



# AGLC Raffle How-To Guide

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**United Way**  
Alberta Capital Region

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# About AGLC Licences

## When Do I Need an AGLC Licence?

There are three components that require an AGLC licence: money, chance, and a prize. Anytime someone pays for a random chance to win a prize, a raffle licence is needed; however, when only one or two of these elements are present, a licence is not needed.

For example:

Door prizes don't need a raffle licence because they only have two out of the necessary three components: random chance and prize. While there may be an entry fee for the event, attendees do not need to pay more money to enter the door prize draw.

A licence is not required for a chess tournament. It also only has two of the three necessary components: paying money and a prize. People pay money to enter and there is a prize, but winning is based solely on skill, so no licence is needed.

### **You DO need a licence and United Way / AGLC approval for:**

- 50/50 draws
- Prize draws
- Wine / Beer Survivor (no liquor licence required)
- Squares board
- Chase the Ace
- Sports pools
- Bingo games
- Poker tournaments

### **You do NOT need a licence or AGLC approval for:**

- Silent auctions
- Live auctions
- Bottle drives
- Receiving donations
- Trivia contests
- Free giveaway contests
- Fundraising sales – bake sale, almonds, popcorn, meat etc
- Door prizes
- Chess tournaments

## How Do I Apply for an AGLC Licence?

To apply to United Way for the use of our AGLC licence, follow these steps:

1. Determine if your raffle format will be in-person or online using our Rafflebox software. Please read the FAQ at the end of the document before applying to ensure you've considered all factors.

Once you have selected your format, determine the application of your raffle: prize draw, 50/50, or other.

2. Fill out the appropriate application **at least 10 business days prior to the start date of tickets sales**. (32 days for Bingo)
  - a) [AGLC In-Person Licence Application](#)
  - b) [AGLC Online Rafflebox Licence Application](#)
  - c) [AGLC Bingo Application](#)
3. The following information is required to fill out the application:
  - Start date of ticket sales
  - Draw date(s)
  - Draw location
  - Prize description and value
  - Ticket types: colour, price, and quantity
  - If online:
    - Raffle webpage content, banner image, and raffle rules
    - End date of ticket sales (at least 1 day prior to the draw date)

When the application has been approved, United Way will email you.

- If you are hosting an in-person raffle, we will send you the license for the event.
  - If you are hosting an online raffle, we will email you with a link to view the webpage so you can determine if any changes need to be made
  - If you are hosting a Bingo, we issue an approval letter, which you then need to submit to AGLC for the official license.
4. When the event has ended, a financial form will need to be completed to indicate how many tickets were sold and at what price points.
    - a) If you are hosting an in-person raffle or bingo, a financial form needs to be completed and sent to [campaignsupport@myunitedway.ca](mailto:campaignsupport@myunitedway.ca). (The financial form is included with the gaming licence.)
    - b) For online raffles, United Way will complete this on your behalf.

# Online Raffles

## Planning Your Online Raffle

We are excited to offer online prize raffles, 50/50s, and wine survivor through Rafflebox, a raffle marketing and sales platform. Online raffles are a little different from in-person raffles, and we have some extra regulations to work with.

As you begin planning your event, we have some key tips for success:

### Have a communications plan

Online raffles require a little extra planning and energy. We recommend planning a multichannel marketing campaign to keep the energy and enthusiasm up. Provide regular updates to staff that include weekly ticket sales updates, commentary on how the raffle will help the community, and any upcoming deadlines. Plan your raffle after pledge drive and key campaign events. This will prevent communication burnout or conflict with other activities.

### Be mindful of timelines

It can take up to two weeks to obtain a license and set up an online raffle webpage. Think through the start date, end date, and draw date carefully as these cannot be changed after the license has been issued.

### Start small and build on your success

Online raffles are a little different, and a sold-out raffle or 50/50 will increase the demand for future raffles.

## Cost of Using Rafflebox

There are some additional costs tied to hosting online raffle events, and we are asking organizations that host these raffles to cover the Rafflebox fees of 5% of the total ticket sales.

Total Ticket Sales at the End of the Raffle	System Costs
<b>\$1,000</b>	\$50 +GST
<b>\$2,500</b>	\$125 +GST
<b>\$5,000</b>	\$250 +GST
<b>\$10,000</b>	\$500 +GST
<b>\$15,000</b>	\$750 +GST
<b>\$20,000</b>	\$1,000 +GST

Once your raffle has ended, we will have our finance team issue an invoice. This process can take a few weeks. You can pay the invoice via cheque, credit card, or EFT.

## Setting Up Rafflebox

### **Complete the application form**

Fill out the [AGLC Online Rafflebox Licence Application form](#) for your raffle, so we can obtain a raffle license from AGLC. We need to know the number of tickets available, the draw date for your raffle, and more.

### **Create a banner image for the raffle page**

We will need a rectangular image for the raffle page. We have templates available, or you may also create your own 560px x 315px graphic.

### **Include a headline and copy for your raffle page**

We will need some copy for the raffle page. You are free to create your own, or you can use our suggested copy found in Appendix B.

## Approved Expenses from Proceeds of Online Ticket Sales

Revenue in online raffles cannot be used to purchase prizes or recover costs. Rafflebox is connected directly to our United Way bank account; therefore, the only acceptable use of revenue from ticket sales is the prize payout for cash raffles, such as a 50/50. United Way cannot reimburse your organization for physical prizes when using Rafflebox.

## Acceptable Online Payment Methods

Rafflebox accepts credit cards and debit cards with the Visa / Mastercard logo from residents of Alberta. The system restricts purchases based on the postal code to ensure only Alberta residents are purchasing tickets, as per AGLC rules. If the purchaser has an out-of-province billing address, the transaction will be declined.

## In-Person Raffles

### Ticket Type Based on Length of Ticket Sales

The type of tickets AGLC requires for an in-person raffle or 50/50 depends on the length of time between the start date and the draw date.

#### One-day event

If you start selling tickets, stop selling tickets, and conduct the draw for the winner all in one day, you are allowed to use the two-part tickets you would find at stores like the Dollar Store or Staples. AGLC refers to these as bearer tickets. The tickets must be consecutively numbered but do not need to contain the ticket purchaser's name, address, or phone number.

#### Multiple-day event

If you are selling tickets over several days and then conducting the draw, **you must use a traditional raffle ticket**. AGLC does not allow you to use the bearer tickets described above.

The ticket kept by you to conduct the draw must contain:

- United Way of the Alberta Capital Region
- Name of your company
- Raffle licence number from the AGLC licence we issue you
- Individual ticket number that matches on both portions (e.g., ticket # 0001)
- Quantity of tickets and price (e.g., 1 for \$10 or 3 for \$25)
- Date of the draw
- A spot for the ticket buyer to enter their name, address, email, and phone number

The ticket given to the ticket buyer must contain:

- United Way of the Alberta Capital Region
- Name of your company
- Raffle licence number from the AGLC licence we issue you
- Individual ticket number that matches on both portions (e.g., ticket # 0001)
- Quantity of tickets and price (e.g., 1 for \$10 or 3 for \$25)
- Total number of tickets available to be sold (e.g., 1,100 tickets printed)
- Date of the draw and location of the draw (physical street address)
- Description and value of the prize(s)
- The phrase "Must be at least 18 years of age to purchase"
- The phrase "No refunds on any ticket sales"
- The phrase "Charity Registration 11926 0487 RR0001"
- Tickets must be printed in colour font, based on the colour(s) you choose when submitting your application or in black font on coloured paper.



## Multi-Day Raffle Ticket Options

To facilitate compliance with AGLC ticket requirements for multi-day in-person raffles and 50/50 draws, we have three options for our workplace volunteers:

### Online raffle

Instead of hosting an in-person event, you can choose to host an online raffle or 50/50 through our Rafflebox software. The guidelines and application for hosting an online raffle can be found above in this guidebook. You can complete the application form [here](#).

Note: your company will be asked to cover the Rafflebox fees of 5% of the total ticket sales.

### Insourced ticket printing

Your workplace campaign committee can manage the ticket printing by using a ticket template provided by United Way, which can be found in Appendix B.

Your committee would be responsible for completing a mail merge, printing the tickets in colour, and cutting them. We strongly recommend that if you select this option, that this task be delegated to someone on your committee who is familiar with mail merging.

### Outsourced ticket printing

You can have the tickets professionally printed according to the requirements listed above. If you choose to have tickets professionally printed, and your company has a budget to cover United Way fundraising events, please consider covering the cost. This will allow us to direct the most funding possible to our community partners.

If you do not have a sufficient budget to cover the cost of professional printing, and options one and two are not feasible, AGLC rules do allow you to pay for the tickets in advance and be reimbursed using the gaming proceeds for cash-only sales. There is a section on the application form to note the cost. The reimbursement must be recorded on the AGLC financial form you send to United Way at the end of your event.

