



Media Bingo Application

The Saskatchewan Liquor and Gaming Authority may issue a licence pursuant to subsection 207 (1)(b) of the *Criminal Code*, authorizing charitable or religious organizations to conduct and manage lottery schemes.

Please allow a minimum of 15 business days for review.

Media Bingo application fee: \$50.00 (non-refundable)
A \$25.00 administration fee will be charged for N.S.F. cheques.

Reminder, before you start, you will need the following:

- o Constitution
- o Charter and By-laws for your organization
- o A financial statement
- o Articles of incorporation (if applicable)

***Denotes Required Information**

Organization Information

*Legal name of organization: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

If this is a joint application all partners must be eligible for licensing. To allow for an eligibility review please ensure the name of all partners, their proposed use of proceeds and a copy of an agreement or letter of understanding as per Section 3 of the Media Bingo Terms and Conditions are included with this application.

Preferred method of communication (check only one):

E-Mail E-Mail address: _____

Fax Fax number: _____

Mail

FOR OFFICE USE ONLY	
Code:	Date:
Bingo licence #:	Breakopen licence #:
Org. type:	Proceeds:
Officer:	Entered:

Organization Description

To determine if your organization qualifies for a charitable gaming licence, please read the eligibility section of our website at [www. slga.gov.sk.ca](http://www.sлга.gov.sk.ca). If you do not have access to the internet a copy of the eligibility guidelines can be made available by request to the Saskatchewan Liquor and Gaming Authority.

*Provide a summary description of your organization, outlining the charitable or religious object(s) or purpose(s):

Has this organization ever held a lottery licence with Saskatchewan Liquor and Gaming Authority?

Yes No

If yes, provide your organization code and/or previous licence numbers (bingo, breakopen and raffle, Monte Carlo Charity Event and Texas Hold’Em Poker Tournament).

Organization Code: _____ Previous Licence Numbers: _____

*Date your organization was established: Month : _____ Year: _____

*Total number of current members in your organization: _____

*Total number of current members 21 years of age and under: _____

*Is this organization registered with the Corporations Branch as a Non-Profit Organization?

Yes No

If yes, provide registration number and a copy of the current complete Articles of Incorporation.

Registration number: _____

Attach the following information:

- o Most recent Financial Statement
- o A copy of your organization’s charter
- o By-laws
- o Constitution
- o Articles of Incorporation

Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.

Executive Information

The following information is required for SLGA’s evaluation of the application. The Executive members also agree to the release of their names and contact information in the event of an inquiry from the general public respecting the licence or the licenced event.

President or equivalent

*First Name: _____ *Last Name: _____
*Signature: _____
*Address: _____
*City/Town: _____, *Prov. _____ *Postal Code: _____
*Home Phone: _____ *Business Phone: _____
*Preferred method of communication (check only one):
 E-mail E-mail address: _____
 Fax Fax number: _____
 Mail

Vice President or equivalent

First Name: _____ Last Name: _____
Signature: _____
Address: _____
City/Town: _____, Prov. _____ Postal Code: _____
Home Phone: _____ Business Phone: _____
*Preferred method of communication (check only one):
 E-mail E-mail address: _____
 Fax Fax number: _____
 Mail

Treasurer or equivalent

First Name: _____ Last Name: _____
Signature: _____
Address: _____
City/Town: _____, Prov. _____ Postal Code: _____
Home Phone: _____ Business Phone: _____
*Preferred method of communication (check only one):
 E-mail E-mail address: _____ Fax Fax number: _____ Mail

Secretary or equivalent

First Name: _____ Last Name: _____

Signature: _____

Address: _____

City/Town: _____, Prov. _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

*Preferred method of communication (check only one):

E-mail E-mail address: _____

Fax Fax number: _____

Mail

Bingo Location and Dates

*Location name: _____

*Address: _____

*City/Town: _____, SK *Postal Code: _____

*Building owner: _____

*Building contact phone: _____

*Bingo events conducted at above noted Bingo Hall

* Bingo events will be held every:

Date	Start Time	End Time

*Total retail value of all prizes offered (per event): \$ _____
(No individual prize shall exceed \$10,000.00)

*Does your organization have current funds to cover all prizes offered? Yes _____ No _____

*Event type: Television _____ Radio _____ Newspaper _____ other _____

*Will this lottery be advertised on the Internet? No _____ Yes _____

*Internet address: _____
(refer to the SLGA Internet Advertising Policy)

The contact person will be responsible for any correspondence with SLGA pertaining to this licence(s). The contact person also agrees to the release of his/her personal information by SLGA in the event of an inquiry from the general public respecting the licence or the licensed event.

*If the main contact is a member of the Executive, select the position below:

- President or equivalent Vice President or equivalent Treasurer or equivalent
 Secretary or equivalent

OR: Fill in the contact information below:

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*Preferred method of communication (check only one):

- E-mail E-mail address: _____
 Fax Fax number: _____
 Mail

Record Keeper

Lottery records must be kept and maintained in Saskatchewan. These records shall include: official licence addendums, close-out sheets, all banking and other information as stated in Section 13 the Media Bingo Terms and Conditions.

