Sales:					<input style="width: 80px;" type="text"/>	

Gross Revenue = Total Ticket Sales +/- any money shortages or overages. **Gross Revenue:**

Prize Expenses

Prize (quantity)	Estimated Org. Cost	Actual Org. Cost
Gift basket (1)	\$0.00	
Restaurant gift cards (2) (1)	\$0.00	
Total Prize Cost:		<input style="width: 80px;" type="text"/> -----> (minus) <input style="width: 80px;" type="text"/>

Other Expenses

Expense	Estimated Amount	Actual Amount
Total Expenses:		<input style="width: 80px;" type="text"/> -----> (minus) <input style="width: 80px;" type="text"/>

= Gaming Proceeds:

The Raffle Licence Financial Form must be completed and submitted to United Way of the Alberta Capital Region within a maximum of ten (10) days following the conclusion of the event. Failure to submit these reports or to comply with the terms and conditions of the license may affect whether future licenses will be issued.

Please ensure the form has been filled out completely and sign and date the bottom. Please submit the form by email (campaignsupport@myunitedway.ca) or fax (780-990-0203). A copy is kept on file for our records and a copy will be submitted to AGLC on your behalf.

Important information to keep in mind...

- You are only licenced to sell the quantities indicated on the licence, you cannot add more after you have started ticket sales.
- In the case of a 50/50 it is **better to over estimate your ticket quantities** as long as the total ticket sales does not exceed \$10,000.
- For a 50/50 you can have **multiple draw dates** under one licence as long as the following criteria is met:
 - all draw dates must be listed at the time of application.
 - the ticket quantities and descriptions provided at time of application must encompass all the draws.
 - if tickets are being sold at multiple locations the draw must be done at one location and from one pool of tickets.
- United Way does not supply the tickets.
- Regular tickets are mandatory and discounted tickets are optional.
- In the case of a prize draw you must provide a description and monetary value for all prizes under that licence.
- In the case of a prize draw: when choosing your ticket quantities please ensure that your prize value is a minimum of 20% of the total ticket sales.

Is the process for obtaining a Bingo licence any different?

Yes, the process is different from obtaining a licence for a Raffle or 50/50. Please follow the steps below to obtain a bingo licence:

- fill out the application form online at www.myunitedway.ca/campaign
- once United Way has reviewed and approved your application you will receive a **Letter of Authorization** via email
- obtain and fill out a bingo licence application from AGLC's website: www.aglc.gov.ab.ca/bingo/licenceandeligibility.asp
- submit the completed bingo licence application and the Letter of Authorization to AGLC
- once AGLC has processed and approved your application they will mail the licence to the address you provided on the application form

Please note it can take up to four weeks to receive your bingo licence so **please ensure you allow enough time when planning your event.**