## Ticket Seller Responsibilities

**For all in-person ticket sales, there must be a physical exchange of tickets and payment in one transaction.**

A ticket seller can't hand over physical ticket(s) to the buyer prior to receiving payment. Sometimes ticket buyers will indicate they will pay for a ticket later. If this is the case, the seller must withhold the ticket(s) until the buyer can make payment.

Similarly, a ticket buyer can't provide payment to a ticket seller if the ticket seller doesn't physically have the ticket(s) on hand to give to the buyer. If this is the case, the ticket seller must decline the payment and obtain the ticket(s) before proceeding.

**AGLC does not allow tickets to be paid for and then emailed to a buyer.**

Digital sales are only permitted through approved online software systems like Rafflebox. Acceptable payment methods for in-person ticket sales are listed below.



**Ticket inventory and sales must be tracked to determine who has the tickets at all times and how many tickets have been sold at each price point.**

When we approve your application and send you the AGLC license, the last three pages contain instructions and worksheets to assist you with this.

There is a raffle ticket inventory control procedures document, as well as a raffle ticket inventory control worksheet, and a prize(s) paid out control sheet. These worksheets are to help the ticket seller(s) run a compliant raffle. United Way does not require these worksheets back, but you must keep them with along with all tickets sold for two years.

## Acceptable Payment Methods

For in-person raffles, acceptable form of payment includes cash or debit/credit card through a handheld point of sale machine. These two methods of payment can be used individually or combined. Interac email money transfer is not an acceptable form of payment. If online payments are desired, consider hosting a draw through Rafflebox instead.

If you would like to borrow a handheld point of sale machine, please connect with your United Way staff partner and we can loan one to you. You can also use a handheld point of sale machine that is owned by the organization you work for and is connected to a bank account owned by your company. (The bank account should be one dedicated for United Way fundraising.)

## Rules for Conducting the Raffle Draw

The Raffle chairperson (the lead individual running the raffle – can be the ECC or another campaign volunteer) must abide by AGLC rules when conducting the draw.

- Prior to the draw the raffle chairperson must reconcile the number of sold tickets and unsold tickets as indicated in the ticket sales record with the number of ticket stubs to ensure that all eligible tickets form part of the draw.
- Paper tickets must be manually drawn from a container that is transparent or constructed with mesh so that tickets can be seen from the outside. United Way has transparent draw bins or a draw barrel that we can loan out, if needed.
- Prior to each ticket draw, the ticket container must be rotated or the container contents agitated.
  - A minimum of three times for non-identical prizes.
  - At least once for identical prizes.
- The individual conducting the draw must not own a ticket in the draw.
- There must be two witnesses to the draw, and their name and phone number must be documented on the raffle records.
- The arm of the person making the draw must be bare below the elbow and, immediately prior to making the draw, the person must show the witnesses their arm and both sides of their open hand.
- When selecting the winning ticket(s), the person making the draw must look away from the container in the direction of the witnesses.
- Winning tickets must be immediately exhibited to witnesses and held open for inspection until the end of the draw.

- A record of each ticket drawn must be made indicating the ticket number, name and contact information of the prize-winner, and time and date the ticket was drawn.
- The raffle chairperson must retain all tickets with the raffle records for two years after the last draw date.

### Approved Expenses from Proceeds of Ticket Sales

AGLC has strict guidelines on what the proceeds of ticket sales can be used for. Only approved expenses may be deducted from the gross raffle revenue.

The following is a list of approved expenses from gaming revenue for in-person raffles:

- Prize payout for games like 50/50 draws.
- Ticket printing.
- Advertising.
- Prize appraisal fee.
- Food and refreshment expenses for the volunteer ticket sellers only during an event (e.g., providing volunteers with a complimentary hamburger when selling 50/50 tickets at a staff BBQ).
- Physical prize reimbursement if the prize was purchased instead of donated.
  - Prize reimbursement only works if you are selling tickets for physical cash. If you are using a handheld point of sale machine, the funds are deposited directly to our bank account, and we are unable to issue a refund to cover expenses.
  - If your organization has a budget for United Way fundraising events, please consider covering the cost of the prize. This will allow us to direct the most funding possible to our community partners.
  - If covering the expense of the prize is not possible, you are required to purchase the prize in advance, and then receive reimbursement from the ticket sales. Please record this prize expense on the application form and on the AGLC financial form that you complete after the raffle has ended.
- Other expenses that have received prior approval (e.g., venue rental, camera rental, credit card charges, security and armoured services, bank charges/fees, postage expenses, etc.)

Please note, raffle revenue is not allowed to be used to cover the expense of food or refreshments for ticket buyers or attendees of an event. Raffle revenue also cannot be used to create a slush fund for future United Way events or for your social committee / wellness committee events.

## Selling Tickets Without Discrepancies

When you sell tickets to activities such as 50/50, prize draw raffle, wine survivor, sports pool, and Chase the Ace, there are several ticketing rules you need to follow.

### **You can only sell tickets in quantities and price point approved on your licence.**

Often, a certain price point is more popular than others. As an example, three for \$5 might be a more popular price point than one for \$2. If your application and approved license only allow for 300 tickets at three for \$5, then you cannot sell more just because you physically have the tickets available and people want to buy them. Once you have sold all you are allowed at that price point, you must switch to only selling the other price points still available.

### **Ticket quantities on the approved licence are for total tickets at that price point, not sets of tickets.**

Using the same example above of 300 tickets at three for \$5. This is 300 individual tickets because you are selling them in groups of three, which means you can only sell 100 sets of three for \$5 each, not 300 sets of three for \$5 each. Once you've sold all you are allowed at that price point, you must switch to only selling the other price points still available.

**Discounted group tickets cannot be broken up and sold at a smaller price point for just one ticket of the set.** As an example, if you had priced your single tickets at \$5 each, and then priced your discounted tickets at five for \$20, that effectively makes each ticket in the discounted set \$4; however, you cannot sell one of the discounted tickets for \$4. The full discounted price needs to be paid for the proper quantity of tickets.

### **Ticket colours must match their price points.**

For raffle events that last one day only, you can use the kind of tickets you'd find at stores like Staples or the Dollar Store. It is not permitted to sell a different coloured ticket if another colour sells out.

You must stop offering the price point you no longer have tickets for, so be sure that you have the right number of tickets available in a specific color before you apply for your licence. For raffle events that span multiple days, you are required to use proper tickets and either have them professionally printed or print them yourself.

## Completing The Financial Form After The Raffle Has Ended

The financial form is included in the PDF document along with your licence approval. Please refer to the email sent by United Way. When the event has ended, you **MUST** submit the financial form within 10 business days to [campaignsupport@myunitedway.ca](mailto:campaignsupport@myunitedway.ca).

There is also a raffle ticket inventory control procedure, a worksheet, and a prizes paid out control sheet. While you are required to keep the completed forms for two years, they are not required in United Way's reporting to AGLC.

The financial form asks you to complete the actual number of tickets sold and their value. This is easy to calculate for single tickets, but it can be a bit tricky for discounted tickets. AGLC wants

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to know the total tickets sold at that price point, not the number of sets of tickets sold.

For example:

- Even though you asked for the ability to sell 120 tickets, if you actually only sold 37 sets of 3 for \$5, then that's 111 tickets at that price point, and you'd enter 111 in the units sold box.
- Sticking with the same example, the value of those 111 tickets is \$185 so you'd enter that in the value box. ( $\$5 / 3 = \$1.666$  per ticket and  $\$1.666 \times 111$  tickets sold = \$185)
- The total ticket sales section asks you to add up the value of all tickets sold.

The Gross Revenue section is for you to input the actual amount of money you have. This should be the same amount as the total ticket sales, but can sometimes differ if people toss in an extra dollar since it's for charity, etc. If this happens, please write an explanation as to why the gross revenue is different.

The prize expenses section asks you to list the actual amount spent on the prize, not the value of it.

For 50/50 draws, input the amount going to the winner. For raffles with a physical prize, if the prize was donated (or purchased with company funds but isn't being reimbursed) then there is no expense to the raffle, so you can input \$0.

If you purchased a prize in advance of the raffle, you may recoup the expense of that prize and write down the cost. Total up all the prize expenses and input the total in the box to the right where it says minus (as you will subtract this amount from the gross revenue).

Other Expenses are to capture items such as ticket costs or marketing material expenses, etc. If your campaign committee is covering these costs, enter \$0. If you would like the expenses reimbursed from the proceeds, input the amount. Then, same as above, input the total in the box to the right where it says minus (as you will subtract this amount from the gross revenue).