*Lottery records will be kept and maintained by:

- President or equivalent Vice President or equivalent Treasurer or equivalent
 Secretary or equivalent

OR: Fill in the contact information below:

*First Name: _____ *Last Name: _____

*Signature: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*Preferred method of communication (check only one):

- E-mail E-mail address: _____
 Fax Fax number: _____
 Mail

Media Bingo Procedures

Please provide a complete explanation of each of the following and attach a copy of the game program and rules of play.

a) Explain the sales and distribution procedures for the sale of media bingo paper:

b) Are there retail outlets selling media bingo paper? If yes, provide a list of all outlets and details regarding any commissions paid (if applicable):

c) Explain the conditions, rules or criteria (i.e., last number required, time limit, etc.) attach to winning a prize/game:

d) Method and time limit to claim prize:

e) How players may obtain a recap of the bingo numbers called:

f) Method of handling unsold media bingo paper:

g) Method of collecting and recording receipts:

h) Method of prize payout and recording of payment:

Will your organization be utilizing the services of a Registered Bingo Management/Marketing Company?

Yes No If yes, provide a copy of your contract.

Name of the Bingo Management/Marketing Company: _____

Lottery Bank Account Information

The Licensee shall open and maintain a designated lottery bank account to administer all funds related to the conduct of the Bingo Events.

The Licensee shall have the option of:

- (i) Opening and maintaining one designated lottery bank account to administer all lotteries conducted by the Licensee; or
- (ii) Opening and maintaining separate designated lottery bank accounts for each type of lottery conducted by the Licensee.

Funds from this account **cannot** be transferred to a general or other account as per Section 12 of the Media Bingo Terms and Conditions.

Should the organization elect to maintain one lottery bank account, deposits for each of the bingo proceeds must be made on separate deposit slips.

*Account Number: _____

*Financial Institution: _____

Signing Authority

The following unrelated individuals have bank signing authority for the above lottery account(s), minimum of two persons, maximum of four.

*At least two persons must be listed and/or selected.

*If a member or members of the executive have signing authority, check off the position below.

President or equivalent Vice President or equivalent Treasurer or equivalent

Secretary or equivalent Bingo Contact

If signing authority is held by someone else, complete the information below for each individual.

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

*First Name: _____ *Last Name: _____

*Address: _____

*City/Town: _____, *Prov. _____ *Postal Code: _____

*Home Phone: _____ *Business Phone: _____

Media Bingo Expenses

List all estimated yearly bingo expenses:

Wages: Eligible wages are only for those registered as gaming employees.

Position _____ Wage (\$) per event _____ x # of events = _____ = Total for year
\$ _____

Type of expense	Expense description	Amount	Approved amount
		\$	\$

Please list intended use of lottery proceeds:

*Proposed use of lottery proceeds

	Amount required	Amount approved
	\$	\$
Total:	\$ _____	\$ _____

If you require more space, fill out information on a separate sheet and attach.

Please provide specific details and cost breakdowns, attach any related documentation

- Proposed use of proceeds:

- Attach expenses:

The complete rules of play for the lottery outlining how the lottery will be conducted and winners determined

- Rules of play

- Game program

Advertising (A sample of advertising materials may be required as per Section 5 of the Media Bingo Terms and Conditions. Please include a brief description of the advertising methods intended to be utilized.)

- Advertisement

Bingo paper

- Sample of bingo paper

Ticket selling contract (media bingo paper)

- Copy of contract

Management/Marketing contract

- Copy of contract

Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.

Consent and Certification

I hereby consent, on behalf of the organization, to the Saskatchewan Liquor and Gaming Authority to release the following information to any person, under Section 24 of *The Freedom of Information and Protection of Privacy Act*:

- a. The organization's full name, address and the number of the lottery licence's issued to the organization.
- b. The charitable or religious object or purpose for which the organization states the proceeds from the lottery scheme will be used; and
- c. The amounts of all lottery scheme proceeds designated for each charitable or religious object of purpose.

I hereby certify on behalf of the organization, that all facts stated and information furnished are true and correct. The organization has read, understood and agrees to comply with all the Terms and Conditions.

Certified correct this date: _____

*Signature on behalf of the organization: _____

*Printed name: _____

*Position within the organization: _____

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

Send completed application and fee to:

Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, 12th Floor – 2500 Victoria Avenue
Regina, SK S4P 3M3
Fax: (306) 787-8981

Licence inquires or assistance:
Telephone: (306) 787-5563
Toll Free: 1-800-667-7565

Did you remember to:	<u>Yes</u>	<u>No</u>
a) Enclose the \$50.00 application fee? Make cheques payable to Saskatchewan Liquor and Gaming Authority.	<input type="checkbox"/>	<input type="checkbox"/>
b) Sign and complete all sections of the application?	<input type="checkbox"/>	<input type="checkbox"/>
c) Attach the official membership list if you are a sports team/club? (a Court of Queen's Bench decision prohibits the licensing of sports teams over the age of 21 years.)	<input type="checkbox"/>	<input type="checkbox"/>
d) Attach your current articles of incorporation, constitution and by-laws?	<input type="checkbox"/>	<input type="checkbox"/>
e) Attach any other documentation as requested on the application?	<input type="checkbox"/>	<input type="checkbox"/>

Remember, an incomplete application will delay the processing of your application.