

CHARITABLE GAMING POLICIES

HANDBOOK

CHARITABLE GAMING POLICIES HANDBOOK

TABLE OF CONTENTS

1. GENERAL INFORMATION

- 1.1 Definitions
- 1.2 Legislation
- 1.3 Application for Licence
- 1.4 Training
- 1.5 Contacting the Commission

2. BASIC ELIGIBILITY

- 2.1 Charitable & Religious Groups - Basic Eligibility

3. ELIGIBILITY FOR SPECIFIC GROUPS

- 3.1 Agricultural Fair or Exhibition - Eligibility
- 3.2 Aid of the Distressed - Eligibility
- 3.3 Arts Groups - Eligibility
- 3.4 Associations of Employees, Occupations or Professions - Eligibility
- 3.5 Chamber of Commerce/Board of Trade - Eligibility
- 3.6 Children's Groups - Eligibility
- 3.7 Community Leagues/Associations - Eligibility
- 3.8 Education Groups - Eligibility
- 3.9 Ethno Cultural Groups - Eligibility
- 3.10 Fundraising Groups - Eligibility
- 3.11 Government - Eligibility
- 3.12 Historical Resource Groups - Eligibility
- 3.13 Hobby/Social Groups - Eligibility
- 3.14 Lobby Groups - Eligibility
- 3.15 Medical/Health Aid & Relief Groups - Eligibility
- 3.16 Nature Conservation - Eligibility
- 3.17 Non-Profit Groups - Eligibility
- 3.18 Promotional Groups - Eligibility
- 3.19 Related Groups - Eligibility
- 3.20 Religious Groups - Eligibility
- 3.21 Senior Citizens Groups - Eligibility
- 3.22 Sports Groups - Eligibility
- 3.23 Umbrella Groups - Eligibility
- 3.24 Veterans, Service & Fraternal Groups - Eligibility
- 3.25 Youth Groups - Eligibility

CHARITABLE GAMING POLICIES HANDBOOK

TABLE OF CONTENTS

- 4. GENERAL USE OF GAMING REVENUE/PROCEEDS**
 - 4.1 General – Use of Gaming Revenue
 - 4.2 Prizes – Use of Gaming Revenue
 - 4.3 Gaming Event Expenses – Use of Gaming Revenue
 - 4.4 General – Use of Proceeds

- 5. SPECIFIC USE OF PROCEEDS**
 - 5.1 Accounting Fees/Gaming Financial Reports – Use of Proceeds
 - 5.2 Administrative Costs – Use of Proceeds
 - 5.3 Assistance Fund - Use of Proceeds
 - 5.4 Bursaries and Scholarships – Use of Proceeds
 - 5.5 Debt Retirement – Use of Proceeds
 - 5.6 Donations Within Alberta – Use of Proceeds
 - 5.7 Donations Outside of Alberta – Use of Proceeds
 - 5.8 Education – Use of Proceeds
 - 5.9 Emergency Funds – Use of Proceeds
 - 5.10 Equipment/Uniforms/Costumes/Vehicles – Use of Proceeds
 - 5.11 Facility – Use of Proceeds
 - 5.12 Fundraising – Use of Proceeds
 - 5.13 Lobbying – Use of Proceeds
 - 5.14 Promotional Activities – Use of Proceeds
 - 5.15 Senior Citizen Activities – Use of Proceeds
 - 5.16 Social Events – Use of Proceeds
 - 5.17 Sports – Use of Proceeds
 - 5.18 Travel: Conferences/Seminars/Workshops/Clinics/Meetings/Conventions Use of Proceeds
 - 5.19 Travel: Education –Use of Proceeds
 - 5.20 Travel: Performing Art Groups – Use of Proceeds
 - 5.21 Travel: Sports – Use of Proceeds
 - 5.22 Travel: “Other” – Use of Proceeds
 - 5.23 Volunteer Expenses – Use of Proceeds
 - 5.24 Wages/Salaries/Fees for Service/Honorariums - Use of Proceeds
 - 5.25 Endowment Funds – Use of Proceeds

- 6. FORMS**

CHARITABLE GAMING

SUBJECT: DEFINITIONS

In these policies and procedures,

1. **“Active delivery of a program or service”** means the volunteer membership of the applicant or a licensed group establish, maintain control of and deliver the group’s programs to the community.
2. **“Adult”** means an individual 22 years of age or older.
3. **“Board”** means the Board of the Commission.
4. **“Broad based membership”** means:
 - a) membership is open to the general public;
 - b) membership does not depend on an individuals relationship with a particular individual or individuals;
 - c) membership is representative of the larger community; and
 - d) membership is not restricted by gender, ethnic, racial or cultural background.
5. **“Charitable community benefit”** means a benefit delivered to the community or a significant segment of the community in one of the areas recognized as charitable by the Commission (see Section 2.1, Standard 4).
6. **“Charitable gaming”** means bingo, casino table games, raffles and pull ticket sales conducted by eligible groups that have been licensed by the Commission.
7. **“Charitable group”** means a non-profit group determined by the Commission to meet licensing eligibility requirements. The Commission is not bound by the definition of “charity” used by other authorities or jurisdictions.
8. **“Charitable or religious purpose”** means a purpose that is recognized as charitable by the Commission and includes the following:
 - a) relief of poverty;
 - b) advancement of education;
 - c) advancement of religion; and

CHARITABLE GAMING

SUBJECT: DEFINITIONS

d) other purposes beneficial to the community.

9. **“Commission”** means the Alberta Gaming and Liquor Commission (AGLC).

10. **“Community”** for the purpose of conducting gaming events means the Municipality, County, Municipal District, Improvement District or special area in which the licensed charity is located.

“Community” for the purpose of determining an eligible **“community benefit”** means a community of persons within a geographic location or a community of persons who share a common interest, for example in the arts, culture, sports, among others.

11. **“External entity”** means any individual, organization or government body other than the applicant group.

12. **“Licence”** means a licence issued by the Commission to a charitable or religious group or the board of a fair or exhibition authorizing the group or board to conduct one or more gaming events.

13. **“Licensee”** means the charitable or religious group or the board of a fair or exhibition holding a valid licence issued by the Commission.

14. **“Procedures”** refer to how compliance with specific policy and standards is determined.

15. **“Proceeds”** means the gross gaming revenue less gaming prizes and expenses, and the commission paid to charities at whose licensed gaming events the Commission conducts provincial lotteries. It also includes all interest, dividends or other income earned on gaming proceeds deposited in interest accounts or held, with commission approval, in deposit certificates or investments made by a trustee.

16. **“Regulatory Division”** means the Regulatory Division of the Commission.

17. **“Significant segment of the community”** means:

a) programs and services are reasonably available to all members of the general public who qualify and wish to participate;

b) the beneficiaries are not numerically insignificant relative to the community to which the programs and services are provided; and

CHARITABLE GAMING

SUBJECT: DEFINITIONS

- c) membership or participation does not depend on a personal relationship to any particular individual or individuals.
18. **“Standards”** refer to the specific conditions that must be met under a policy.

CHARITABLE GAMING

SUBJECT: LEGISLATION AND BOARD POLICIES

1. Charitable gaming activities in the province are governed by the *Criminal Code (Canada)*, the *Gaming and Liquor Act (Alberta)* and the *Gaming and Liquor Regulation (Alberta)*.
2. The Alberta Gaming and Liquor Commission (Commission) is the province's gaming authority, responsible for administering and regulating the gaming industry in Alberta, including the licensing and regulating of charitable gaming activities. The Commission is established under the *Gaming and Liquor Act*.
3. Charitable gaming refers to bingo, casino table games, raffles and pull ticket sales conducted by eligible groups that have been licensed by the Commission.
4. Under the above noted federal and provincial legislation the Commission may only issue gaming licences to charitable and religious organizations to conduct gaming activities if the proceeds derived from these activities are used for charitable or religious purposes.
5. The Commission must ensure that its policies and the use of proceeds by licensed organizations comply with the legislation. The policies established by the Board of the Commission for eligibility for charitable gaming licensing and the use of gaming proceeds are contained in this handbook.
6. A copy of the Charitable Gaming Policies handbook may be purchased from the Commission for a fee of \$25.00 per copy or may be accessed on the Commission website at www.aglc.gov.ab.ca.
7. The policies of the Board reflect the guiding principles for gaming adopted by the province:
 - a) The integrity of gaming will be ensured.
 - b) Gaming policies will reflect a commitment to social responsibility.
 - c) The financial return to eligible charities from charitable gaming is to be maximized for the benefit of charitable and religious groups, the programs or activities they deliver and the communities in which those programs or activities are undertaken.
 - d) Gaming policies will be supported by sound research and consultation with the public and stakeholders.

CHARITABLE GAMING

SUBJECT: LEGISLATION AND BOARD POLICIES

- e) The collection and use of gaming revenue will be open and accountable.
 - f) Gaming activities will meet standards of quality to protect the integrity of gaming activities, provide gaming entertainment value to consumers and help to keep gaming dollars in the province.
 - g) The guiding principles for gaming will be subject to review, to ensure they reflect Albertans' wishes.
8. Once a gaming licence has been issued, the charitable gaming activity must be conducted in compliance with:
- a) the *Criminal Code* (Canada);
 - b) the *Gaming and Liquor Act* (Alberta);
 - c) the *Gaming and Liquor Regulation* (Alberta);
 - d) Board policies; and
 - e) the terms and conditions of the licence.
9. Noncompliance with Board policies may result in disciplinary action such as fines, suspension of gaming licences, revocation of gaming licences, and/or directives to donate all gaming proceeds to other eligible charitable organizations.