Gaming Proceeds is the amount you will be sending to United Way. It's the gross revenue less any prize expenses and any other" expenses. The full amount **MUST** be sent to United Way and not kept for other purposes.

When the form is complete, email it back to United Way at [campaignsupport@myunitedway.ca](mailto:campaignsupport@myunitedway.ca) and we will finish the submission process with AGLC.

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## Sample Financial Form Completed

### Actual Tickets Sold

Colour	----- Price -----		----- Printed -----		----- Actual -----	
	Units	Unit Price	Quantity	Value	Units Sold	Value
Green	1	For \$2.00	25	\$50.00	15	\$30
Red	3	For \$5.00	120	\$200.00	111	\$185
<b>Total Ticket Sales:</b>						<b>\$215</b>

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

**Gross Revenue:** **\$215**

### Prize Expenses

Prize (quantity)	Estimated Org. Cost	Actual Org. Cost
Thanksgiving Centrepiece (1)	\$0.00	\$0 - donated
<b>Total Prize Cost:</b>		<b>\$0</b>
		-----> (minus)
		<b>\$0</b>

### Other Expenses

Expense	Estimated Amount	Actual Amount
Printing tickets	\$20.00	\$20
<b>Total Expenses:</b>		<b>\$20</b>
		-----> (minus)
		<b>\$20</b>

**= Gaming Proceeds:** **\$195**

# Types of Raffle Games

## 50/50 Draws

### How does it work?

A 50/50 fundraiser involves the sale of raffle tickets with the proceeds being split evenly between the winner and United Way.

While AGLC allows for percentage draw raffles to go as low as an 80/20 split, United Way will only issue raffle licenses with a 50/50 split.

We can't issue a 50/50 licence if 50% isn't coming to United Way. As an example, you can't provide 50% to the winner and keep the other 50% for your workplace to build up funds for other events or committees.

For in-person 50/50 draws, the raffle chairperson will be responsible for:

- Buying or printing the tickets
- Selling tickets
- Conducting the draw
- Paying out the winner
- Arranging for the remaining 50% to be sent to United Way
- Completing the financial form

For online 50/50 draws via Rafflebox, United Way will be responsible for:

- Setting up the Rafflebox webpage
- Conducting the draw and notifying the raffle chairperson of the winner
- Connecting with the winning ticket holder to obtain their banking information
- Paying the winner through direct deposit into their bank account or issuing a cheque (this process can take a couple weeks)

## Considerations

### How do you want to structure the 50% payout to the winner?

The most popular is: 50% to one winner

OR

30% to first ticket drawn, 15% to second ticket drawn, and 5% to third ticket drawn

### How do you want to announce the winner?

Will the winning ticket number be announced live at an event or posted on a staff intranet site? If the 50/50 is being hosted online using Rafflebox, then we recommend that you schedule the raffle to end one day prior to the live event.

## Sample 50/50 rules

- Players must reside in Alberta and be 18 years of age or older
- Tickets will be available <location> and sold at a rate of: <Ticket Packages>
- Ticket sales will end on <Date> at <time> with the draw taking place on <Date> at <location>
- The winner(s) will receive the prizes outlined below:
  - One winner will receive 50%  
OR
  - First ticket drawn receives 25%, second ticket drawn receives 15%, third ticket drawn receives 10%
- The winner will be contacted by email, and they have 90 days to claim their prize. A second draw from the same numbers will occur after 90 days if the prize goes unclaimed.

## Prize Draw Raffles

### How does it work?

A prize draw raffle is a game where ticket purchasers pay for a chance to win a prize and all proceeds come to United Way.

AGLC regulations state that a prize draw must have a minimum prize value of 20% of total ticket value on the licence. For example, a raffle with the potential to sell \$5,000 worth of tickets must have a \$1,000 minimum prize. Please note, using cannabis as a draw prize is prohibited.

Prize draw raffles typically have a physical item as the prize; however, you can also offer a prize of cash as long as it's a minimum of 20% and a maximum of 50% of total ticket value. For example, a raffle with the potential to sell \$5,000 worth of tickets must have a \$1,000 minimum cash prize. It's the responsibility of your company to pay the cash prize, regardless of how much revenue is raised. (For cash prizes we recommend a 50/50 instead to eliminate this risk as 50/50s don't require a 20% prize payout.)

For in-person prize draws, the raffle chairperson will be responsible for:

- Buying or printing the tickets
- Selling tickets
- Conducting the draw
- Providing the prize to the winner
- Arranging for the raffle proceeds to be sent to United Way
- Completing the financial form

For Online Rafflebox prize draws, United Way will be responsible for:

- Setting up the Rafflebox webpage
- Conducting the draw
- Notifying the raffle chairperson of the winner



## Considerations

### **How will you structure the prizes?**

Will there be one prize and one winner or many prizes and many winners?

### **If there are many prizes, how will you conduct the draw?**

For example: Will the first ticket drawn receive a specific item, the second ticket drawn another specific item OR will the first ticket drawn get to pick from all the prizes, the second ticket drawn get to pick from the remaining prizes until the last ticket drawn receives the final prize by default?

Ensure this information is determined in advance and outlined in the communication and rules so all ticket buyers understand prior to purchase.

### **How do you want to announce the winner?**

Will the winning ticket number be announced live at an event or posted on a staff intranet site? If the prize draw is being hosted online using Rafflebox, then we recommend that you schedule the raffle to end one day prior to the live event.

## **Sample Prize Draw Rules**

- Players must reside in Alberta and be 18 years of age or older
- Tickets will be available <location> and sold at a rate of: <Ticket Packages>
- Ticket sales will end on <Insert Date> at <insert time> with the draw taking place on <Insert Date> at <insert location>
- The winner(s) will receive the prizes outlined below:
  - First ticket drawn will win prize A, second ticket drawn will win prize B, etc.  
OR
  - First ticket drawn will receive first choice of prize, second ticket draw will recent second choice of prize etc.  
OR
  - 20% of tickets will be drawn on XX day, 20% drawn on XX day, 20% drawn on XX day, 20% drawn on XX day and the final 20% will be drawn on XX day with the fifth last ticket winning XX prize, the fourth last ticket winning XX prize, the third last ticket winning XX prize, the second last ticket winning XX price, and the final ticket remaining winning the grand prize of XX
- The winner will be contacted by email, and they have 90 days to claim their prize. A second draw from the same numbers will occur after 90 days if the prize goes unclaimed.

## Basket Raffles

### How does it work?

A basket raffle is a form of a prize draw raffle, but instead of one prize for the winner, there would be multiple baskets filled with lots of prizes and multiple winners.

Basket raffles typically have a longer lead time to set up than a regular prize draw because your committee will need to think through basket themes, secure the prizes in advance either through donations or purchases, put the baskets together, and write out a list of all the contents of each basket with the retail value of each item and a total retail value for the entire basket. We recommend a one-month lead time from the start of planning to start date of ticket sales.

Basket raffles are often held in such a way that the ticket buyer places their ticket stub(s) into a separate draw bin that sits beside each basket. This way the buyer gets to control which baskets they are eligible to win. AGLC refers to this type of draw as a table draw. To hold this type of draw, you are required to write into the rules that this is how the raffle will be conducted and that ticket buyers won't be eligible to win the other baskets that they didn't put their ticket(s) towards. These rules need to be on display on the table for buyers to see.

### Basket Raffle Process

Basket raffles can be held in two different ways:

#### **You can apply for one raffle licence and list all the various baskets.**

If you are hosting an in-person basket raffle, this is the option we recommend.

If you are hosting the basket raffle online using our Rafflebox software, we would set up a Rafflebox webpage for you, where all baskets are listed in a dropdown menu that the ticket buyer would select from to indicate which basket they want to enter to be eligible to win.

Please note this means that if ticket buyers want to enter for more than one basket, they would need to buy separate tickets. When buying sets of discounted tickets online, the discounted tickets cannot be divided up to be put toward multiple baskets. All tickets in one transaction must go towards the same basket in the dropdown menu.

Alternatively, if you want to give people a choice of which basket they could win, we will avoid using the dropdown menu, and instead you could write it into the rules that the first ticket drawn gets first pick of baskets, second ticket drawn gets second pick of baskets, so on and so forth until the final ticket drawn gets the final basket left. (Consider a time limit for selections.)

#### **You can apply for a separate licence for each basket**

If you are hosting an in-person basket raffle, we don't recommend this option.

If you are hosting the basket raffle online using our Rafflebox software, you would need to complete a separate application form for every basket, and we would create a separate Rafflebox webpage for each basket.

