



Regular Raffle Application
Retail prize value of \$1,001 to \$50,000

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.

Regular raffle application fee: \$20.00 (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: _____, *Prov. _____ *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 Regular Raffle Terms and Conditions are included with this application.

FOR OFFICE USE ONLY	
Licence #	
Officer:	

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 agreed 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

Raffle Details

Raffle Name: _____

*Number of single tickets to be printed: _____

*Price of each single ticket or chance: \$ _____

Multiple tickets: _____ sets of _____ tickets for \$ _____ per set.

Ensure that your organization records how many tickets are sold as multi-priced or as singles. Multi-priced tickets must be clearly distinguishable from single tickets by having the price printed on the ticket, or by a means acceptable and approved by SLGA at the time of application, to ensure financial accountability and integrity.

*Ticket sales will commence: _____

*Ticket sales will conclude: _____

The total value of tickets printed and offered for sale cannot exceed 12 times the retail value of all prizes to be awarded, as per section 4(c) of the Regular Raffle Terms and Conditions.

*Provide the name and address of the printer of the raffle tickets:

Name of printer: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Business phone: _____

*Will this raffle be advertised on the internet: No Yes

If yes, state the internet address: _____

*Will your organization be utilizing the services of a registered Raffle Management/Marketing Company?

Yes No

If yes, provide a copy of your Contract.

Name of Raffle Management/Marketing Company: _____

Description

*Describe how the lottery will be conducted and winners determined (include rules), may be a separate attachment:

Please fill out either the detailed list of prizes or a summary:

Draw Details

Draw	Date of draw	Time of draw	Location of draw (name and address of facility)	Description of prizes	Retail prize value (including taxes)	Your Cost (\$0 if donated, including taxes)
1					\$	\$
2					\$	\$
3					\$	\$
4					\$	\$
5					\$	\$

Totals: \$ _____ \$ _____

Summary of:

Draw Dates:

Draw Locations:

Description of Prizes:

Total prize Value \$ _____

Total prize cost: \$ _____

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

Detailed Financial Information for Lottery Revenue

This Financial Information relates to Raffle Lottery revenue only:

		Office use
Projected Gross Revenue	\$	
Organizations' cost of prizes	\$	
Proposed lottery expenses:	\$	
	\$	
	\$	
	\$	
Total expenses:	\$	
Net use of proceeds	\$	
*Proceeds from this lottery will be used for:		Approved Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total proceeds:	\$ _____	\$ _____

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

Contact

The contact person will be responsible for any correspondence with SLGA pertaining to this licence(s). The contact person(s) 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(s) or the licenced event(s).

*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 14 of the Regular Raffle 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

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 Raffle. 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 13 of the Regular Raffle Terms and Conditions.

*Account Number: _____

*Financial Institution: _____

Signing Authority

The following unrelated individuals have bank signing authority for these lottery accounts, 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 Contact person

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: _____

Supporting Documentation

The following information must be attached for review and approval:

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

If your organization is a sports team/club/association/school or governing body, attach:

- A copy of the official team roster(s) which would be submitted to your appropriate governing body (including birth dates) and the league/zone your team is affiliated with.

If the proceeds from the lottery will be used for a capital expenditure project (i.e. buildings, sports facilities, ball parks, etc.), attach a document containing:

- Description and proof of project
- Information as to final ownership
- Total cost and method of financing
- Projected timetable
- Your financial commitment to the project
- An alternate disbursement of the accumulated lottery funds, in the event the project is cancelled

Where merchandise is being offered as the prize:

- A written price quote or purchase receipt from the retailer (i.e., dealership, travel agency, store) confirming the retail value must accompany the application.

In the case of used merchandise:

- A certificate of appraisal from a recognized appraiser must be supplied.

In the case of land, buildings, and other property:

- The agreement to purchase (outlining the appraised value and location) must be supplied.

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 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 or purpose.

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

*Certified correct this date: _____

*Signature on behalf of the organization: _____

*Printed name: _____

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purpose 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 \$20.00 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 required price quotes on all merchandise prizes?	<input type="checkbox"/>	<input type="checkbox"/>
d) Attach the complete rules of play for the lottery?	<input type="checkbox"/>	<input type="checkbox"/>
e) 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"/>
f) Attach your current articles of incorporation, constitution, by-laws and financial statement?	<input type="checkbox"/>	<input type="checkbox"/>
g) 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.

NOTICE TO RAFFLE **LICENSEES**

PLEASE ADVISE YOUR RAFFLE TICKET SELLERS OF THE FOLLOWING:

THE REGULAR RAFFLE TERMS AND CONDITIONS REQUIRES THAT ALL RAFFLE TICKET STUBS, SOLD AND UNSOLD, AND MONEY ARE RETURNED TO THE ORGANIZATION PRIOR TO ANY DRAWS TAKING PLACE.

PLEASE ADVISE YOUR TICKET SELLERS OF THEIR RESPONSIBILITY IN COMPLYING WITH THIS REQUIREMENT.

***NOTICE ISSUED BY THE SASKATCHEWAN LIQUOR
AND GAMING AUTHORITY***

Raffle Advertising Policy—Internet

Current Raffle Terms and Conditions prohibit ticket sales and advertising out of province. Internet advertising will be permitted but under the following conditions:

- Written notification of intention to advertise on the internet is required during the application process.
- All internet advertising must include the following statement:

“Tickets available for sale to Saskatchewan residents only.”

- The internet can be used to post information on the raffle, results of the raffle or information pertaining to the charitable organization.
- Information pertinent to sports drafts can be included as raffle information to update ticket holders.
- Tickets are not to be purchased or sold on the internet; however, requests for ticket applications can be received.

CONTROL SHEET

Section 4(i)(vi) of the Regular Raffle Terms and Conditions requires the licensee maintain a control sheet when distributing and collecting raffle tickets/books for sale. This control sheet has been created for use by all raffle lottery licensees.

Lottery Licence # _____

Draw to conclude on _____

NAME	ADDRESS	DATE ISSUED	# TICKETS/ BOOK	TICKET NUMBERS	DATE RETURNED	# SOLD	# UNSOLD	\$ MONEY RETURNED

NAME	ADDRESS	DATE ISSUED	# TICKETS/ BOOK	TICKET NUMBERS	DATE RETURNED	# SOLD	# UNSOLD	\$ MONEY RETURNED

I, as _____, do hereby certify, on behalf of the organization, that the above information is true and correct and that this control sheet will be retained as part of the lottery records for a minimum of three years as per Section 7(e)(iii) of the Regular Raffle Terms and Conditions.

(PRINT NAME)

(SIGNATURE)

(DATE)

SLGA will retain the personal information on this form only as long as it is necessary to fulfil 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*.