



**United Way
Central Alberta**

THIS AGREEMENT dated the _____ day of _____, 2017

entered into by and between

United Way of Central Alberta

(hereinafter referred to as "United Way")

a lawful incorporated company carrying on business at
4811 48 Street, Red Deer, Alberta T4N 1S6

AND

(hereinafter referred to as "sub-licensee")

a lawful incorporated company carrying on business at:

(legal address)

In the City of _____ Province of ALBERTA

WHEREAS the parties acknowledge and agree that conducting on a gaming event without a license is a violation of the criminal Code of Canada; and

WHEREAS United Way of Central Alberta is a registered charity and has been established for the purpose of improving lives and building better communities through cooperation, communication and leadership; and that its annual fundraising campaign benefits organizations of charitable, health, human services, wellness and allied purposes in the Central Alberta region; and

WHEREAS the sub-licensee wishes to raise funds for United Way of Central Alberta by way of a gaming activity as specified below and as covered under the regulations of Alberta Gaming and License Commission;

NOW WHEREFORE in consideration of these covenants the parties hereby agree as follows:

1.0 SUB-LICENSEE OBLIGATIONS

1.1 The sub-licensee wishes to undertake a Raffle of \$10,000 or less of:

- Prize Draw Sports Draft 50/50 draw

1.2 The sub-licensee agrees to abide by the terms and conditions set forth herein.

1.3 The sub-licensee agrees to submit to United Way all necessary documentation and information in order for United Way to apply for a gaming license on its behalf.

1.4 The sub-licensee agrees that all revenue, less necessary expenses, gained by the licensed activity shall be donated to the United Way.

- 1.5 The sub-licensee agrees that such donation shall be made to the United Way within 10 (ten days) of the conclusion of the gaming activity. The donation should be made payable in one lump sum.
- 1.6 The sub-licensee agrees to submit completed reports along with supporting documents, including a detailed record of the expenses which shall not exceed thirty percent (30%) of the revenue, to United Way within thirty (30) days of conclusion of the activities. No exceptions. **FAILURE TO SUBMIT THE REPORTS OR TO COMPLY WITH THE TERMS AND CONDITIONS MAY AFFECT FUTURE UNITED WAY CHARITY LICENSES.** United Way shall submit the same to The Regulatory Division, Financial Review Section for review and approval.
- 1.7 In the event that any expenses are not approved, the sub-licensee herein agrees to reimburse United Way for the exact cost of unapproved expenses within five (5) days of written notice, which notice shall be sent to the address so noted on page one herein.
- 1.8 If so requested, the sub-licensee agrees to allow Alberta Liquor and Gaming Commission inspectors access to all areas of a premises where the gaming activity is going on. Such inspectors may examine and make copies of all documents, records, equipment and video tapes at their discretion and may remove these as necessary. This includes documents or records kept at any other location or financial institution.
- 1.9 It is a mandatory requirement of Alberta Gaming and License Commission that a United Way staff be in attendance during the draw. The sub-licensee agrees to provide three (3) weeks notice to United Way so that United Way can arrange to have a staff attend the draw.

2.0 LICENSEE OBLIGATIONS

- 2.1 United Way agrees to apply for a license on behalf of the sub-licensee.
- 2.2 United Way agrees to submit the proper documentation to the regulatory Division according to the guidelines and within the requisite time as required by the Alberta Gaming and Liquor Commission.
- 2.3 United Way agrees to keep all records for two (2) years after the date of expiration of the license.

3. RAFFLE RULES

Rules must be established and maintained to govern the conduct of the draw and awarding of prizes. These rules must comply with Terms & Conditions set out by the AGLC. Rules shall be available to ticket buyers if requested. Highlights of these rules are as follows. (contact the United Way of Central Alberta or ALGC for a copy of the complete document)

- 3.1 All prizes as described and approved in the license application shall be awarded.
- 3.2 Total fair market value for all prize(s) shall be at least 20% of the approved total ticket value. The fair market value of each individual prize must be equal or greater than the individual ticket price.
- 3.3 For Bearer ticket Draws if a prize is not claimed on the day of the draw, the prize shall be carried over to the next scheduled draw as approved on the raffle license. If the prize is not claimed on the last approved draw date of the licensed period the prize is donated the United Way.
- 3.4 Records must be maintained to show the distribution of tickets stubs, cash and unsold tickets. Records shall show enough detail to account for all tickets and cash and reconcile totals at the raffle finish. Use of Raffle Ticket Inventory Control Procedures that accompany your raffle license is required.

4.0 REPORTING PROCEDURES

4.1 When deemed necessary by United Way and in United Way's sole discretion:

- a) the sub-licensee shall agree to open and maintain a separate bank account for each licence issued to it by United Way;
- b) each account shall have chequing privileges and monthly return of paid cheques;
- c) all gaming revenues shall be deposited into the respective account, and all payments and withdrawals made by cheque.
- d) that all proceeds in this account until spent on approved uses or disbursed to United Way.
- e) that all interest shall become part of gaming revenue and the sub-licensee agrees that it must be reported on financial reports.

4.2 That if the sub-licensee has more than one active license opened through United Way or another charitable agency, the sub-licensee agrees to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds and to transfer proceeds from any individual gaming accounts into this consolidated account.

The undersigned represents that he/she has the full right and authority to enter into this agreement and to bind the recipients thereto.

Authorized representative of sub-licensee

Authorized representative of United Way

Printed Name

Printed Name

Title

Title

Phone Number

Date

Date



Raffle Information Sheet
RAFFLE LICENSE - TOTAL TICKET VALUE \$10,000 OR LESS

Company Name(Sub-licensee): _____ Raffle Chairperson: _____

Company Address: _____ Raffle Chair Contact Number: _____

Draw Location: _____

Draw Date(s): _____

Ticket information (price, colour, quantity) * include any discounts such as 1 for \$5 or 5 for \$20, AGLC requires that you must offer a single ticket price and each price point requires a different ticket colour
Formula (C/A x B=D)

Ticket Colour: _____ (A) 1 for (B)\$ _____ (C)# of tickets printed _____ = (D)Value \$ _____

Ticket Colour: _____ (A) _____ for (B)\$ _____ (C)# of sets of tickets printed _____ = (D)Value \$ _____

Ticket Colour: _____ (A) _____ for (B)\$ _____ (C)# of sets of tickets printed _____ = (D)Value \$ _____

Ticket Colour: _____ (A) _____ for (B)\$ _____ (C)# of sets of tickets printed _____ = (D)Value \$ _____

(TOTAL VALUE CAN'T ADD TO MORE THAN \$10,000) **(E)TOTAL VALUE OF ALL TICKETS = \$** _____

Projected Expenses: (printing, advertising etc)

Advertising \$ _____

Printing \$ _____

Other _____ \$ _____

Other _____ \$ _____

Total Expenses \$ _____

Prize Description (s):

Retail price of the prize(s) has to be a minimum of 20% of your ticket value (E) (ie: if your total ticket value is \$1,000. Your prize must be at least \$200.)

1. _____ Value: _____

2. _____ Value: _____

3. _____ Value: _____
 (add more lines if required)

Total Value: _____

 Authorized Representative of Sub-licensee (signature)

 Authorized Representative of Sub-licensee (print name)

_____, 2017
 Date