For In-Person basket raffles, the raffle chairperson will be responsible for:

- Selling tickets
- Conducting the draw
- Providing winners with the prize baskets
- Arranging for the raffle proceeds to be sent to United Way

For Online Rafflebox basket raffles, United Way will be responsible for

- Setting up Rafflebox webpages for each basket with pictures and descriptions provided by the committee
- Creating a centralized website where all Rafflebox links can be accessed
- Conducting the draw
- Notifying the raffle chairperson of the winners

## Considerations

### **How many baskets will you put together?**

Consider the basket themes you want to create. Popular examples are Spa Day, Book Club, Board Games, Charcuterie and Wine, Winter Fun, Afternoon Tea, Taste of YEG, Made in Alberta, Beer for local breweries, etc. (Please note cannabis is not allowed as a prize.)

### **How will the items for the baskets be procured?**

Will the prizes be purchased from a store all at once, or will the committee be reaching out to staff or corporations to ask for donations of items?

### **Sample Basket Raffle Rules**

- Players must reside in Alberta and be 18 years of age or older
- Tickets will be available <insert location> and sold at a rate of: <Insert Ticket Packages here>
- Ticket sales will end on <Insert Date> at <insert time> with the draw taking place on <Insert Date> at <insert location>
- The winner(s) will receive the prizes outlined below:
  - First ticket drawn will win prize A, second ticket drawn will win prize B, etc.
  - OR
  - Players place their ticket(s) in a draw bin next to the basket they hope to win. One winner from each draw bin will be selected and that ticket will win that designated basket. Ticket buyers will not have a chance to win a basket that they didn't enter to win.
- The winner will be contacted by email and have 90 days to claim their prize. A second draw from the same numbers will occur after 90 days if the prize goes unclaimed.

## Wine / Beer Survivor Style Raffles

### How does it work?

The raffle chairperson completes either the in-person licence application or the online Rafflebox application and provides us with written rules for how the game will be played.

Once we have issued the licence or created the Rafflebox web page, the campaign committee promotes the event. Employees buy a ticket to participate. For example:

- Employee buys one ticket to enter for \$10 and contributes one bottle to the prize  
OR
- Employee buys entry ticket + two additional tickets for a higher price (e.g., 3 tickets for \$25) and contributes one bottle of wine/beer to the prize.

### For in-person wine / beer survivor

Raffle chairperson ensures that ALL tickets are in the draw (you can NOT hold back any tickets to be entered later for "immunity").

Raffle chairperson conducts a 'reverse draw' throughout the day/week at predetermined times. At each interval, participants are notified which tickets have been pulled, and which tickets are remaining.

For example:

- 25% of tickets are pulled at 10:00am
- 25% of tickets are pulled at 11:00am
- 25% of tickets are pulled at 12:00pm
- All tickets but the last 5 are pulled at 1:00pm
- All tickets but one are pulled at 2:00pm (the remaining ticket wins the wine)

### For online wine / beer survivor

Online Wine Survivors work a little differently when played through Rafflebox. This is because the software doesn't allow for a reverse draw. Meaning we can only pick winning tickets, not losing tickets.

As a work around to the software limitations, we suggest having the game end a few days before you want to start announcing the losing tickets. This way on the official draw date our United Way staff member will select the winning ticket and provide that to the raffle chairperson, along with all the losing ticket numbers and buyers.

You as the volunteer raffle chairperson, would then use that data, to email out a list of the losing tickets, until the preselected winner is eventually announced.

## Considerations

### **What is the minimum acceptable price point for each participant's prize contribution?**

In a regular raffle, you know the value of the prize when you apply for the licence, but in this scenario, since the players are providing the prize, and you don't know how many people will participate, you don't know what the total value of the prize will be. For now, determine what the minimum value of each participant's bottle of wine / beer must be to enter. While you are free to set any minimum you like, we typically see a \$15 minimum for each person's prize contribution.

### **What will the price of entry be?**

You are free to set the price as you choose, but one popular price point is one ticket for \$10 (plus a bottle of wine) or three tickets for \$25 (plus a bottle of wine).

### **What will your total ticket value be if all tickets sold out? (How many people do you think will play?)**

While this question pertains to every raffle game, this is an important determination for wine / beer survivor style games, as the game still needs to meet the 20% minimum prize valuation rule set by AGLC. As an example, if you apply for a licence with a total ticket value of \$5,000, then you would have to have a prize worth \$1,000 to meet the 20% requirement. If the minimum price point for each participants prize contribution is \$15, then you'd need a minimum of 67 people to participate.

We recommend working backwards. First, consider how many participants you think will participate. Go with a conservative estimate that will be easy to achieve and then multiple that by the minimum price point for the prize, and then divide that total by 20% to get your total ticket value.

As an example, if you think you can easily get 30 people to play, and they each must contribute a prize worth \$15, then  $30 \times \$15$  is \$450. So, the total prize pot would be worth \$450 and then you divide that by 20% to get the total ticket value of \$2,250. This is the value you would apply for on your licence and set your ticket price points accordingly.

### **How are you going to collect the prizes from the participants?**

If you are hosting an in-person event, ask participants to hand over the prize during ticket purchase. If hosting an online event, ask participants to have their prize contribution handed over a minimum number of days before the draw, and track who has submitted their prize. The day before the draw date, ask United Way for a list of participants and conduct an audit to ensure everyone who bought a ticket also dropped off their prize.

### **How do you want to conduct the reverse raffle?**

Raffle rules must be documented in advance before tickets are sold, and we need to know how/when you are selecting the winner and what prizes they win (Including date, time of draw, and prize distribution method).

### **What about immunity tickets?**

You can't offer the discounted "immunity" tickets as a conditional sale only after people buy an entry ticket, as that is not permitted by AGLC. People must be able to buy any ticket category they want. To AGLC, the concept of "immunity tickets" are just extra chances to win. If people want to increase their odds of winning, they can buy a set of discounted tickets.

Once you start drawing tickets, you cannot allow individuals to 'buy back in.' All tickets must be in the draw from the start. If someone buys the three for \$25 pack, that doesn't mean that they have two immunities that can be put back into the draw when their first ticket is pulled. (It changes the odds of winning, which goes against AGLC regulations.)

### **Does it have to be wine?**

No, it doesn't. We have seen similar events with gift cards, spirits, or craft beer. Feel free to get creative! (Note cannabis is not allowed as a prize.)

### **Sample Wine / Beer Survivor Rules**

- Participants must submit their prize contribution (minimum value of \$XX) at time of ticket purchase.
- The draw will be conducted as follows:
  - XX% of tickets are pulled at XX am/pm
  - XX% of tickets are pulled at XX am/pm
  - All tickets but one are pulled at XX am/pm (the remaining ticket wins)
- Prizes will be distributed as follows:
  - Last ticket drawn wins the entire prize pot OR third last ticket drawn wins 20% of the prize pot, second last ticket drawn wins 30% of the prize pot, last ticket drawn wins 50% of the prize pot.  
OR
  - First person completely out wins their prize back. Every 10<sup>th</sup> person out gets X. Third place gets X; second place gets X; winner gets remaining prizes.

## **Squares Board**

### **How does it work?**

Squares boards can be a fun way to put a twist on a traditional percentage draw (50/50) or a prize draw. The key difference in how those raffles are played normally and a squares game, is:

- The ticket isn't handed out in sequential order to ticket buyers, instead the tickets are sold at random on the board and players get to select which ticket they want to buy.  
OR
- The winner isn't selected randomly by drawing a ticket from a barrel. Instead, the winner is determined randomly by a square on a grid board, which corresponds to a winning ticket #.

If you are hosting a percentage draw or prize draw raffle via a squares game, all of the rules and considerations for those specific raffle games still need to be adhered to. Please refer to the sections above to ensure understanding and compliance.

### **In-Person Squares Board**

The game is played by creating a board game and dividing it into a grid. The quantity of squares on the grid is up to you, but a common board is a 10 by 10 grid, allowing 100 tickets to be sold, or a 13 by 13 grid allowing 169 tickets to be sold. You would then allocate a number, letter, or other identifying piece of information on to each square. Players then buy a square on the board for the associated price of the ticket. (i.e.: 1 square for \$20)

The game can be played in one of two ways, either aligning the method of ticket sales to the grid or aligning the draw to select the winner to the grid.

### **Online Squares Board**

This type of raffle is not eligible to be played online.

### **Considerations**

#### **How do you want to structure the game?**

Aligning the method of ticket sales to the grid is the easiest way to host a squares game. By attaching a physical ticket to each square on the grid and allowing the ticket buyer to select the square they want, they keep their ticket, and the stub gets put into the draw barrel like normal.

OR

Aligning the draw to select the winner to the grid, allows an added element of fun to be part of the draw. While you are free to get creative, the winner must still be selected at random and the ticket # must be incorporated into the process.

#### **What type of grid do you want to create?**

Determining the type of grid to play on is the most important part in crafting a square game. A few examples of grids are below.