CHARITABLE GAMING

SUBJECT: APPLICATION FOR LICENCE

1. To qualify for a charitable gaming licence an organization shall submit to the Commission a complete application for licence on the prescribed form and the required supporting documents.
2. The Commission will review the information provided in the application to determine if the applicant is eligible for a charitable gaming licence. The eligibility of all applicants will be based on the eligibility criteria for organizational structure, program delivery and use of gaming proceeds contained in the policies enclosed in this handbook.
3. If an applicant's eligibility cannot be determined by a review of the information contained in the submitted application, additional information may be requested and/or a Commission Inspector may meet with representatives of the applicant and conduct other inquiries to complete a more detailed eligibility review.
4. The Commission works to review and process all applications for licence within 12 weeks of receipt of a complete application. Processing applications and determining eligibility may take longer if the submitted application information is incomplete or a more detailed eligibility review is required to determine eligibility.
5. Applicants that are not eligible for a charitable gaming license will be advised by the Commission in writing of the reasons they are not eligible.
6. Applicants that are found eligible for licensing may be subject to a review of their eligibility by the Commission at any time to confirm the organizations continued eligibility for licence.
7. All information provided by applicants and licensees to the Commission must be truthful and accurate.

CHARITABLE GAMING

SUBJECT: TRAINING

1. Training is available to applicants and licensed charities through the Commission. Training sessions include information on the following topics:
 - a) the licensing application process;
 - b) eligibility for gaming licensing;
 - c) approved use of gaming proceeds;
 - d) reporting requirements following a gaming event; and
 - e) legislation, regulation and policy that govern the conduct of gaming events.
2. Further information about the training program can be obtained by contacting the Commission.
3. Visits by Inspectors are opportunities to ask questions about the legislation, regulation or policies which affect the operation of gaming events and the eligibility of charitable organizations and their use of gaming proceeds.

CHARITABLE GAMING

SUBJECT: CONTACTING THE COMMISSION

1. Written communication may be addressed to the respective local office of the Commission:
 - a) Alberta Gaming and Liquor Commission
Regulatory Division
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Fax Number: (780) 447-8911
(780) 447-8912
 - b) Alberta Gaming and Liquor Commission
Regulatory Division
110 Deerfoot Atrium
6715 - 8 Street NE
Calgary, Alberta
T2E 7H7
Fax Number: (403) 292-7302
 - c) Alberta Gaming and Liquor Commission
Regulatory Division
J5 Business Centre
13, 7895 - 49 Avenue
Red Deer, Alberta
T4P 2B4
Fax Number: (403) 314-2660
 - d) Alberta Gaming and Liquor Commission
Regulatory Division
3103 – 12 Avenue North
Lethbridge, Alberta
T1H 5P7
Fax Number: (403) 331-6506
 - e) Alberta Gaming and Liquor Commission
Regulatory Division
10020 – 124th Avenue
Grande Prairie, Alberta
T8V 5L7
Fax Number: (780) 832-3006

CHARITABLE GAMING

SUBJECT: CONTACTING THE COMMISSION

2. The following is a list of Regulatory Division Office telephone numbers. Telephones will be answered by machine when staff is not available and outside normal office hours.
 - a) St. Albert (Head Office): (780) 447-8600
 - b) Calgary: (403) 292-7300
 - c) Red Deer: (403) 314-2656
 - d) Lethbridge: (403) 331-6500
 - e) Grande Prairie: (780) 832-3000
3. The web site address of the Commission is www.aglc.gov.ab.ca.
4. The licensee shall immediately report to the Commission any irregularities, theft, fraud, cheating at play or violations of policy in the conduct of their licensed gaming event and in the use of gaming proceeds.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

POLICY:

A charitable or religious group is eligible for gaming licensing if the group is structured in a manner acceptable to the Board and can prove a record of active delivery of a charitable or religious program to the community.

STANDARDS:

1. To be eligible for gaming licensing, the applicant group must have:
 - a) a broad based volunteer membership which represents the community at large;
 - b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
 - c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
 - d) no paid members, directors or officers. (Note: Some persons in these positions may be paid for other work done for the group, and the group may still be eligible for licence. However, for each paid position, the group must provide the Commission with the position title, position job description, full disclosure of salary and benefits and the source of the funds for salary and benefits);
 - e) programs that benefit a significant segment of the community, not member's self-interest;
 - f) a not-for-profit objective;
 - g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
 - i) *Societies Act* (Alberta);
 - ii) Part 9 of the *Companies Act*;
 - iii) Part II of the *Canada Corporations Act*;
 - iv) *Religious Societies Land Act*;

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- v) other Alberta Statutes, approved by the Board, such as:
 - Band Council Resolution for a First Nations Charity operating an event on its reserve land. To operate gaming events off the reserve to which a licence fee applies, a First Nations charity must be incorporated;
 - a group governed under the *School Act* (with the exception of school councils which are not eligible for licensing); or
 - a group established under the *Regional Health Authorities Act* to enhance hospital care for people in the community.
- vi) charter from a recognized international governing body (e.g., service club charter).
- h) Applicants who are incorporated under any statute must have by-laws that upon dissolution of the applicant group, require any assets remaining after paying debts and liabilities to be:
 - i) disbursed to eligible charitable or religious groups or purposes; or
 - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.
- 2. The applicant group must be able to prove a record of active delivery of its charitable or religious programs or services to the community. For casino applicants, an active record of program delivery for the previous 24 months is required. In locations where there is no casino waiting list, casino licences will be considered after 12 months of proven program delivery. For bingo applicants and applicants for a raffle with a total ticket value more than \$100,000.00, an active record of program delivery for the previous 12 months is required.
- 3. The applicant group must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers. The declaration shall identify:
 - a) the type of programs or services delivered by the group;

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- b) the date(s) and approximate time(s) of program or service delivery;
 - c) the premises from which the program or service delivery is made;
 - d) the number of persons participating in the programs or receiving services and the fee structure charged (The names, addresses and phone numbers of program participants and/or recipients of services may be required.);
 - e) the number of persons who may potentially benefit from the programs or services offered by the group;
 - f) a list of programs or services that are restricted to members and those which are open to the general public;
 - g) the percentage of participants or recipients of the group's programs or services who are group members and percentage who are members of the public;
 - h) an explanation as to why the group's programs or services is important to the community; and
 - i) a description of how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community.
4. A charitable community benefit is provided when a service or program is delivered to a significant segment of the community in one of the following areas:
- a) Relief of the aged or disadvantaged:
 - i) relief to the poor;
 - ii) programs for the elderly so they can stay active in society; or
 - iii) social services and educational programs for the emotionally or physically distressed.
 - b) Advancing education and learning by providing:
 - i) student scholarships;
 - ii) aid to schools;

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- iii) aid to libraries;
 - iv) aid to museums;
 - v) aid to the arts; or
 - vi) aid to the preservation of cultural heritage.
- c) Provide help to the community which:
- i) make improvements to the quality of health;
 - ii) support medical research;
 - iii) aid medical treatment programs;
 - iv) supply a facility for the community's use;
 - v) support eligible amateur sports; or
 - vi) contribute places for worship and other religious programs.
5. The group's proposed use of gaming proceeds must be in accordance with the Board's use of gaming proceeds policy.
6. Groups engaged in any commercial activity which generates income for the personal gain of the group's membership or others are ineligible for gaming licensing.
7. Groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for gaming licensing.
8. Groups whose application for licensing is under review by the Commission or groups already licensed by the Commission shall immediately advise the Commission in writing of any changes to:
- a) The group's organizational structure as defined in Standard 1;
 - b) The group's objectives or purpose;
 - c) The type of programs or services delivered by the group including changes to:

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- i) the intended recipients, participants or beneficiaries of its programs or services;
 - ii) the date and time of program and/or service delivery;
 - iii) the premises from which the program and/or service delivery is made; and
 - iv) for groups who operate a public facility, changes to the access policy or procedures to the facility for group members or for members of the public.
9. Groups located within the boundary of Edmonton must conduct bingo and casinos within that city. Groups located outside of Edmonton may not access bingo or casinos within that city.
10. Groups located within the boundary of Calgary must conduct bingo in that city. Groups located within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the Commission to conduct bingo events within Calgary provided:
- a) no bingo association exists in their own Municipal District; or
 - b) there is no access to an existing bingo association in their own Municipal District.
11. Groups located within the boundary of Calgary must conduct casinos within that city. Groups located in close proximity to Calgary may conduct casinos at the Silver Dollar Casino in Calgary. This area includes Banff to the west, Crossfield to the north, Strathmore to the east and High River to the south.
12. Outside Edmonton and Calgary (except as provided for in Standard 10) groups must conduct their bingo events in the Municipality, County, Municipal District, Improvement District or Special Area in which they are located. When no bingo association operates in the group's Municipality, County, Municipal District, Improvement District or Special Area, or there is no access to an existing bingo association in its own area, it may apply to the Commission to conduct bingo events in an adjacent County, Municipal District, Improvement District or Special Area.
13. Outside of Edmonton and Calgary (except as provided for in Standard 11) groups shall normally conduct their casino events at licensed

DATE ISSUED: March 14, 2004

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

casino facilities situated outside of Edmonton and Calgary which are either in their location or at the casino facility in closest proximity to their location.

14. Provincial groups are eligible to conduct gaming events in any community in the province subject to compliance with Section 3.19 – Related Groups – Eligibility policy. To establish “provincial group status” for gaming licences, groups must establish with the Commission that:
 - a) the registered charitable objectives of the group have a provincial focus;
 - b) the by-laws of the group provide for the establishment of offices in other Alberta communities;
 - c) the executive and membership lists of the group indicate that membership is drawn from communities throughout Alberta; and
 - d) the group has a record of program or service delivery and plans to continue to deliver its programs or services to communities throughout Alberta.
15. Groups whose structure, programs or services are not identified as being eligible for a gaming licence as specified in the eligibility policies are not eligible for licensing.
16. The terms “charity” and “charitable purpose” as identified in these policies are defined by the Commission solely for the purposes of issuing gaming licences. The Commission is not bound by the definition of “charity” or “charitable purpose” used by other authorities or jurisdictions.
17. The interpretation of the eligibility policies rests with the Commission.
- 18. Notwithstanding anything in these policies, the Board may find eligible for continued licensing any group that in the opinion of the Board, the public benefit to the community derived from the group’s program or services is of such importance that it warrants an exception to the policy.

