

50/50 or Raffle License Request Form



United Way
Lethbridge &
South Western Alberta

Is this a Raffle or 50/50 Draw? Raffle: 50/50 Draw:

Company Name	
Contact Person	
Phone Number	
Email Address	
Ticket Sale Start Date (You must have a license before selling tickets)	
Draw Date	
Draw Location (Physical Address)	

Ticket Details Please identify the colour, unit, unit price, and quantity of each ticket. Regular and discounted tickets (e.g.: 1 for \$2, 3 for \$5, etc.) must be different colours. You **MUST** have individual tickets for sale, but you are not required to have discounted tickets.

Type	Colour	Unit	Unit Price	Quantity	Ticket Value
Regular			\$		\$
Discount #1			\$		\$
Discount #2			\$		\$
				Total Ticket Value	

Example:

Type	Colour	Unit	Unit Price	Quantity	Ticket Value
Regular	Blue	1	\$2.00	1,000	\$2,000
Discount #1	Red	3	\$5.00	300	\$500
Discount #2	Green	5	\$8.00	500	\$800
				Total Ticket Value	\$3,300

Prize Details

Prize Description(s)	Retail Value	In a prize raffle, were the prizes donated, or will their cost be deducted from ticket sales?
	\$	
	\$	

NOTE: Total prize value must be a minimum of 20% of the total ticket value.

Estimated Expenses

Estimated Expenses: If any proceeds from this raffle will be used to cover the costs of this event, please document them below.	Amount:
Advertising	\$
Printing	\$
Other	\$
Total Expenses	\$

Financial Reporting

Completed reports with supporting documentation **must be returned to United Way of Lethbridge & South Western Alberta** following your event. Please ensure they are submitted **within 60 days following your event**. Failure to submit reports or to comply with the terms and conditions of the license may affect future licenses. Reporting documents may be returned in person, by email or direct mail.

IMPORTANT

United Way of Lethbridge & South Western Alberta is an organization licensed by AGLC (Alberta Gaming, Liquor and Cannabis) to conduct gaming activities in the province of Alberta, and has obtained a license for you to conduct a raffle or 50/50 drawing on its behalf. Therefore, proceeds from raffles or 50/50 drawings may not be designated to a charity other than United Way of Lethbridge & South Western Alberta.

Tickets must be purchased and sold in the province of Alberta. Residents of other provinces or countries may purchase tickets and/or claim prizes provided that the transaction happened within the province of Alberta. Tickets may not be sold to minors, and prizes may only be released to a person 18 years of age or older.

FAQ

Q: How do I figure out how many tickets I can sell?

A: Start with the value of your prize, (which must be 20% of the total ticket value) and multiply by 5. This would be the MAXIMUM total ticket value. For example, if your prize has a retail value of \$100, you would be able to sell \$500 worth of tickets. If your tickets will have more than one price point, you'll need to decide how many of each will be available.

Q: Can we start selling tickets before we have a license?

A: No, you must wait until you have a license before selling any tickets.

Q: Can we draw for more than one prize from the same barrel of tickets?

A: Yes. If you have multiple non-identical prizes, previously drawn tickets should be returned to the barrel. However, if you have more than one identical prize, a winning ticket may be excluded from winning future identical prizes.

Q: We have a license but nobody bought any tickets before the draw date. Now what?

A: United Way still needs to report this information to AGLC. Complete the Financial Report form and return it to United Way even if the amounts are zero.

Q: What do I do with all the tickets after the draw? Can I throw them out?

A: No. All sold, unsold, and winning tickets should be returned to United Way with the proceeds from your draw. These, along with the financial report and control sheets must be kept for two years in case of an audit.

Q: Someone that bought a ticket wants a refund. Can we do that?

A: Yes, provided that the draw has not yet taken place. It is United Way's general rule that a refund may be issued before a draw takes place, and that any refunded tickets shall be checked against winning tickets. If necessary, an immediate re-draw may take place. After the draw has been made, refunds should not be given.

Q: How does United Way use the funds raised through raffles and 50/50 draws?

A: United Way spends these funds in accordance with objectives that AGLC has approved. 90 per cent of gaming funds are distributed to United Way partner agencies to operate essential local programs for people and families.

For more information about gaming activities in the province of Alberta, visit <https://aglc.ca>