- 1 through 100
- A through J and then 1 through 10.
- The cards ace through king of [insert suit here] along the top and the cards ace through king of [insert suit here]

#### **How will you write the rules?**

The Square Board rules will be similar to any other raffle, but you should be very clear when describing the procedure for determining a winner. The ticket buyer must still receive a paper ticket, and you must also collect the name and contact information on the ticket stub, and then the corresponding ticket number can be written on the item. Which means you need to either have the tickets professionally printed or manage the process in house by using the template we provide and mail merging / printing the tickets.

The winner still needs to be determined based on the ticket #. While you are free to get creative, the winner must be selected at random and the ticket # must be incorporated. As an example, you couldn't sell tickets and then have the winner determined by a competition that requires skill.



## Sample Squares Game Rules

- The board will be a grid of 13 X 13 with the cards Ace through King of [insert suit here] along the top and the cards Ace through King of (insert suit here) along the left side, making up 169 squares that will align with two cards.
- Squares will be sold for \$5 each.
- The purchaser will select a square on the board that still contains an unpurchased ticket. They will write their contact information on the ticket and be given a ticket stub that has the matching ticket number.
- The draw will occur on [insert date].
- All of the red cards will be in one draw bin and the black cards will be in another. The draw will be conducted by selecting one red card and one black card. The winning square will be identified by the two cards selected.
- Two suited cards (hearts/clubs) will be drawn and the ticket & square that matches the 2 cards drawn will win 50% of the pot.
- If all the tickets aren't sold and the 2 suited cards drawn land on a blank square, the cards will be returned to their respective bin and re-drawn. The cards will be re-drawn until there is a ticket winner associated with the square for each prize.

## Chase The Ace

### How does it work?

Chase the Ace is similar in nature to a 50/50 but with a carry-over provision for any unclaimed portion of the prize. In Alberta we refer to Chase the Ace as a "Progressive Raffle." The game can potentially last an entire year and is the most labour intensive of all gaming events. Please consider this when choosing whether to introduce this game as part of your workplace fundraising activities.

A basic example of how to play is:

- Tickets are sold and a draw date takes place at regularly scheduled intervals.
- A draw is made and the winner automatically receives 20% of ticket sales for that draw period.
- The winner draws from a deck of cards and has an opportunity to uncover a specific suit of "Ace" from group of cards:
  - If unsuccessful in finding the specific Ace card, the remaining 30% of the prize becomes an unclaimed bonus portion of the prize and is carried over to start next draw.
  - If successful in finding the specific Ace card, the winner receives the full 50% prize winnings for that week, plus all the money that was carried forward from previous weeks.
- The remaining 50% of every draw comes to United Way.

### In-Person Chase the Ace

On the first draw date, a new standard deck of 52 cards will be opened, the non-playing cards (jokers and instruction card) will be removed, and the ace that players are chasing will be shown to the crowd in attendance. The deck of cards will then be shuffled, and the winning ticket holder will choose a card.

After every draw, the tickets that were previously sold the week before are voided and removed from the draw, and a new set of tickets are sold, and only those new tickets are eligible for the following weeks draw. Each draw date, the ace must be shown to those in attendance to still be in the deck. At the conclusion of each draw, the card selected is removed from the deck permanently.

House rules and AGLC licence are to be displayed at all times during the selling of tickets and/or the drawing of tickets.

### Online Chase the Ace

As of July 2023, Chase the Ace can't be played online through Rafflebox.

### Considerations

Every Chase the Ace game must come with a set of rules written by the raffle chairperson. Once you've submitted your application, we will provide you with a template you can use to create your own rules. The following is a list of items you'll need to consider before applying.

#### **Which suit will your players be "chasing"?**

Will players be after the Ace of Clubs, Diamonds, Hearts, or Spades?

#### **How often do you want to conduct the draw?**

If you are conducting the draw weekly, then while unlikely, the game does have the potential to span an entire year. Ticket sellers must be willing to sell weekly for an entire year and continue to engage folks to entice them to continue buying tickets. Once your draw dates are issued on the licence and written into the rules, you can not change them just because people get tired of selling and playing.

#### **Would you like to have an exit strategy?**

While an exit strategy is automatically implemented when all tickets have been sold, some organizations prefer to write another exit strategy into the rules. Then, if no one has found the specific ace and won the main jackpot after a pre-determined number of draws, the exit strategy is implemented to end the game.

For this approach, you'll need to determine how the final jackpot will be won. An example could be that for the final draw the first ticket drawn wins the 20% (required by AGLC), and 30% is carried over to the jackpot. If that person doesn't find the ace, then additional tickets are drawn, and those players have a chance to select from the deck. No additional prize is paid until the specific ace is found and the final jackpot won.

#### **How will winners be notified?**

Since this style of raffle requires players to be physically available to select a card from the deck, you'll need to determine in advance and write it into the rules how you will contact the winning ticketholder, by phone, email, announced at a meeting, or on an intranet page etc.

#### **How long do they have to claim their prize before a new ticket is drawn?**

Identify how long the winning ticketholder will have to respond to their ticket being drawn and have a chance to draw from the deck of cards — minutes, hours, or days?

## Sports Pools

### How does it work?

Sports Pools are a unique way of fundraising while celebrating your favourite teams and players. Ticket buyers purchase entry into the game and then select from a roster of players or teams who they think are going to secure the most points. Depending on how the pool is set up, points may be awarded in several different ways. There are three winners who split the 50% pot: First place gets 25%, second place gets 15%, and third place gets 10%.

Sports pools have additional AGLC rules over and above a normal raffle, including ticket requirements, entry cut-off dates for participation, and updates to point standings. Hosting a sports pool will require the sports pool coordinator to be familiar with the process of conducting a mail merge to mail out the players picks and rules to each ticket buyer via Canada Post. Emailing tickets is not allowed by AGLC.

These rules require additional administrative time and require additional funding from your committee to cover the cost of postage; please ensure you have both the capacity and funds to be able to host the game in a way that is compliant with AGLC rules before applying.

### Sports Pool Process

The sports pool coordinator will complete the AGLC in-person application. The application process is considered “in-person” because there is no AGLC authorized official online vendor for this type of game. We have alternative solutions to be able to sell tickets online, and players can make their selection online, but tickets, rules, and player picks will be physically mailed to each ticket buyer, via Canada Post, by the sports pool coordinator.

We will review the application and email you with a template for rules of the game. You’ll fill out the rules for how you want to run your sports pool and will email that along with the player/team pick sheet you created.

United Way staff will create a webpage where ticket buyers can make their payment to buy into the pool. Upon purchase, ticket buyers must agree to have their contact information shared with the sports pool coordinator and the committee.

After the purchase, the ticket buyer will receive an automated email with a link to a Microsoft Form that United Way staff created based on the chairpersons’ rules and player pick sheet, where ticket buyers will select their players/teams. This is a non-draft pool, and all ticket buyers are eligible to select any players on the pick sheet.

Player selection is locked at the time of entry. Participants will not be able to change their player selection, or ‘trade’ players, after their entry is purchased.

All sports pool sales must cease, at a minimum by the third Friday after the regular season starts, or for playoff pools, anytime before the playoffs start.

When ticket sales end, United Way staff will conduct an audit to ensure everyone who has paid has also made their players/team selections. If someone paid but didn't select their players/teams, we will issue them a refund.

Once the audit is complete, we will email the coordinator, with a list of all the ticket buyers names, contact info, a confirmation of everyone's purchase, and their player/team selections.

The sports pool coordinator will take the files and conduct a mail merge for address labels to be sent to Canada Post to mail each ticket buyer a copy of the rules and their player/team selections.

The sports pool coordinator is responsible for calculating the points and updating the players with the points standings a minimum of once a month during regular season or biweekly during playoffs. We recommend doing this through an email distribution list or have the results posted on your company staff intranet site.

Standings must be based upon official statistics provided by the appropriate league office. An outside firm (like OfficePools.com) may be used to post and verify standings, but they may have no other involvement.

Once the sports pool has ended and the winners have been announced, United Way will wait two weeks before we can pay out the winner as per AGLC rules, so that there is an opportunity for players to contest the results.

Once the two weeks have passed, we would ask the winners for their banking info and issue them an EFT direct deposit.

### Considerations

#### **How many entries can a ticket buyer purchase?**

Will you only offer single tickets or will you allow discounted sets of tickets allowing one ticket buyer to complete multiple player/team pick sheets. As an example, you could set the ticket entry prices as 1 for \$20, 2 for \$35 or 3 for \$50.

#### **What style of sports pool do you want to host?**

You can host a game where ticket buyers select players. Your pick sheet groupings can be comprised of players who possess similar levels of skill and/or dependent on the position they play. As an example, for hockey you can group the Forwards, Defensemen, Goalies, etc.