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

PROCEDURES:

1. All applications for gaming licences shall be reviewed by the Regulatory Division to determine their basic eligibility for licensing. The Regulatory Division shall review each application and attached documents to ensure there is sufficient information to determine the eligibility of the group. If more information is required, the Regulatory Division shall contact the group's representative by telephone or in writing and request the required information.
2. To have its eligibility for gaming licensing determined by the Regulatory Division, the applicant group shall submit an application in the prescribed form, signed by the President and Treasurer of the group, and attach the following information:
 - a) Incorporation Documents:
 - i) Certificate of Incorporation for groups incorporated under the *Societies Act*, Part 9 of the *Companies Act*, *Religious Societies Land Act* and other statutes;
 - ii) Letters patent for groups incorporated under Part II of the *Canada Corporations Act*;
 - iii) Charter for groups established under the by-laws of nationally or internationally recognized community service organizations;
 - iv) letter of authority from the governing body or a recognized non-charter community service organization, such as the Red Cross, to establish and operate a chapter or club of that organization;
 - v) copy of by-laws approved by the Minister of Health and Wellness for groups established under the *Regional Health Authorities Act*;
 - vi) copy of Objects or Memorandum of Association; and
 - vii) copy of registered by-laws or Articles of Association.
 - b) Current executive list, including position titles, addresses and telephone numbers (business, residence and fax) and a description of how the group's board and executive are elected;

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- c) Current membership list, including names, addresses and telephone numbers;
- d) A community benefit statement identifying the following:
 - i) A description of the type of programs or services that have been delivered by the group.
 - ii) The date(s) and approximate time(s) of the program or service delivery.
 - iii) The premises from which the program or service delivery is made.
 - iv) The number of persons participating in the programs or receiving services and the fee structure charged. (The names, addresses and phone numbers of program participants and/or recipients of services may be required).
 - v) The number of persons who may potentially benefit from the programs or services offered by the group.
 - vi) A list of programs and services that is restricted to members and those that are open to the general public.
 - vii) The percentage of participants or recipients of the group's programs and services who are group members and percentage who are members of the public.
 - viii) An explanation as to why the group's programs or services is important to the community.
 - ix) A description of how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community. (NOTE: Programs or services do not have to be unique for the group to be eligible. The purpose of this requirement is to establish whether there are similar or common programs or services in the community. This allows groups to contemplate whether there may be a benefit to collaborate with similar groups in the community to achieve a common charitable purpose.)

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- e) Balance sheet and income statement for the last two years. [Note: Name, address, phone number and position of person preparing the reports are also required];
 - f) Names of governing body and affiliated groups, names of groups to which donations are made or from which donations are received, names of groups to which registration fees are paid or from which registration fees are received, names of groups in which there is an overlap or duplication of programs, services, membership or executive with the applicant group, the name of another charity, parent group or governing body or any related entity who approves the applicants decision making regarding internal operating procedures, program or service delivery, or financial spending;
 - g) A statement whether the group owns or rents a facility to deliver its programs or services and a copy of the certificate of title or lease agreement.;
 - h) A breakdown of the yearly facility usage by members and non-members, rental fees, and copies of contracts and leases; and
 - i) Minutes of executive or general meeting at which authorization was granted to make application for gaming licence.
3. The Regulatory Division shall accept copies of the following documents as proof of incorporation or legal formation of the applicant group:
- a) A Certificate of Incorporation if the group is incorporated under the *Societies Act*, Part 9 of the *Companies Act*, *Religious Societies Land Act* or other statute;
 - b) Letters patent for groups incorporated under Part II of the *Canada Corporations Act*;
 - c) A Charter from a recognized international governing body along with by-laws of the governing body authorizing the establishment of charter groups; and
 - d) A letter of authority from a governing body authorizing the formation of a chapter or branch group along with by-laws of the governing body showing the governing body has the legal right to authorize the establishment of chapter or branch groups.

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

4. If licence fees are payable the group must be incorporated in a form listed in Standard 1. g).
5. For groups incorporated under a statute, the Regulatory Division shall confirm through Corporate Registry that the group is listed as "active." If the group is not listed with Corporate Registry or the group is listed as "start" or "struck," the applicant shall be contacted by the Regulatory Division ("start" means registries have begun the process of "striking" the group from the registry). If the group is listed as "start" or "struck" the group shall be advised that their gaming application will not be processed until they make the outstanding filing with Corporate Registry and are listed as "active" on the registry. If not listed, the group shall be advised that their gaming licence application cannot be processed until they are listed as "active" on the Corporate Registry.
6. The Regulatory Division shall review the group's registered Objects as stated in a Statement of Objects, in their registered by-laws or in their Memorandum of Association, to ensure that the group's objects or purposes are primarily:
 - a) expressed in precise terms i.e., clearly recognized as charitable in law;
 - b) not for profit;
 - c) not focussed on self-interest;
 - d) to provide a community benefit as listed in Standard 3;
 - e) consistent with the group's actual program or service delivery to the community; and
 - f) for provincial groups, the objects are provincial in scope.
7. The Regulatory Division shall review the group's registered by-laws or Articles of Association to ensure the following:
 - a) The rules for membership allow for a broad base of volunteer members from the community and membership is not restricted by:
 - i) gender;
 - ii) ethnic, racial or cultural background;

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- iii) membership fees so excessive as to prohibit participation of ordinary members of the public;
 - iv) no more than 25% of members being appointed by an external entity;
 - v) arbitrary discretion of the group's executive or board; and
 - vi) the number of shares held by the prospective member in a non-profit company.
- b) The executive is democratically elected from the general volunteer membership, that is:
- i) general membership is open and accessible to any individual;
 - ii) each general member has one vote;
 - iii) no class of membership has the right to more than one vote;
 - iv) each general member has the right to run for elected office;
 - v) executive positions have limited terms of no more than three years, followed by an election for the position; and
 - vi) a maximum of 25% of the members of the executive may be appointed by an external entity.
- c) There are no provisions for payment to members, directors or officers, including payment of income, honorariums, dividends, shares or transfer of property.
- d) The group is an independent "stand alone" group. If the group is connected to a parent group or affiliate group, its eligibility may be affected by the provisions of the following sections of the Charitable Gaming Policies Handbook:
- 3.8 Education Groups
 - 3.19 Related Groups
 - 3.22 Sports Groups
 - 3.23 Umbrella Groups

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

- e) For “provincial groups,” by-laws that provide for local chapters or branches may help qualify the group for a gaming licence as a “provincial group” as per Standard 14.
 - f) There is a dissolution clause that requires any assets remaining after the payment of debts and liabilities to be:
 - i) disbursed to eligible charitable or religious groups or purposes; or;
 - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board of the Commission.
8. The Regulatory Division shall review the list of executive names and position titles as well as the membership list to ensure the membership is broadly based and that control of the group is not held by a small group based on family relations. For example, the Regulatory Division shall determine whether:
- a) one individual holds more than one executive position, unless this is permitted in the group’s by-laws (e.g. Secretary/Treasurer);
 - b) executive positions are held by persons with the same surname, or the same residential address and/or the same residential phone number;
 - c) the group’s membership is large enough to provide sufficient volunteers to conduct the licensed gaming event applied for, considering all the gaming licences the group holds or has applied for; and
 - d) for provincial groups, executive members drawn from communities throughout the province is a significant although not a necessary indicator of the group’s provincial status.
9. For groups applying for a casino or bingo licence the Regulatory Division shall conduct a Gaming Licensing System (GLS) search using the group’s name, organization class and the names of the executive members to identify affiliations with other licensed groups that may affect casino or bingo licence eligibility due to “related group” issues as per Section 3.19.

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

10. The Regulatory Division shall review the group's record of program or service delivery to ensure it is:
 - a) consistent with the registered objects of the group, consistent with the proposed use of gaming proceeds stated on its application and that the program or service delivery is charitable or religious;
 - b) benefiting a significant segment of the community, not members' self-interest;
 - c) for casino licensing, the group must demonstrate that they have delivered their programs or services for a minimum of 24 months immediately prior to being slotted;
 - d) for casino licensing outside of Edmonton or Calgary where there is no waiting list a group may be slotted for a casino after they have demonstrated that they have delivered charitable programs or services to the community for the preceding 12 months; and
 - e) for bingo licensing and raffle licensing with a total ticket value more than \$100,000.00, the group must demonstrate that they have delivered their programs or services for a minimum of 12 months immediately prior to the date of application.
 - f) If the group is so newly formed that the nature of its activities cannot be determined, the group is not eligible for licensing.
11. The Regulatory Division shall review the group's financial statements for the past two years to determine the following:
 - a) The group's income from all gaming and non-gaming sources, including government and private grants, other fundraising projects, donations, user fees and income generated from commercial activity.
 - b) The disbursement of funds to ensure funds are spent to further the group's charitable or religious objects and are not spent on activities that may make the group ineligible for licence such as:
 - i) income to members, officers, directors;
 - ii) dividends or income transfers to other individuals, affiliates or corporate entities (charities and religious groups incorporated as a non-profit company under Part 9 of the *Companies Act*

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

may pay dividends to other charitable or religious groups and still be eligible for gaming licensing);

iii) the purchase of profit generating equipment, businesses or property (the purchase of equipment, or a business or property that is operated on a cost recovery charitable basis may be acceptable); and

iv) expenditures on the delivery of non charitable programs or services.

12. If the Licensing Supervisor finds the applicant information is too incomplete to determine eligibility, the applicant will be advised by letter. The letter, signed by the Manager, Licensing Support, will specify what additional information is required.

13. If the Licensing Supervisor finds that the applicant information is too ambiguous or inconsistent to determine eligibility, the file, with the specific area of concern identified, is referred to the Manager, Licensing Support. The file is then referred to the respective Regional Manager for assignment to an Inspector. The Inspector shall complete an eligibility review/investigation as outlined in the Inspectors Handbook, including any field visits, interviews, review of previous Board decisions and other investigative approaches that are required.

14. An applicant found ineligible for licensing will be advised by letter. The letter, signed by the Manager, Licensing Support, will outline the reason(s) for the decision.

15. If the applicant group disagrees with the eligibility decision it may respond in writing to the Director, Licensing and Charitable Gaming, outlining how the group meets eligibility requirements for licence.

