

# AGLC RAFFLE LICENSE AGREEMENT

**THIS AGREEMENT** dated \_\_\_\_\_

**entered into by and between**

**United Way of Central Alberta**

(hereinafter referred to as "United Way")

A lawful incorporated company carrying on business at  
100, 4828 53 Street, Red Deer, Alberta T4N 2E8

\_\_\_\_\_  
(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 strengthening vital connections that support people in need across our communities; 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 \$20,000 or less for a:  
Prize Draw                      50/50 draw                      Other: \_\_\_\_\_
- 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 for United Way to apply for a gaming license on its behalf.

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- 1.4 The sub-licensee agrees that all revenue, less necessary expenses, gained by the licensed activity shall be donated to United Way.
- 1.5 The sub-licensee agrees that such donation shall be made to the United Way within twenty (20) 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 ten (10) 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 media (images and videos) 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 two (2) United Way staff be in attendance during in-person draws. The sub-licensee agrees to provide three (3) weeks' notice to United Way in advance of in-person draw dates so that United Way can arrange to have 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 have two (2) United Way staff in attendance during in-person draws.
- 2.3 United Way agrees to keep all records for two (2) years after the date of expiration of the license.

## **3.0 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.



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- 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 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 online raffles, your billing addresses must be in Alberta.
- 3.4 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 to the United Way.
- 3.5 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 TICKET REQUIRMENTS

- 4.1 Total value of tickets for sale or sold per license must not exceed \$20,000.
- 4.2 Traditional raffle tickets that include the name, address, and phone number of the ticket purchaser are required for all in-person events spanning multiple days.
- 4.3 Bearer tickets (such as those sold at Dollarama and Staples) cannot be used for multi-day in-person events, and only for one-day in-person events where the sub-licensee starts selling tickets, stops selling tickets, and conducts the draw for the winner all in one calendar day. The bearer tickets must be numbered consecutively and in two-parts, with one ticket stub given to the ticket purchaser, and the other stub kept by the sub-licensee and entered in the draw.
- 4.4 Bearer ticket colours must match specific price points and be easily recognizable. If a specific colour runs out, a different coloured ticket already representing another ticket price point cannot be substituted.
- 4.5 A direct exchange of money for the ticket(s) either via cash or a debit machine is required for in-person raffles. Payment cannot be collected by e-transfer or another alternative payment method.
- 4.6 For online raffles, United Way Central Alberta must be responsible for online ticket sales and administration of the payment processing platform ([Rafflebox](#)). The sub-licensee cannot collect raffle payment by Interac e-transfer, cash, or an alternative payment method.
- 4.7 The sub-licensee may only sell ticket types indicated within their raffle license. Tickets types cannot be added or removed, and no alterations may be made to the ticket type, quantity, price point, or colour. If a ticket type sells out, no more tickets of that type may be sold.

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## APPLICATION APPROVAL

When the application has been approved, United Way Central Alberta 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.

## FINANCIAL FORM

When the event has ended a financial form needs to be completed to indicate how many tickets sold and at what price points. If you are hosting an in-person raffle, you **must complete the financial form and send it to [christine.curtis@caunitedway.ca](mailto:christine.curtis@caunitedway.ca) within 10 days of the draw date**. The financial form can be found on page 2 or 3 of the approved license we send you. If you hosted an online raffle, we would complete this financial form for you, as we have all the transaction details to indicate how many tickets sold.

The undersigned represents that they have the full right and authority to enter into this agreement and to bind the recipients thereto.

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Authorized representative of sub-licensee

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Authorized representative of United Way

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Printed Name

---

Printed Name

---

Title

---

Title

---

Phone Number

---

e-mail address

---

Date

---

Date

# RAFFLE INFORMATION SHEET

Company Name (Sub-Licensee)	Company Address
Raffle Chairperson Name	Raffle Chair Email
Raffle Chair Phone	Draw Location
Draw Date(s)	

## Ticket Information

Include ticket colours for all in-person events so that ticket colours match specific ticket price points. You must include at least one single ticket for sale at any price of your choosing. It's your choice whether to sell additional ticket units at discounted rates, such as 5 units (tickets) for 25\$ or 10 for \$35. Include the total quantity of units to be printed (available for sale).

Colour	Units	----- Price -----	Unit Price	----- Printed -----	Quantity	Value	
<i>Red</i>	<i>1</i>	<i>for</i>	<i>\$5</i>	<i>700</i>	<i>\$3,500.00</i>	<i>Example</i>	
		for					
		for					
		for					
		for					
		for					
<b>TOTAL Value of All Tickets (total value <u>cannot</u> exceed \$20,000):</b>							

## Expenses

This may include project expenses for printing, ticket purchasing, and advertising.

Expense	Estimated Org. Cost	
<i>Purchased tickets from Staples</i>	<i>\$10.00</i>	<i>Example</i>
<b>TOTAL Estimated Expenses:</b>		

## Prize Description

The retail price of prizes must be a minimum of 20% of your ticket value (i.e. If your total ticket value is \$1,000, your prize must be at least \$200).

Expense	Value	
50/50 Cash Draw	\$1,750	<i>Example</i>
<b>TOTAL Estimated Expenses:</b>		

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## Authorized Representative of Sub-Licensee

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date