Another option would be to host a game where ticket buyers make their selections based on teams that are categorized on their divisions.

#### **How will you assign points?**

While you are free to create any point system you like, we recommend keeping it simple and match the point structure of the sports league.

As an example, in the NHL, player goals and assists get one point each, where as team or goalie wins are two points, and overtime loss or shootout loss are one point.

### **How will you decide on a tie breaker to determine the win for first, second and third place, if ticket buyers have the same number of points at the conclusion of the pool?**

The sports pool coordinator must decide before the pool starts what the tie breaker point categories are, and this will be written into the rules. As an example, in hockey pools with players only, the ticket buyer that had the most goals scored by the players they picked would win the tie.

For pools that only have team selections, the ticket buyer that chose the teams that had the most wins or the most shutout wins, would win the tie.

### **Sample Sports Pool Rules**

- Players must reside in Alberta, be 18 years or older, and use a major credit card or Visa/Mastercard Debit. Credit cards used for payment must have an Alberta address.
- Tickets will be available online and sold at a rate of:
  - One entry for \$XX (A maximum of XXX entries will be available)
- Ticket sales will end on [Date] at [Time]. Participants must submit their pick sheet entry form prior to this time. If the pick sheet has not been submitted prior to this time, the entrance fee will be refunded, and the participant will be removed from the pool.
- The top three participants will share a total cash prize of 50% of the total ticket value.
 

Prize Description:

  - First Place - 25% of ticket sales
  - Second Place - 15% of ticket sales
  - Third Place - 10% of ticket sales
- The winner will be determined by a Hockey Pool Points system. Participants will be given XX groups of players/teams to pick from. Participants must make one selection per question to create their pool of XX players/teams.
- The participants pool will receive points throughout the season based on the following:
  - All Players: Goal = 1 point, Assist= 1 point
  - All Teams: Wins = 2 points, Overtime/Shootout Loss = 1 point.
- Points will be awarded for the regular season that is scheduled to end on XXX. The top three finishers (with the most points) will win the prizes outlined above.
- If the game ends in a tie, the winner will be decided by the following tie breaker criteria:
  - XXXX
- Source of the standings and points awarded will be based on official statistics provided by the appropriate league office.
- Player selection is locked at the time of entry. Participants will not be able to change their player selection, or 'trade' players, after their entry is purchased.
- Participants will receive a paper copy of their entry ticket and player/team pick sheets after [date].
- In the event of a pause, cancellation, or shut down of the season and less than 50% of the regular season games are played by all teams, the draft will be cancelled, and entrance fees

will be refunded. If 50% or more of scheduled games are played by the majority of the league, the winners will be selected as outlined in section 4. Standings will be final after XXX.

- Final results will be announced one week after the end of the regular season (Draw Date: XXX).
- Results and rankings for all participants will be posted every XX weeks and the method of distribution is XXX.
- The winner will be contacted by phone and email and will have up to one year to collect the prize payout.
- By playing you consent to having your name, team, and pool results published.
- The person(s) calculating the stats and rankings will not hold a ticket for the hockey pool.

## BINGO

### How does it work?

The Bingo coordinator will purchase cards. As per AGLC regulations, cards cannot be printed from a free online website.

Cards are sold in person by the bingo coordinator and players must pay using cash or debit through a handheld point of sale machine. (We have machines we can loan out.) Cards cannot be bought using Interac email transfer nor can they be scanned and emailed to a player, as that goes against AGLC rules.

Cards must be sold prior to the game commencing. Once the game starts, no additional cards can be sold for that game.

The game is typically played through email, meaning the players can play remotely, and the Bingo coordinator(s) will draw a set of numbers daily and email them out to players on a predetermined schedule.

Standard ping pong type bingo balls printed with the word BINGO and numbered 1-75 will be used. Bingo balls must be of equal weight and size and be in good condition. Each letter group must be a different colour.

Players declare Bingo by emailing the coordinator either a scanned copy or photo of their bingo card for verification.

The winner receives 50% of the ticket sales (multiple winners split the 50% pot evenly) and the remaining 50% is sent to United Way.

## Bingo Game Process

Complete the [application form](#) a minimum of 32 days prior to the proposed start date. (United Way requires a couple of days to process the application and then AGLC requires 30 days.)

We will issue you an authorization letter, along with the sample house rules below, and the official AGLC application.

You will write your own rules using the example we provide, fill out the official AGLC application, and attach the authorization letter and email all three documents over to AGLC at [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca).

AGLC will review your application and contact you when it's been approved.

When the game ends, you will complete the financial summary form that AGLC provides you within 60 days of the end date.

## Considerations

Every Bingo game must come with a set of rules written by the chairperson. The following is a list of items you'll need to consider before applying.

### **Who will oversee the drawing of the numbers?**

You'll need a minimum of two people for this role.

### **What price will cards be sold at and where will players be able to buy them?**

You'll want to think through the price, start and end dates, and times cards will be sold. What will you do if one or more of the bingos are cancelled?

### **How will you record card sales?**

This includes considerations for the individuals selling the cards, the number of cards they are given to sell, if the card serial numbers will be recorded, and if the cards will be different colours for different games.

### **How are the winners determined?**

Will there be a special time period the winners have to call in their wins or respond via email? For example, to be a valid win all winners must respond within 15 minutes of the numbers being posted.

### **What types of games are played?**

Are they all standard type games like a straight line or four corners, or are they all blackout games, or is the grand prize finale a blackout game? You could also incorporate additional game rules like first person to a straight line or four corners wins 5% of ticket sales, first person to an X wins 10%, and so on. Or bonanza style where a pre-determined number of bingo balls are pulled, and those numbers are shared for people to mark off before the game starts.



**What time of day are the numbers called and then put on email? What hours will the bingo run?**

For example, you could determine that at 9:00 am on the first day 48 numbers will be drawn. On following days four additional numbers will be drawn at 9:00 am and 1:30 pm until a winner is declared. Winners will have until 4:00 pm each day to declare a bingo.” You can create whatever rules around this you like.

**What will you do in the event someone registers a win after the specified time?**

Will these be allowed and if so, what alternate prize will they win?

## Email Bingo Guidelines

Use this AGLC provided template to create your rules – see below for completed example.

- Who in your organization oversees drawing the numbers? Please provide at least two names and their positions or titles.
- You must use standard ping pong type bingo balls printed with the word BINGO and numbered 1-75.
- How are the winners determined? Is there a special time period the winners have to call in their wins or respond via email?
- How are winning cards verified and winners acknowledged?
- How are prizes split in the case of multiple winners?
- Are winners and prizes going to be posted?
- What types of games are played? Are they all standard type games like a straight line or four corners or are they all blackout games or is just the last game for the grand prize a blackout game?
- What time of day are the numbers called and then put on email? What hours will the bingo run?
- What will you do in the event of a late win (someone who registers a win after the specified time)? Will these be allowed and if so, what prize will they win?
- What are the prizes? If merchandise prizes are included, please describe the prizes with their monetary value. Please also indicate how merchandise prizes will be awarded in the event of a tie or multiple winners (if the winners play a tie break and if consolation prizes are awarded).
- What are the card prices and what days/dates will cards be sold? Include start and end dates and times. If you are pre-selling cards, what will you do in the event that one or more of the bingos are cancelled?
- What kind of controls will be kept to record card sales? This will include the individuals selling the cards, the number of cards they are given to sell, if the card serial numbers will be recorded, and if the cards will be different colours for different games.
- What area does the email Bingo encompass – department/division/company?
- Are minors (under age 18) allowed to participate in the bingo?

### Sample Bingo Rules

- Pat Smith, Admin Assistant, and Pat Jones, Sales Coordinator, will draw the numbers.
- Standard ping pong type bingo balls printed with the word BINGO and numbered 1-75 will be used.
- Winners must report their bingo by email to Pat Smith by 4:30 pm on the day their winning number is called. Winning cards must be faxed or delivered to Pat Smith for verification.
- The winning card must be faxed or dropped off to Pat Smith and the numbers verified before the winner is announced the winner will receive notification from Pat that their bingo is the winner.
- If only one bingo is reported to Pat Smith by 4:30 pm they are the sole winner. If more than one winner is verified, the prize money will be split equally among the winners. Winning cards will not require the last number called.
- All players will be notified of the names of the winners and prizes by email. Winners will also be posted on the Intranet web site.
- Each game is a Blackout Bingo. A BINGO is called when all the numbers on one card are blacked out. Mark the bingo number with a dauber, highlighter, or X as the winning card(s) must be verified.
- Numbers will be announced daily at 9:30 am by email to all participants. 45 numbers will be drawn on day one. Additional numbers will be drawn each business day following at 9:30 am (four numbers) and 1:30 pm (two numbers).
- Winners will have until 4:30 pm each day to declare a bingo. Anyone declaring a bingo after that time will be verified as a winner the next day and if there are additional winners the next day will split the prize. Anyone declaring a bingo after 4:30 pm when there is already one or more verified winners will not be included as a winner.
- The prize for each game is 50% of the revenue from card sales for that game. The remaining 50% is donated to United Way.
- Bingo cards are \$1.00 each and will be available for purchase the week prior to Bingo up to 9:30 am on the first day of the Bingo games. In the event the bingo is cancelled refunds will be issued through Pat Smith.