16. The Director, Licensing and Charitable Gaming, reviews the letter of appeal from the applicant group. If the applicant group is still found ineligible for licensing, it will be advised by a letter from the Director, Licensing and Charitable Gaming, Regulatory Division, outlining the reason(s) for the decision.

17. If the applicant group disagrees with the eligibility decision, it may respond in writing to the Executive Director, Regulatory Division, outlining how the group meets eligibility requirements for licence.

SUBJECT: CHARITABLE & RELIGIOUS GROUPS - BASIC ELIGIBILITY

18. The Executive Director, Regulatory Division, reviews the letter of appeal from the applicant group. If the applicant group is still found ineligible for licensing, it will be advised by a letter from the Executive Director, Regulatory Division, outlining the reason(s) for the decision.
19. If the applicant disagrees with the decision of the Executive Director, Regulatory Division, the applicant may request a Hearing before the Board pursuant to Section 94(1) GLA. The request must be made within 30 days receipt of the letter from the Executive Director, Regulatory Division.
20. A non-profit group which does not qualify as a charity or religious group may be eligible for a raffle licence with a total ticket value of \$5,000.00 or less. This is referred to as a section 207(1)(d) raffle which is the section of the Criminal Code under which the licence is issued. (Refer: Section 3.17 - Non-Profit Groups - Eligibility).
21. Once a group has been found eligible, the Terms and Conditions and policy applicable to each type of licence must be followed.

SUBJECT: AGRICULTURAL FAIR OR EXHIBITION - ELIGIBILITY

POLICY:

Groups, such as agricultural societies or exhibition boards, that conduct annual fairs, exhibitions or rodeo or chuckwagon events, may be eligible for licensing.

STANDARDS:

1. An agricultural society or exhibition board must appear as "in good standing" on the list of Registered Agricultural Societies issued by the Department of Agriculture.
2. In a municipality where an agricultural society or exhibition board does not exist or is inactive, an established registered rodeo association or chuckwagon association on an annual circuit may be eligible for licensing. The group must be incorporated and operated as a non-profit organization for the benefit of the community and it must operate on its own grounds.
3. In a municipality where an agricultural society, exhibition board, rodeo or chuckwagon association do not exist or are inactive, and there is a record of an annual fair in the municipality that is operated by an established charitable group, the charitable group that operates the annual fair may be eligible for licensing.
4. The gaming licence will normally only be issued for the duration of the event.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. If the Board of an agricultural society or exhibition applies for licensing, the Regulatory Division shall confirm with Alberta Agriculture (telephone: 780/427-4311) that the applicant appears on its list of societies in good standing.

SUBJECT: AGRICULTURAL FAIR OR EXHIBITION - ELIGIBILITY

3. If a rodeo or chuckwagon association applies for licensing, the Regulatory Division shall confirm:
 - a) an agricultural society or exhibition board in its municipality does not exist or is inactive;
 - b) that it is recognized by a governing body as part of an annual circuit for its event;
 - c) that it is incorporated as not-for-profit and to provide community benefit, and has a record of providing community benefit;
 - d) that it owns or has control of its own grounds where the event will take place; and
 - e) gaming proceeds will not be used for social activities, but will be spent on operating the annual rodeo or chuckwagon event and/or will be spent on other approved uses to benefit the community.
4. If a charitable group applies for licensing to run an annual event, the Regulatory Division shall confirm:
 - a) an agricultural society, exhibition board, rodeo or chuckwagon association in its municipality does not exist or is inactive;
 - b) that it is incorporated as not-for-profit and to provide community benefit, and has a record of providing community benefit;
 - c) that it owns or controls its own grounds where the event will take place;
 - d) it has a record of successfully operating the annual fair or exhibition in its community; and
 - e) gaming proceeds will not be used for social activities or for non-gaming prizes, but will be spent on operating the annual fair and/or will be spent on other approved uses to benefit the community.
5. The Regulatory Division shall conduct a Gaming Licensing System (GLS) search using the group's location to determine whether an agricultural society, exhibition board, or rodeo or chuckwagon association exists in a particular municipality.

SUBJECT: AID OF THE DISTRESSED - ELIGIBILITY

POLICY:

Groups that have identified specific issues of social concern and actively work to address these issues by providing a social service and/or educational program may be eligible for licensing.

STANDARDS:

1. Groups that provide educational, counselling and/or information programs to the community may be eligible for licensing.
2. Groups that provide the necessities of life, for example homeless shelters, battered women/children's shelters, youth shelters, food banks and soup kitchens, may be eligible for licensing.
3. Groups that are primarily commercial enterprises providing through their facilities or programs a public service or community benefit are not charitable.
4. Groups formed for the primary purpose of lobbying to change government policy are not eligible.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall determine what fees, if any, are charged for the group's programs or services, and the purpose of the fees. If the fees are used to generate income for the group's membership or other parties, the group will be ineligible for gaming licensing. If the fees are used strictly on a cost-recovery basis, the group may be eligible for licensing.
3. The Regulatory Division shall ensure the group's programs or services provide a community benefit and do not include lobbying activities with government.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: ARTS GROUPS - ELIGIBILITY

POLICY:

Non-profit groups that actively deliver an arts program or activity to the public in the visual arts, the literary arts, the media arts and the performing arts may be eligible for licensing.

STANDARDS:

1. To be eligible for gaming licences, the group delivering the arts program or activity must:
 - a) actively encourage the public's participation in the program;
 - b) give the public opportunities to participate in the program;
 - c) promote the program or activity to the community; and
 - d) provide a public performance of the program or activity or provide training to the public in the program or activity.
2. Groups whose programs or activities do not provide a benefit to the public are not eligible for licensing. The process of creating original works of art does not constitute the delivery of a charitable program.
3. Groups that deliver and/or operate public facilities in which visual, literary, or performing arts activities are undertaken may be eligible for licensing.
4. Groups that engage in art events or activities which generate income for the personal gain of the group's membership or others are not eligible for licensing.
5. Groups charging a reasonable fee for admission when delivering their program(s) to the public, may be eligible for licensing as long as the revenues generated from admission fees or ticket sales are only used to cover the costs of production.
6. Groups may use gaming proceeds to pay salaries, wages or fees of qualified professional artists if the duties:
 - a) performed are essential to the group's charitable program delivery;

SUBJECT: ARTS GROUPS - ELIGIBILITY

- b) are performed by a person with specialized qualifications; and
- c) cannot be reasonably performed by a volunteer.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the programs or services offered by the group to ensure they are not being used exclusively by the group's members for the purpose of professional development.
3. The Regulatory Division shall review the details of the group's public performances/exhibits held during the past 24 months for casino applicants and for the past 12 months for bingo applicants and applicants for a raffle with a total ticket value more than \$100,000.00. The details include the dates, locations, advertisements, attendance, admission fees and expenses associated with each event.

CHARITABLE GAMING

**SUBJECT: ASSOCIATIONS OF EMPLOYEES, OCCUPATIONS, OR
PROFESSIONS - ELIGIBILITY**

POLICY:

Groups formed by a group of employees or those founded upon a common occupation or profession with membership open to the general public, for the primary purpose of providing a charitable program or service which benefits the community, may be eligible for licensing.

STANDARDS:

1. Organizations formed by a group of employees or those founded upon a common occupation or profession, that are structured principally for self-help, personal benefit or the welfare of its membership are not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's by-laws to ensure the rules for membership allow for a broad base of volunteer members from the community.
3. The Regulatory Division shall review the programs or services offered by the group to ensure they provide a community benefit and are not being used exclusively by the group's members for the purpose of professional development.

SUBJECT: CHAMBER OF COMMERCE/BOARD OF TRADE - ELIGIBILITY

POLICY:

Chamber of Commerce/Board of Trade groups in municipalities where a service club or community league/association does not exist, and the chamber or board serves the purpose of operating community programs or services, may be eligible for licensing.

STANDARDS:

1. Groups formed for the improvement and advancement of trade, commerce and the economic and civic welfare of an area are not eligible for licensing.
2. Groups formed to promote social activities in an area are not eligible for licensing (e.g. fireworks, public breakfasts, etc.).

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall conduct a Gaming Licensing System (GLS) check using the group's location to determine whether any service clubs or community leagues/associations are licensed in the community. If there are service clubs or community leagues/associations licensed in the community the group will not be eligible for licensing.
3. The Regulatory Division shall ensure the group's programs or services provide a community benefit and are not intended to promote trade, commerce or the economic or civic welfare of the community.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: CHILDREN'S GROUPS - ELIGIBILITY

POLICY:

Groups that deal with children, are not a commercial enterprise, and have identified specific issues of social concern and actively address these issues by providing a variety of social services and educational programs for them, may be eligible for licensing.

STANDARDS:

1. Non-profit child care groups holding government daycare licences in good standing may be eligible for gaming licensing under the following conditions:
 - a) the group's child care application process is open to parents or guardians in the community at large;
 - b) the group has a waitlist process that is open to all parents or guardians in the community at large; and
 - c) the group complies with the basic eligibility requirements as stated in Section 2.1 – Basic Eligibility.
2. Groups whose membership consists primarily of professionals providing children's services are not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 – Basic Eligibility, terms and conditions of licence and Board policies.
2. If a daycare group applies for a gaming licence, the Regulatory Division shall review the group's by-laws to ensure it is a non-profit entity.
3. If a daycare group applies for a gaming licence, the Regulatory Division shall contact the Child and Family Services Authority (CFSA) where the applicant is located to ensure the applicant group holds a government daycare licence in good standing. A list of the CFSA regions may be found at www.child.gov.ab.ca/cfsa/boundaries.

CHARITABLE GAMING

SUBJECT: CHILDREN'S GROUPS - ELIGIBILITY

4. The Regulatory Division shall ensure the group's programs provide a community benefit rather than serve the self-interest of the group's membership.

SUBJECT: COMMUNITY LEAGUES/ASSOCIATIONS - ELIGIBILITY

POLICY:

Groups that are incorporated as Community Leagues/Associations or groups which provide the same types of functions as Community Leagues/Associations may be eligible for licensing.

STANDARDS:

1. Groups that act as coordinating bodies for community leagues/associations (e.g. federation of community leagues/associations and area councils) are eligible for licensing.
2. Groups that act as an extension of any level of government (municipal, provincial or federal) are not eligible.
3. Groups formed primarily to raise funds for a number of charities in their community are not eligible.
4. Groups formed primarily to provide social activities for community members are not eligible.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's programs and services to ensure they are not programs or services normally provided by a level of government. Examples include landscaping and maintenance projects in municipally owned parks.
3. The Regulatory Division shall ensure the group's programs and services provide a community benefit and are not limited to recreational or social activities for its members.

SUBJECT: EDUCATION GROUPS - ELIGIBILITY

POLICY:

Volunteer educational groups within or affiliated with schools or educational institutions that enhance the educational opportunities of students may be eligible for licensing.

STANDARDS:

1. Public schools or educational institutions established by statute are not considered charities for the purpose of gaming licensing.
2. The school or institution affiliated with the group must be recognized by Alberta Learning.
3. If the group proposes to use the name of a school or educational institution, the group must obtain the written approval of the school's governing body. The proper authorities are:
 - a) Board of Governors of a University, College, Community College, etc;
 - b) President of a post secondary trade or vocational school such as NAIT, SAIT and Nor Quest College;
 - c) School board for high schools; and
 - d) Principal for junior high or elementary schools.
4. In order to raise funds for a school or educational institution, the group shall obtain the written approval of the school's governing body.
5. Only one group within or affiliated with an elementary, junior high or high school is eligible to have a casino licence at one time or a bingo licence at one time.
6. The program(s) offered by the group must be reasonably available to all students who qualify and wish to participate.
7. Groups that administer a legally established charitable trust fund in order to provide educational bursaries or scholarships to a broad based number of students may be eligible for gaming licensing.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: EDUCATION GROUPS - ELIGIBILITY

8. The proposed use of proceeds must include at least one of the following:
 - a) shall provide a specific educational experience for the students (such as field trips, athletic tournaments, cultural exchanges) which is not principally recreational or social in nature and which otherwise would not be available;
 - b) shall be used to purchase educational equipment and supplies (such as audio-visual equipment, athletic equipment, musical instruments, library books) which otherwise would be unavailable;
 - c) shall be used to provide educational bursaries or scholarships to a broad cross section of students as specified in Section 5.4 – Bursaries and Scholarships – Use of Proceeds; or
 - d) shall be used as approved for any bona-fide charitable or religious object or purpose.
9. Gaming proceeds must not supplement any aspect of the operational or capital budgets, such as employee salaries, wages and benefits, building additions, renovations and utilities, of any school or educational institution that is created by statute and has a statutory duty to provide services to the public.
10. The ownership of any educational assets purchased with gaming proceeds shall be vested in the school or educational institution.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 – Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall ensure the school or institution affiliated with the group is recognized by Alberta Learning by visiting the following websites:
 - a) elementary, junior high and high schools: www.learning.gov.ab.ca/ei/maps; or

SUBJECT: EDUCATION GROUPS - ELIGIBILITY

- b) post-secondary schools: www.learning.gov.ab.ca/college/postsec/system/postsecinst/postsecinst.asp
3. If the group is using the name of a school or educational institution, the Regulatory Division shall ensure the group has provided written approval of the school's governing body to use the school's name.
 4. The Regulatory Division shall ensure the group has provided written approval of the school's or educational institution's governing body to raise proceeds for the school.
 5. The Regulatory Division shall conduct a Gaming Licensing System (GLS) check using the group's school/institution name to determine whether any other groups affiliated with the school are licensed.
 6. The group must identify two or more members 18 years or older to be responsible for the licensed gaming activity. If there are no members 18 years or older in the group, the authorizing body shall appoint two adult individuals affiliated with the group. The two adults are responsible for the following:
 - a) submit application;
 - b) ensure Terms and Conditions of licence are complied with;
 - c) ensure gaming funds are used only for approved uses; and
 - d) ensure the required financial reports are submitted.
 7. The Regulatory Division shall review the criteria by which students are selected to participate in the group's activities or programs to ensure the activities or programs are reasonably available to all students who qualify and wish to participate. (The names, addresses and phone numbers of program participants may be required).

SUBJECT: ETHNO-CULTURAL GROUPS - ELIGIBILITY

POLICY:

Groups identifying themselves with a specific ethnic or national origin that preserve or enhance their heritage, traditions and cultures by offering educational programs or cultural activities to the community may be eligible for licensing.

STANDARDS:

1. Ethno-cultural groups organized solely to provide social or recreational activities for their members are not eligible for licensing.
2. Where a group maintains permanent facilities for its membership yet provides means of reasonable access to these facilities by the general community and is also involved in projects which are usually considered charitable, the group may use a maximum cumulative total of 50% of gaming proceeds for facilities and equipment. If the group provides facilities for community use which are not available elsewhere in the community, the Regulatory Division may adjust the foregoing percentage.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall ensure the group's programs and services provide a community benefit and are not limited to recreational or social activities for its members.
3. For groups that operate a facility, the Regulatory Division shall review:
 - a) the group's incorporation documents to ensure the group has the right under its by-laws to own or lease a facility which is available to the general public;
 - b) the facility ownership or lease documents to ensure the group has the responsibility and legal right to operate the facility;

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: ETHNO-CULTURAL GROUPS - ELIGIBILITY

- c) the group's balance sheets and income statements for the past two years to ensure any fees charged to the public for the facility are not so prohibitive they will exclude members of the general public and to ensure the fees are charged on a cost-recovery basis and not for generating a profit;
 - d) the group's facility public admission procedures to ensure membership is not a requirement of public use, the hours of public use are reasonable and the hours of public use are advertised; and
 - e) a record of the public use of the facility to ensure the facility is available to the general public at least 50% of the time the facility is in operation (past two years for casino applicants and past one year for bingo applicants and applicants for raffles over \$100,000)
4. Due to the fact groups sharing the same ethno cultural origin may potentially be related, the Regulatory Division shall follow the Procedures listed under Section 3.19 - Related Groups, to ensure the group is not related to another licensed group.

SUBJECT: FUNDRAISING GROUPS - ELIGIBILITY

POLICY:

The Commission may find eligible specific fundraising groups such as:

- a) foundations and "friends of" groups that are incorporated for the purpose of aiding and supporting the charitable work of hospitals, schools and libraries, which are not eligible for licensing due to statutory or policy restraints; and
- b) community service groups (i.e. nationally chartered: service clubs, fraternal groups, and veteran's groups; and the United Way), that operate for the purpose of supporting community projects, community organizations and assisting needy individuals.
- c) Alberta based groups at the provincial or regional level that are recognized in the community for giving financial support to a range of unrelated arms-length organizations which provide charitable community programs, services or projects.

STANDARDS:

1. A group whose primary purpose is to fundraise through gaming events, as opposed to delivering a community service program, is not considered to be a charitable group and is not eligible for gaming licensing.

It is not sufficient that a group donates a percentage of gaming proceeds to a charitable organization; rather, it must be organized and structured for the purpose of delivering programs for community service or public benefit.

2. Support groups to hospitals, schools, libraries etc., must comply with the following standards in their proposed use of proceeds:
 - a) proceeds shall be spent on equipment, supplies, research or treatment which otherwise would be unavailable, or on any other approved bona-fide charitable or religious object or purpose;
 - b) proceeds must not supplement in any aspect the operational or capital budgets of any hospital/school/library that is created by

SUBJECT: FUNDRAISING GROUPS - ELIGIBILITY

statute and has a statutory duty to provide services to the public;
and

- c) the ownership of any equipment or supplies purchased with gaming proceeds shall be vested in the hospital/school/library the group was formed to support.
3. If the group proposes to use the name of a hospital/school/library, the group must obtain the written approval of the hospital's/school's/library's governing body. The proper authorities are:
- a) hospital: the applicable Regional Health Authority;
 - b) school: see Section 3.8, Standard 3; and
 - c) library: local public library board.
4. In order to raise funds for a hospital/school/library, the group shall obtain the written approval of the hospital's/school's/library's governing body.

PROCEDURES:

- 1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
- 2. The Regulatory Division shall ensure the group is delivering a community program or service. The group must provide a detailed description of its programs or services and a description of how these programs or services provide a benefit to the community or public.
- 3. The Regulatory Division shall review the group's by-laws to ensure it is associated with a hospital, school or library, or the group is a nationally chartered service club, fraternal group, veteran's group, or the United Way.
- 4. If the group is using the name of a hospital/school/library, the Regulatory Division shall ensure the group has provided written approval of the hospital's/school's/library's governing body to use its name.

CHARITABLE GAMING

SUBJECT: FUNDRAISING GROUPS - ELIGIBILITY

5. The Regulatory Division shall ensure the group has provided written approval of the hospital's/school's/library's governing body to raise proceeds on the school's/hospital's/library's behalf.
6. The Regulatory Division shall review the group's proposed use of gaming proceeds to ensure it complies to the criteria listed in Standard 3 above.
- 7. In determining eligibility under Subsection c) of this policy, the Regulatory Division shall ensure the applicant group's objects are provincial or regional in scope and that the group has provided written testimonials from at least two unrelated arms-length organizations acknowledging that they have received funds from the applicant group in support of their charitable programs or services.

SUBJECT: GOVERNMENT - ELIGIBILITY

POLICY:

Groups that deliver programs for community service or public benefit and demonstrate a clear separation in funding and governance from publicly funded programs may be eligible for licensing.

STANDARDS:

1. Groups created by public statute or other legislative instrument (e.g. a motion passed at a municipal council meeting) are normally considered a publicly governed body, and are not normally eligible for licensing.
2. Groups funded from tax revenue are considered to be a publicly funded body if the funds are granted on terms or conditions that specify the funds be used to provide programs or services that government has a statutory duty to provide, unless the group provides other charitable programs or services that provide a significant community benefit.
3. If any level of government exerts internal control or influence over a group by appointing a majority of the group's members and/or appointing a majority of the group's executive and/or board of directors, the group will not normally be eligible for licensing.
4. Notwithstanding the above, any group that, in the opinion of the Board:
 - a) receives or has received public funds directly or indirectly; or
 - b) is not sufficiently separated from a group not eligible for licensing that receives or has received public funds; or
 - c) is too closely connected with any level of government; or
 - d) for any other reason is an inappropriate group,the group is not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: GOVERNMENT - ELIGIBILITY

standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.