## Poker Tournament

### How does it work?

Poker Tournaments combine both skill and luck in a fun and competitive social setting. AGLC rules state the game must be played in a licenced casino when part or all of the proceeds go to charity.

If your workplace would like to host a poker tournament with proceeds coming to United Way, please reach out to a local casino and ask to speak to their poker houseman to assist you with organizing the game.

There is a cost to this, and each casino sets their own rates. If you let them know it's a charitable fundraiser, they might waive the fee. If they don't waive the fee, your workplace must cover the cost of this fee from the player entrance fees.

Once you have the date and location confirmed, connect with us at [campaignsupport@myunitedway.ca](mailto:campaignsupport@myunitedway.ca) and we can issue a licence. (There is no official application form for poker tournaments.)

### Considerations

#### How will you structure the game?

When you phone the casino to organize the game, you'll need to know which day of the week you want to play, the number of players and how many players per table. These details will allow the casino to determine the cost of hosting the game.

#### Will the prize(s) be physical items or cash?

Offering physical prize(s) for the winner(s) allows the most funding possible to come to United Way. While you are free to set any prize schedule you like, we often see first place, second place, and third place. Consider sourcing donated prizes or set aside a prize budget within your workplace campaign committee.

If your group chooses to go with a cash prize paid from the entrance fees, we often see three prizes available: 25% for first place, 15% for second place, and 10% for third place with the remaining 50% coming to United Way. If the casino is offering their services free of charge, then this model works well; however, if the casino is charging for the event, consider where their portion of the fee will come from.

## Appendix A:

# Frequently Asked Questions

**Can we apply to AGLC to host a raffle on behalf of United Way, and bypass your licensing application process?**

No, all gaming on behalf of United Way must be approved by us and AGLC.

For-profit companies are not eligible to obtain their own licence as they aren't a charitable or religious organization. While governments can sometimes be approved through AGLC, but we don't recommend it. It's a multi-step process that can take months, as you'd first need to be approved to hold raffles in general, and then be approved for the specific raffle you want to hold. Additionally, you'd be restricted to a reduced total ticket value. We offer an easy application process with approval within 10 days.

**Can anyone in Canada buy a ticket?**

Only individuals over the age of 18 in the province of Alberta are eligible to purchase a ticket and have a chance to win. For in-person raffles, this means physically in the province. For online raffles through Rafflebox, your credit card billing address must be in Alberta.

**I live outside the Alberta Capital Region, and I bought a ticket for a United Way Alberta Capital Region fundraiser. Will my proceeds go to my local United Way?**

No, raffle proceeds raised within the Alberta Capital Region stay in the region to support local programs for local families. We cannot disperse money to other United Ways or other charities in the province. (The only exception to this is for Government of Canada campaigns.)

**What is the minimum and maximum prize value on a percentage draw?**

AGLC removed the minimum prize payout requirement for percentage draws in July 2021. While AGLC has a maximum prize on a percentage draw of 80% of ticket sales, we have chosen to only issue licenses with a maximum prize payout of 50% of ticket sales. This allows us to direct the remaining 50% to our community partners.

**What is the minimum prize value on a prize draw?**

AGLC regulations state that a prize draw must have a minimum prize value of 20% of total ticket value on the licence. For example, a raffle with the potential to sell \$5,000 worth of tickets must have a \$1,000 minimum prize.

### We'd like to raffle off a prize that includes spending the day with our organization's leadership staff. How do we value the prize?

AGLC recommends determining the wage for the individual giving their time and the value of any add-ons (like lunch or a gift card). The valuation of the prize must meet the 20% of the total ticket value rule.

### Can we host a "pay what you can raffle"?

Yes, if you are hosting a game where there is a "no purchase required" element, that is seen by AGLC as contest that would not require a raffle licence; however, we do not recommend this strategy because it can be seen as unfair for those who do pay to play. We recommend keeping things fair and applying for a raffle licence. The process is simple, and we can guide you along the way.

### We'd like to raffle off a day off with pay as a prize. How do we value that?

Since staff at your organization earn a wide range of pay, we recommend using minimum wage to calculate the minimum valuation for the prize. For example: using \$15 per hour and a 7.5-hour work day, the ticket value would be \$112.50. The valuation of the prize must meet the 20% of the total ticket value rule.

It's important that a prize advertised as a day off with pay be a true day off with pay. If the prize is a day off from normal job duties to spend the day shadowing another colleague, then it can't be advertised as a day off with pay.

### If someone donates to the pledge drive, can we enter their name into a draw?

No, you can't incentivize donating. You can, however, enter everyone's name into a draw for *making a decision* on the pledge drive, regardless of their choice to donate or not. An AGLC licence is not needed for this, as nobody is paying money for a chance to win. This acts more like a door prize. Please work with your United Way representative to ensure you have access to these decision records prior to advertising the draw.

Please note: This will only work if your workplace fundraising solicitation is through United Way's fundraising tool @work, since a pledge decision can be made to donate or not. If your workplace runs a charitable giving campaign through a third-party fundraising tool not owned or operated by United Way, then there is no ability for us to see this data. Instead, you could run a report from your end to see everyone that donated, and then have a way for those who didn't donate to still enter the draw.

### Can we mix and match and sell some tickets online and some in person, for the same raffle or 50/50?

No, this is not possible. Raffle tickets must be sold entirely online through our Rafflebox software, or entirely in person using paper tickets. You cannot sell paper tickets and electronic tickets through Rafflebox on the same AGLC raffle license.

As a workaround, you can sell tickets:

- In-person and accept cash and/or borrow a point of sale machine so that buyers can use debit or credit cards.
- Online and equip your committee with a tablet, laptop, or cell phone that has the Rafflebox page up and have them walk around the office selling tickets that way.

### Can we use a random number generator to select the winner?

No, raffle tickets must be physically drawn to select the winner. Only Rafflebox software allows for a random number generator to select the winner, as their software has been approved by AGLC. Events that aren't AGLC regulated, such as a door prize, can utilize a random number/name generator.

### I bought a raffle ticket, can I get a tax receipt for that?

No. CRA rules don't allow for a tax receipt to be issued when purchasing a ticket for a raffle or 50/50, as the exchange of money is seen as gambling and not a donation.

### We'd like to host a raffle above \$20,000, can this be accommodated?

At this point in time, our United Way is not approved by AGLC to issue licenses above \$20,000. We will continue to monitor volunteer and donor interest in this area and may revisit this option in the future.

### Does the name of the winner need to be announced or can their name be withheld, and we state the winner as anonymous?

In the event the winner does not want their name published, post the winning ticket number and put the winners name as anonymous; however if there's an inquiry or complaint, you must disclose the name of the winner to the complainant.

### The winner of the raffle or 50/50 is in our senior management team. They bought tickets to bolster sales, but they are uncomfortable with winning the prize. What are their options?

You can't draw another ticket to proclaim someone else as the winner; however, the individual who won can do as they wish with the prize. For example: they can donate it as a silent auction item, give it away as a door prize to an event, use the cash to pay for food at United Way staff event, or donate their winnings back to United Way as a donation.

**The 50/50 winner would like to donate their winnings back to United Way.**

**How do they do this, and do they qualify for a tax receipt?**

Yes, donating all or part of raffle winnings qualifies for a tax receipt. If this was an in-person raffle, when the raffle chairperson hands over the revenue to United Way via cash, cheque, or EFT, please let them know that the money being handed over includes both the raffle proceeds as well as the winnings and include the winner's name. If the raffle took place online using Rafflebox, we must pay the winner their proceeds. The winner may then donate on our website. This is a requirement per United Way's financial and administrative processes.

**We solicited a company and asked them to donate a prize for a raffle with proceeds going to United Way. Do they qualify for a tax receipt?**

Yes, it's possible for a company who donated a physical item to a prize draw to receive a tax receipt. Please refer to our tax guide on our campaign resource website or contact your United Way representative for guidance.

**Can we restrict who buys a ticket so the winner is from our organization?**

Yes, you can ensure someone in your organization is a winner by restricting ticket sales to employees only. If this is an in-person raffle, ensure that your ticket sellers know not to sell to friends and family.