2. The Regulatory Division shall review the manner in which the group was established. The group should be conceived and founded by volunteer members.
3. The Regulatory Division shall review the group's programs or services to ensure they are not programs or services normally provided by a level of government.
4. The Regulatory Division shall review the group's balance statements and income statements for the past two years to determine whether any funding was received from government sources, whether directly or indirectly. Any special terms and conditions attached to government grants shall also be examined to ensure compliance with Standard 2 above.
5. The Regulatory Division shall review the group's by-laws to determine if more than 25% of the members are appointed by a level of government or if a level of government appoints more than 25% of the members to the group's executive and/or board of directors. The membership should be voluntary and the executive democratically elected from its volunteer base.

SUBJECT: HISTORICAL RESOURCE GROUPS - ELIGIBILITY

POLICY:

Groups engaged in activities that provide the general public access to our historical resources, such as museums and historical book committees may be eligible for licensing.

STANDARDS:

1. Groups that develop public programs for the purpose of providing access to historical resources may be eligible for gaming licences.
2. Groups who develop and operate public facilities for the purpose of providing access to historical resources may be eligible.
3. Groups whose activities primarily involve the social, recreational, hobby, commercial or professional interests of its members are not considered charitable and not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's objects to ensure they are not focussed on self-interest.
3. The Regulatory Division shall review the admission procedures to a group's facility and a record of the public's use of the facility to ensure the general public has reasonable access to the facility.
4. If the group operates a public facility, the Regulatory Division shall review the group's balance sheet and income statement for the past two years to ensure any fees charged to the public are strictly on a cost-recovery basis.

SUBJECT: HOBBY/SOCIAL GROUPS - ELIGIBILITY

POLICY:

Groups whose programs provide education and information programs to members of the public may be eligible for licensing.

STANDARDS:

1. Groups that are primarily established to serve or further the self-interest of its members through the pursuit of leisure time activities based upon hobby, recreational or social activities are not eligible for licensing.
2. Groups whose programs support members' hobby, recreation or social interests are not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's objects to ensure they are not focussed on self-interest.
3. The Regulatory Division shall review the group's record of program or service delivery to ensure it provides a community benefit and is not limited to hobby, recreational or social activities for its members.

SUBJECT: LOBBY GROUPS - ELIGIBILITY

POLICY:

Groups that provide public education or counselling programs and liaise with government, while presenting a balance of the range of views on particular issues of public concern may be eligible for licensing.

STANDARDS:

1. In regards to this policy, lobby means conducting activities aimed at influencing or attempting to influence government in favour of a specific cause.
2. In regards to this policy, liaise means communicating for the purpose of establishing and maintaining mutual understanding and cooperation.
3. Groups formed to affect changes in public policy are not eligible for licensing.
4. Groups whose primary purpose is to lobby government are not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's record of program or service delivery to ensure it provides a community benefit and does not involve lobbying activities.

SUBJECT: MEDICAL/HEALTH AID & RELIEF GROUPS - ELIGIBILITY

POLICY:

Groups whose primary purpose is to assist those afflicted with a specific physical or mental disorder may be eligible for licensing.

STANDARDS:

1. Hospitals, health centres and for-profit medical facilities are not considered charities for the purpose of gaming licensing.
2. Groups structured as a "foundation" under the *Regional Health Authorities Act* may be eligible for licensing.
3. Groups that support medical research, health care facilities or are support groups for the handicapped may be eligible for licensing.
4. Groups organized to further the professional skills of a specific type of medical occupation serve the self-interest of their members and others associated with them and are not considered charitable for licensing purposes.
5. Groups affiliated with commercial interests, such as for-profit medical facilities, are not considered charitable for licensing purposes.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. If the group is a "foundation" established under Section 2 of the *Health Foundations Act*, the Regulatory Division shall ensure, as stated in Section 8(2) of the *Health Foundations Act*, the group's by-laws are approved by the Minister of Health and Wellness. Acceptable means of approval include a letter from the Minister or a Ministerial stamp of approval.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: MEDICAL/HEALTH AID & RELIEF GROUPS - ELIGIBILITY

3. Regulatory Division shall ensure the group's programs or services provide a community benefit and are not being used exclusively by the group's members for the purpose of professional development.

SUBJECT: NATURE CONSERVATION - ELIGIBILITY

POLICY:

Groups at the community or regional level that promote nature conservation through educational programs or the operation of public facilities may be eligible for gaming licensing.

STANDARDS:

1. Conservation groups that preserve, restore and improve wildlife and its habitat may be eligible for licensing.
2. The treatment of injured or damaged domesticated or wild animals, birds, insects or plants by volunteers provides a community service or public benefit and is eligible for licensing.
3. The treatment, support, breeding or promotion of animals, birds, insects or plants for commercial profit does not provide a community benefit and is not eligible for licensing.
4. The support of a particular breed or species of animal for hobby, recreational, social or commercial purposes is considered self-interest and is not eligible.
5. Conservation groups that conduct lobbying activities or advocate change to public policy are not considered charitable for licensing purposes.
6. Conservation groups affiliated with commercial activity such as the trapping or camping industry are not considered charitable for licensing purposes.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall ensure the group's programs and services provide a community benefit and do not include lobbying activities with

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: NATURE CONSERVATION - ELIGIBILITY

government or the hobby, recreational or social activities of its members.

3. The Regulatory Division shall examine the group's financial records to ensure no income was generated from commercial activity.

CHARITABLE GAMING

SUBJECT: NON-PROFIT GROUPS - ELIGIBILITY

POLICY:

A non-profit group that does not qualify for a gaming licence as a charity or religious group may be eligible for a licence to conduct a small raffle with a total ticket value of \$5,000.00 or less.

STANDARDS:

1. The authority for this type of licence is derived from Section 207(1)(d) of the Criminal Code. Groups licensed under this section are not eligible for any other type of gaming licence.
2. The applicant group is not required to be incorporated, but must be non-profit and have an elected executive.
3. All proceeds must be spent according to the Commission's guidelines regarding use of gaming proceeds.
4. The small raffle must be structured as follows:
 - a) the total ticket value must be \$5,000.00 or less;
 - b) the ticket price cannot exceed \$2.00;
 - c) retail value of a prize cannot exceed \$500.00;
 - d) ticket sales and draw must occur at a public place of amusement. This is defined as a building, hall, pavilion, place, premises, room, tent or structure where an amusement takes place; and
 - e) the raffle must meet all other requirements of Raffle Terms & Conditions, Total Ticket Value \$10,000.00 and Less and the group must submit a financial summary.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 – Basic Eligibility, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: NON-PROFIT GROUPS - ELIGIBILITY

2. An application made pursuant to Section 207(1)(d) of the *Criminal Code* is made through the local Registry Office on Form 5415.
3. If the applicant has not previously received a raffle licence, the applicant must first complete Form 5416 "Eligibility for Raffle Licence." Once the Regulatory Division has determined the applicant's eligibility, the applicant is notified and the applicant's name is entered on the "List of Organizations Eligible for Raffle Licence," which is distributed to all Registry Agent Offices. The applicant may then proceed with its raffle licence application at any Registry Agent Office.
4. An applicant found ineligible for a small raffle licence will be advised by letter. The letter, signed by the Manager, Licensing Support, will outline the reason(s) for the decision.
5. If the applicant group disagrees with the eligibility decision, it may respond in writing to the Manager, Licensing Support, outlining how the group meets Commission eligibility requirements for licence.
6. The Manager, Licensing Support, reviews the letter of appeal from the applicant group. If the applicant group is still found ineligible for licensing, it will be advised by a letter from the Director, Licensing and Charitable Gaming, outlining the reason(s) for the decision.
7. If the applicant disagrees with the decision of the Director, Licensing and Charitable Gaming, the applicant may request a Hearing before the Board pursuant to Section 94(1) GLA. The request must be made within 30 days of receipt of the letter from the Director, Licensing and Charitable Gaming.

CHARITABLE GAMING

SUBJECT: PROMOTIONAL GROUPS - ELIGIBILITY

POLICY:

A group that provides a charitable or religious program or service which provides a community benefit and engages in promotional activities to increase public awareness and participation in their programs or services, may be eligible for licensing.

STANDARDS:

1. A group that is primarily a promotional group with the objective of promoting activities in a specific area which benefits commercial enterprises and/or provides strictly social or recreational activity for members of the community, is not considered a charitable group and is not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's record of program delivery to ensure the programs or services provide a community benefit, and do not include promotional activities.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: RELATED GROUPS - ELIGIBILITY

POLICY:

For the purposes of bingo and casino licensing, branches, subsidiaries, auxiliaries or groups similarly affiliated with a charity are considered related to a charity. Only one of either the principal or affiliated groups may be licensed for a bingo or casino at a time.