If this is an online raffle, we can make the link private, so that it's not discoverable by the public. Your committee would only share the link with employees and ask that they don't share the link with friends and family; however, if someone does happen to share the link outside the organization, we can't block anyone from purchasing a ticket.

**How long does a winner have to claim their prize? What happens if they don't claim the prize?**

AGLC rules state that you must allow a minimum of three months from the date of the draw for the winner to claim the prize. You can make this timeframe longer if you like if it's written into the rules. If nobody has claimed the prize after the specified timeframe has elapsed, then it will be up to AGLC to choose a charity to donate the prize or cash equivalent.

The only time the minimum of three months doesn't apply is for progressive raffles, one-day only raffles, and when the prize is a travel package, or perishable items such as food and plants. In those cases, you can shorten the deadline, and if the winner does not claim the prize within the specified time, an alternative prize must be provided. AGLC must approve the deadline and alternative prize(s) and both must be listed in the raffle rules.

**Can we extend the draw date? We'd like to provide more time for people to buy tickets.**

It's possible, but we'd need advance approval from AGLC several days ahead of time. Please connect with us and we can make the request to AGLC. This process can take a few days, so if you are within two days of the original draw date, unfortunately there won't be time to extend the draw. The information we need is the new draw date, the reason why you want to extend, what your plan is to notify existing ticket buyers of the draw date change if approved, and the quantity of tickets already sold.



### Our raffle is sold out. Can we move the draw date so we don't have to wait?

It's possible, but we'd need advance approval from AGLC. Please connect with us and we can make the request to AGLC. This process can take a few days, so if you are only a few days away from the original draw date, we recommend just waiting it out.

### Can we cancel the raffle if there's not enough participation?

It's possible, but we'd need advance approval from AGLC. Please connect with us and we can make the request to AGLC. The information we need is the reason for the cancellation, whether the raffle has reached the breakeven point where ticket sales would cover the prize expense or not, whether any draws have already taken place or not, whether any prizes have already been awarded or not, the number of tickets that have been sold thus far, the total cash received, and the total expenses including cost of prizes, incurred up to the date of the request for cancellation.

### Are we allowed to host a raffle where the winner isn't selected by a ticket draw, but instead the winner is selected by using a physical item and that item must surpass a finish line or hit a target such as a duck race or a ball drop?

Yes, this type of raffle is allowed as an in-person raffle. The number of tickets (stated on the licence) are the number of entries (ducks / balls) you are willing to allow for purchase. The Raffle Rules will be similar to any other raffle, but you should be very clear when describing the procedure for determining a winner.

The ticket buyer must still receive a paper ticket, and you must also collect the name and contact information on the ticket stub, and then the corresponding ticket number can be written on the item. Which means you need to either have the tickets professionally printed or manage the process in house by using the template we provide and mail merging / printing the tickets. The winner still needs to be determined based on the ticket number. While you are free to get creative, the winner must be selected at random and the ticket number must be incorporated.

### Can we add a secondary prize to a 50/50?

No, but you can add a cash prize to a prize draw. You'd apply for a prize draw application and input the physical prizes along with the cash prize, which could be either a set amount, or a percentage of ticket sales.

Keep in mind that the minimum 20% valuation rule still applies. As an example, if you applied for a \$10,000 license, the prize valuation must be \$2,000 minimum. If prize 1 was 50% of ticket sales up to a max of \$5,000 and prize 2 was a \$100 gift card to a store. Then even if only \$1,000 in tickets were sold, you'd still be required to pay out the \$1,900 in cash and the \$100 gift card, to ensure the minimum \$2,000 prize valuation is paid.

### Can you issue a raffle license to one of our smaller offices in another town or city?

If your workplace campaign is hosted by our United Way, and the other office is located in Alberta then yes, we can issue an AGLC raffle license for them, as their office would also be governed by the same AGLC regulations. (Volunteers in that town / city would send the raffle proceeds to the United Way closest to their office.)

Alternatively, if your workplace campaign is hosted by our United Way, and you'd like to host one centralized online raffle for all offices within Alberta to participate in, we can accommodate this through an online Rafflebox application. Please note, that while anyone in Alberta can purchase a ticket, and have a chance to win, all funds raised will stay in the Alberta Capital Region. (For offices located in another province, volunteers will need to connect with their closest United Way and apply for a raffle license through them. )

If your workplace campaign is not hosted by United Way Alberta Capital Region, but is hosted by another United Way within Alberta, please connect with them to obtain a license.

If your workplace campaign is hosted by a United Way outside of Alberta, we can issue a raffle license to run a local raffle within the Alberta Capital Region, but if you also want to have staff from other locations in Alberta participate, you'll need to connect separately with each United Way closest to the office location to ask them to issue separate licenses. This is to ensure that all funds raised stay local to the region the funds were raised in.

## Appendix B: Templates

### Rafflebox headline and copy

#### Headline

[ORG NAME] is excited to announce the launch of our [GAME] in support of United Way!

#### Copy

With the rising cost of living, more of our neighbours than ever are struggling. By coming together, we can support United Way as they create resilient, connected, and thriving communities.

United, we can make real change happen in our community. Please do local good in these challenging times and consider purchasing tickets to support United Way.

#### **Why [ORG NAME] supports United Way**

United Way looks at the big picture and strategically invests in multiple areas to address a range of needs for local children and families who are struggling. Funds raised strengthen our community, meaning we can invest in local agencies, initiatives, and programs right here in the Alberta Capital Region.

### Email Promotion Template

We encourage you to adapt this content as you see fit to use in your internal communications, social media, email communications, and more!

We are happy to share that [ORG NAME] is organizing an [online/in-person] raffle – with a max prize of \$[MAX PRIZE VALUE] in support of our local United Way.

Raffle tickets are available here [INSERT RAFFLEBOX LINK/describe how people can purchase in-person tickets] from now until [LAST DATE FOR SALES].

The proceeds from this raffle will be directed to United Way of the Alberta Capital Region. With the rising cost of living, more of our neighbours than ever are struggling. By coming together, we can support United Way as they create resilient, connected, and thriving communities.

United, we can make real change happen in our community. Please do local good in these challenging times and consider purchasing tickets to support United Way.  
[Ticket purchasing info repeated]

Feel free to contact [name] at [contact information] with any questions or concerns.



Thank you in advance for your generosity and support. GOOD LUCK!

#### **Why [ORG NAME] supports United Way**

United Way looks at the big picture and strategically invests in multiple areas to address a range of needs for local children and families who are struggling. Built on 80+ years of experience, United Way's experts deeply know this community and its support systems – and what it needs most. Contributions are invested in high need and high impact areas. Funds raised strengthen our community, meaning we can invest in local agencies, initiatives, and programs right here in the Alberta Capital Region.

## Multi-Day Raffle Ticket Template

If you are selling raffle or 50/50 tickets over several days before conducting the draw, AGLC requires the use of a traditional raffle ticket.

<p><b>Company Name</b> Raffle on behalf of United Way of the Alberta Capital Region</p> <p><b>Ticket #</b> XXXX</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Address: _____</p> <p>_____</p> <p><b>1 for \$5</b></p> <p>Draw Date: <b>Date</b></p> <p>AGLC License Number: XXXXXX</p>	<div style="display: flex; justify-content: space-between; align-items: center;">  <div> <p><b>Company Name</b> Raffle on behalf of United Way of the Alberta Capital Region</p> <p><b>Ticket #</b> XXXX</p> <p><b>Prize:</b> Prize Description and value</p> <p><b>Draw Date:</b> Date</p> <p><b>1 for \$5</b> (5,000 total tickets printed)</p> <p>Draw Location: Address</p> <p>AGLC License: XXXXXX</p> <p>Must be at least 18 years of age to purchase. No refunds on any ticket sales.</p> <p>Charity Registration 11926 0487 RR0001</p> </div>  </div>
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### Please note the following important information regarding the ticket template

The **red** font in the template indicates areas where you will input custom content specific to your raffle or 50/50.

The **green** font indicates areas where you will insert a mail merge based on the total quantity of tickets. (Please start at ticket # 1 and increase consecutively.)

The green and red font are example colours to illustrate the above. When you create your own tickets using white paper, ensure that your text colour corresponds to your chosen ticket colour on your official AGLC license.

### If your raffle or 50/50 is offering discounted tickets, please adhere to the additional AGLC rules.

You will need to create a separate ticket template for every price point you are offering, so that the correct price appears on the ticket (e.g., three for \$5) and the correct font colour for that price.

The ticket numbering for the discounted tickets will continue from where you left off after all the single tickets were printed. **Do not restart the ticket sequence when you start printing a new ticket price point.**

The left side of the ticket goes into the draw bin and the right side is for the purchaser. If you use a special perforated paper product to eliminate the need for cutting, you might need to switch the template so that the stub that goes into the draw bin is on the right side.