STANDARDS:

1. Groups are considered "related" if one of the following factors apply:
 - a) membership in the affiliate group(s) is limited to members of the principal group;
 - b) the principal group appoints more than 25% of the affiliate group(s) directors or the affiliate group(s) appoints more than 25% of the principal group(s) directors;
 - c) decisions of the affiliate group(s) are subject to the approval of the principal group;
 - d) the principal group and affiliate group(s) have identical or similar services, programs and objectives and the intent of forming the affiliated group(s) was to obtain more gaming licences than the principal group might otherwise be permitted to obtain;
 - e) the majority of funds of either the principal or affiliate group(s) is given to the other group; and
 - f) the principal and affiliated group(s) donate to or use a majority of their funds in support of a common charity.
2. Groups that are not related in a manner identified in Standard 1 but share all of the following characteristics may be considered related for the purposes of bingo and casino licensing:
 - a) the principal group and affiliate group(s) share a common or overlapping executive;
 - b) the affiliated group(s) was created pursuant to the by-laws of the principal group;

SUBJECT: RELATED GROUPS - ELIGIBILITY

- c) the participants or beneficiaries of the principal and affiliated group(s) programs consist largely of the same persons; and
 - d) the principal group and affiliated group(s) share the same bank accounts.
3. For the purposes of this policy, "at a time" is defined as the time in which a licence is held by the principal, affiliated or otherwise related group. A bingo licence is issued to an eligible group for a two year period during which time the licensee holds a number of bingo events at a specified facility. A casino licence is issued to an eligible group at the time an eligible group is initially slotted at a casino facility and does not expire until the casino event is actually conducted. For example if a group is slotted for a casino 24 months prior to the actual event, the group is considered licensed for the full 24 month period.
4. Groups that have structures with provincial, regional, district and/or zone components are not considered related under this policy if all of the following circumstances prevail:
- a) each group is structured in accordance with Section 2.1 - Basic Eligibility;
 - b) each group actively delivers a charitable or religious program in the community and uses its proceeds to support these programs;
 - c) each group maintains separate gaming bank accounts;
 - d) written approval from the provincial governing body is included with each application for a gaming licence from the regional, district and/or zone groups.
5. Charitable or religious groups, such as amateur youth sports programs, operated under the auspices of a community league/association (where membership in the community league/association is a requirement to use the community league/association facilities) are not considered related under this policy.
6. Related groups that provide a common benefit to a large segment of the public, such as, boy scouts, 4H, post-secondary institutions etc., may be allocated a number of bingo and casino licences to be shared among the affiliated groups.

CHARITABLE GAMING

SUBJECT: RELATED GROUPS - ELIGIBILITY

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall conduct a Gaming Licensing System (GLS) search using the group's GLS class type and subclass type and the names of the executive members to identify affiliations with other groups that are licensed or have applications pending. The corporate documents, membership list, executive list, financial records, record of program delivery and information on the application form from the affiliated group(s) will be compared to the information submitted by the group to determine whether the groups are related according to the above noted standards.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: RELIGIOUS GROUPS - ELIGIBILITY

POLICY:

Religious groups, such as churches, parishes, congregations, and lay groups, involved in furthering religious principles or objectives may be eligible for licensing.

STANDARDS:

1. This Policy does not include lay groups with a religious affiliation involved in broad based charitable work in the community, although such groups may be eligible as a charitable group, e.g., Knights of Columbus.
2. Groups that make their programs available to the public, and not just their members, may be eligible for licensing.
3. Groups that operate and develop places of religious worship, offering regular religious services and instruction may be eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 – Basic Eligibility, terms and conditions of licence and Board policies.
2. If the group is a church the Regulatory Division shall ensure it is registered under the Societies Act, Religious Societies Land Act or Part 9 of the Companies Act.
3. The Regulatory Division shall review the group's schedule or program of religious services to ensure they are available to the general public and are offered on a regular basis.
4. The Regulatory Division shall review the group's services to ensure they offer a public benefit and are not strictly for members' self-interest.

SUBJECT: SENIOR CITIZENS GROUPS - ELIGIBILITY

POLICY:

Groups that provide programs and services to assist seniors in the community may be eligible for licensing.

STANDARDS:

1. A senior citizen group is one in which the majority of membership is sixty (60) years of age or older.
2. Groups that provide recreational and social programs to seniors so they remain active in the community may be eligible for licensing. The programs must be open to all seniors in the community who wish to participate.
3. A seniors' group that operates a facility in which all seniors in the community have reasonable access may be eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the membership list for each group, including the ages and date of birth, to ensure it is not an ineligible seniors group.
3. The Regulatory Division shall review the programs offered by the group to ensure they are not being used exclusively by group members.
4. For groups that operate a facility, the Regulatory Division shall review:
 - a) the group's incorporation documents to ensure the group has the right under its by-laws to own or lease a facility which is available to the general public;
 - b) the facility ownership or lease documents to ensure the group has the responsibility and legal right to operate the facility;

CHARITABLE GAMING

SUBJECT: SENIOR CITIZENS GROUPS - ELIGIBILITY

- c) the group's balance sheets and income statements for the past two years to ensure any fees charged to the public for the facility are not so prohibitive they will exclude members of the general public and to ensure the fees are charged on a cost-recovery basis and not for generating a profit;
- d) the group's facility public admission procedures to ensure membership is not a requirement of public use, the hours of public use are reasonable and the hours of public use are advertised; and
- e) a record of the public use of the facility to ensure the facility is available to the general public at least 50% of the time the facility is in operation (past two years for casino applicants and past one year for bingo applicants and applicants for raffles over \$100,000).

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: SPORTS GROUPS - ELIGIBILITY

POLICY:

Sports groups at the community or regional level that promote a charitable objective through the delivery of a structured and developmental amateur sports program to the public either on an individual or team basis may be eligible for gaming licensing.

STANDARDS:

1. Consistently the courts have held that sports by themselves are not charitable. The courts have found some sports activity to be charitable due to the object sought to be advanced and the character of the intended beneficiary. For example, sports has been recognized as part of the education of the young, and as therapy and relief of suffering for the disabled, which are themselves recognized as charitable activities. The provision of sports facilities for public use has also been recognized as charitable.
2. In regards to this policy:
 - a) adult sports groups refer to groups where 25% or more of its membership or participants are 22 to 59 years of age;
 - b) disabled sports groups refer to groups where 75% or more of its membership or participants are disabled;
 - c) senior sports groups refer to groups where a majority of its membership or participants are 60 years of age or older; and
 - d) youth sports groups refer to groups where 75% or more of its membership or participants are 21 years of age or younger.
3. A structured and developmental amateur sports program contains the following characteristics:
 - a) the program is delivered by a group which operates with the approval and support of a governing body;
 - b) there is a published set of rules and regulations established by the sport's governing body;

SUBJECT: SPORTS GROUPS - ELIGIBILITY

- c) there is an official schedule which shows the dates of sanctioned games or events for a specific season or year;
 - d) the program utilizes accredited coaches recognized by the sport's governing body;
 - e) the games or competitions are refereed or judged by officials approved by the sport's governing body;
 - f) there are different age classifications or classifications of skill level for the participants;
 - g) the participants have the opportunity to be promoted to a higher classification category according to their age or skill level; and
 - h) the participants are not paid, directly or indirectly, for their participation.
4. A sport group may be recognized as a governing body if it has the following mandatory characteristics and a majority of the following non-mandatory characteristics:
- a) Mandatory Characteristics:
 - i) it facilitates the establishment and participation of clubs for its particular sport in the province;
 - ii) it establishes and maintains rules of play and operational regulations, such as disciplinary, arbitration and appeal process guidelines for disputes, for the sport in the province; and
 - iii) it provides programs and services, such as group insurance, safety programs and equipment and uniform purchases, for the sport's participants in the province.
 - b) Non-Mandatory Characteristics:
 - i) it provides training of coaches and officials for the sport in the province;
 - ii) it provides a unified representative voice for the particular sport in the province; and

SUBJECT: SPORTS GROUPS - ELIGIBILITY

- iii) it is recognized as a governing body by Sport Canada and/or the Alberta Sport, Recreation, Parks & Wildlife Foundation.
5. Disabled, senior and youth sports groups may be eligible for licensing if they:
- a) deliver a structured and developmental amateur sports program as defined in Standard 3;
 - b) comply with the basic eligibility requirements as stated in Section 2.1 – Basic Eligibility; and
 - c) use all of their gaming proceeds on disabled, senior and/or youth programs.
6. An adult sports group is not normally eligible for gaming licensing if the only programs it provides are for adults.
7. An adult sports group with a youth component may be eligible for licensing if:
- a) the group is able to demonstrate its programs are open, advertised and promoted to the general public;
 - b) the group complies with the basic eligibility requirements as stated in Section 2.1 – Basic Eligibility;
 - c) the group actively delivers a structured and developmental youth program in the same sport activity as its adult component. A youth program is defined as a program comprised of a minimum of 75% youth competing against or participating with other youth; and
 - d) the group uses at least 50% of its gaming proceeds on its youth programs (the remainder of the proceeds may be used on the adult programs).
8. An adult sports group with a disabled or seniors component may be eligible for licensing if:
- a) the group is able to demonstrate its programs are open, advertised and promoted to the general public;
 - b) the group complies with the basic eligibility requirements as stated in Section 2.1 – Basic Eligibility;

SUBJECT: SPORTS GROUPS - ELIGIBILITY

- c) the group actively delivers a structured and developmental disabled or seniors program in the same sport activity as its adult component. A disabled program is defined as a program comprised of a minimum of 75% disabled participants competing against or participating with other disabled participants. A seniors program is defined as a program comprised of a majority of seniors competing against or participating with other seniors.
 - d) the group uses all of its gaming proceeds on its disabled and/or seniors programs.
9. An adult sports group may be eligible for licensing if the Board determines at hearing that the public benefit to the community derived from the adult sports program is of such importance that it warrants an exception to the policy that adult sports groups providing only programs for adults are not eligible for gaming licensing.
10. Sports groups affiliated with a post-secondary institution are eligible for licensing if the group's members or participants are registered students at the institution and the group's athletic program is administered under the auspices of the institution's athletic department.
11. A group that operates an athletic or recreational facility may be eligible for licensing if:
- a) the general public has the right to make use of the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable. Membership cannot be a requirement for public use; or
 - b) the facility is used by sports teams and/or participants representing a significant segment of the community.
12. A governing body responsible for the delivery of a structured and developmental amateur sports program for youth, disabled and/or seniors may be eligible for gaming licensing if:
- a) it meets the criteria for recognition of a governing body outlined in Standard 4; and
 - b) gaming proceeds are only spent on the youth, disabled and/or seniors programs.

SUBJECT: SPORTS GROUPS - ELIGIBILITY

13. A governing body responsible for the delivery of a structured and developmental amateur sports program with adult and youth components may be eligible for licensing if:
 - a) it meets the criteria for recognition of a governing body outlined in Standard 4; and
 - b) at least 50% of its gaming proceeds are used on youth programs (the remainder of the proceeds may be used on the adult programs).
14. A governing body responsible for the delivery of a structured and developmental amateur sports program with adult and disabled and/or seniors components may be eligible for licensing if:
 - a) it meets the criteria for recognition of a governing body outlined in Standard 4; and
 - b) all of its gaming proceeds are used on disabled or seniors programs.
15. Single teams are considered "self-interest" and not normally eligible for gaming licensing. However, if a team represents the most senior level of competitive activity for the sport in a municipality, it may be eligible for gaming licensing if:
 - a) 75% of its players are 21 years of age or under;
 - b) the team is a member of a league sanctioned by the sport's governing body;
 - c) the team is not represented by a local association for the particular sport; and
 - d) the team supports the development of athletes in lower levels of the sport in the community (for example coaches clinics and/or youth development camps).
16. Groups that are formed to promote the individual leisure-time, recreational or social interests of its members, with activities focussed around participation in sporting events are not eligible for gaming licensing.

SUBJECT: SPORTS GROUPS - ELIGIBILITY

17. Non-profit sports groups that are not eligible for charitable gaming licensing under this policy may be eligible for a small raffle licence as per Section 207(1)(d) of the Criminal Code.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 – Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall review the group's record of program delivery to ensure the programs are open, advertised and promoted to the general public and there is a structured and developmental program for youth, the disabled and/or seniors.
3. Groups have to demonstrate they provide a structured and developmental amateur sports program by submitting the following:
 - a) a letter of recognition by the governing body of each sport delivered by the group indicating the governing body's approval and support of the group;
 - b) a published set of rules and regulations for the sport;
 - c) an official schedule of the games or events for a specific season or year;
 - d) a list of accredited coaches;
 - e) a list of referees or judges approved by the governing body; and
 - f) a list of the different classifications of skill level for the players or competitors and a written description of how they have the opportunity to be promoted to a higher classification.
4. For groups affiliated with a post-secondary educational institution, the group must submit the following in writing from the institution's Board of Governors or President:
 - a) confirmation that the group's athletic program is administered with the approval and support of the institution's athletic department;

SUBJECT: SPORTS GROUPS - ELIGIBILITY

- b) approval of the proposed gaming licence; and
 - c) confirmation that the group's members or participants are registered students at the post-secondary institution.
5. For groups that operate a facility, the Regulatory Division shall review:
- a) the group's incorporation documents to ensure the group has the right under its by-laws to own or lease a facility which is available to the general public;
 - b) the facility ownership or lease documents to ensure the group has the responsibility and legal right to operate the facility;
 - c) the group's balance sheets and income statements for the past two years to ensure any fees charged to the public for the facility are not so prohibitive they will exclude members of the general public and to ensure the fees are charged on a cost-recovery basis and not for generating a profit;
 - d) the group's facility public admission procedures to ensure membership is not a requirement of public use, the hours of public use are reasonable and the hours of public use are advertised; and
 - e) a record of the public use of the facility to ensure the facility is available to the general public at least 50% of the time the facility is in operation (past two years for casino applicants and past one year for bingo applicants and applicants for raffles over \$100,000); or
 - f) the list of teams or participants that use the facility which represent a significant segment of the community.
6. For groups that are applying as a governing body, the following information must be submitted:
- a) by-laws that provide for the establishment of clubs at the district or local level to administer the sport's program;
 - b) a list of leagues, teams, and/or competitions the group is responsible for coordinating;
 - c) a set of rules and regulations for the group's sport; and
 - d) a list of programs and services the group provides.

SUBJECT: SPORTS GROUPS - ELIGIBILITY

For groups that are applying as a governing body, the following optional information may also be submitted:

- e) a list of accredited coaches recognized by the group; and
 - f) a letter of recognition from Sport Canada and/or the Alberta Sport, Recreation, Parks and Wildlife Foundation.
7. A single team representing the most senior level of competitive activity in a municipality must submit the following when applying for a licence:
- a) the names, ages, date of birth, address and telephone numbers of its players. Regulatory Division must ensure at least 75% of the players are 21 years of age or under;
 - b) written confirmation from the sport's governing body recognizing the team as a member of an accredited league;
 - c) an official schedule of the games or events in which the team will be participating in for the current season or year; and
 - d) a record of the coaches clinics and/or youth development camps sponsored by the team during the past year.

SUBJECT: UMBRELLA GROUPS - ELIGIBILITY

POLICY:

An umbrella group that provides support to other charitable groups and that also has responsibility for direct active delivery of charitable or religious programs or services to the community may be eligible for licensing. Umbrella groups that have joint responsibility with charitable groups for the direct delivery of programs or services to the general public, and actively contribute resources necessary to the delivery of these programs and services may also be eligible for licensing, e.g., governing bodies of eligible amateur sports leagues. (Note: "Necessary" means the program or service cannot be delivered to the community in the absence of the resources).

STANDARDS:

1. An umbrella group is an organization formed to provide support services to a number of charitable groups who share a common objective in delivering their programs and services in the community.
2. An umbrella group that is formed primarily to provide support to a number of charitable groups is not eligible for licensing.
3. A group formed to provide administrative services to a number of charities or religious groups is not eligible for licensing.
4. A group formed to provide resources, training or consultation services to assist charitable and religious groups in the delivery of their programs or services to the community is not eligible for licensing.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall examine the group's record of program or service delivery to ensure it provides a community benefit and is not limited to providing administrative, training or consultation services to a number of groups.

CHARITABLE GAMING

SUBJECT: UMBRELLA GROUPS - ELIGIBILITY

3. For umbrella groups that have joint responsibility with charitable groups to deliver programs or services to the general public, the Regulatory Division shall ensure there is a document authorizing joint responsibility for program delivery.

4. For umbrella groups that have joint responsibility with charitable groups to deliver programs or services to the general public, the Regulatory Division shall ensure the umbrella group contributes resources that are necessary for program delivery, e.g., instruction, equipment.

SUBJECT: VETERANS, SERVICE & FRATERNAL GROUPS - ELIGIBILITY

POLICY:

Groups established on the basis of a national charter and whose general objectives relate to activities that provide community benefit, and "auxiliaries" of such groups, may be eligible for licensing.

STANDARDS:

1. Auxiliary veteran, service and fraternal groups, such as Royal Canadian Legion Ladies Auxiliary groups and Fraternal Order of Eagles Ladies Auxiliary groups, are groups formed in connection with the principal group and whose purposes and objects conform to those of the principal group.
2. Auxiliary groups whose primary purpose is to fundraise for the principal group are not considered charitable groups eligible for licensing.
3. Auxiliary groups that support community projects, organizations and needy individuals which are not the same as those supported by the principal group may be eligible for licensing.
4. Groups whose activities primarily provide recreational or social activities for its members are not eligible for licensing.
5. Where a group maintains permanent facilities for its membership yet provides a means of reasonable access to these facilities by the general community and is also involved in projects which are usually considered charitable, the group may use a maximum cumulative total of 50% of gaming proceeds for facilities and equipment. If the group provides facilities for community use which are not available elsewhere in the community, the Commission may adjust the foregoing percentage.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.

CHARITABLE GAMING

SUBJECT: VETERANS, SERVICE & FRATERNAL GROUPS - ELIGIBILITY

2. If the applicant is an auxiliary group, the Regulatory Division shall ensure the group delivers community service programs and that the programs are not the same as those delivered by the principal group.
3. The Regulatory Division shall ensure the group's programs and services provide a community benefit and are not limited to the recreational or social activities of its members.
4. The Regulatory Division shall review the group's facility ownership and rental or lease documents, the group's procedures for member and public admission to the facility and record of public use of the facility to ensure compliance with Standard 5 above.

SUBJECT: YOUTH GROUPS - ELIGIBILITY

POLICY:

Groups that provide youth development programs and services in the community, such as the teaching of leadership, citizenship and community development skills, may be eligible for licensing.

STANDARDS:

1. If the group does not have at least two members 18 years or older who are prepared to sign the application and financial report documents and to assume responsibility for the proper conduct of the gaming event, the group cannot be licensed.
2. Sponsoring committees or support groups may be licensed on behalf of youth groups involving minors, as long as the sponsoring group is adequately incorporated in accordance with Section 2.1 - Basic Eligibility and has the written approval of the governing body of the youth group.
3. The programs or services offered by the group are reasonably available to all youth in the community who qualify and wish to participate.

PROCEDURES:

1. The Regulatory Division shall examine the group's application and supporting documents to ensure compliance with above policy, above standards, the policy and standards of Section 2.1 - Basic Eligibility, terms and conditions of licence and Board policies.
2. The Regulatory Division shall ensure there are two members of the group 18 years or older who are signing the application, are prepared to sign the financial report documents, and are assuming responsibility for properly conducting the gaming event.
3. The Regulatory Division shall ensure the applicant provides the written approval of any existing governing body of the youth group prior to licensing.
4. The Regulatory Division shall review the criteria by which youth are selected to participate in the group's activities or programs to ensure the

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: YOUTH GROUPS - ELIGIBILITY

programs or services offered are reasonably available to all youth in the community (the names, addresses and phone numbers of program participants may be required).

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: GENERAL - USE OF GAMING REVENUE

POLICY:

Gaming revenue shall only be spent on approved prizes, approved expenses and on charitable or religious purposes approved by the Commission.

STANDARDS:

1. Gaming revenue is the total income from sales of games of chance at licensed gaming events.
2. The licensee shall comply with Board policy including the terms and conditions for prizes, expenses and use of proceeds which are provided in terms and conditions for each type of gaming licence issued: Bingo Licensee Terms & Conditions; Bingo Terms & Conditions and Operating Guidelines; Casino Terms & Conditions and Operating Guidelines; Pull-Ticket Terms & Conditions; Raffle Terms & Conditions; and Sports Drafts Terms & Conditions.
3. Prizes, expenses and proposed use of proceeds that do not comply with terms and conditions of licence and Board policy shall not be approved.
4. Changes to approved prizes, expenses and use of proceeds after the licence is issued must be submitted in writing to the Licensing Support Section for approval. The submission must be made prior to the group disbursing any funds on the requested change. Two executive members of the licensed group must sign the request for approval to make changes.
5. Gaming revenue, less approved cash prizes awarded at the licensed event, shall be deposited into the licensed group's designated gaming account. (Note: Separate bank accounts must be established for each gaming type).
6. All payments from the gaming account for approved prizes (excluding cash prizes awarded at the licensed event), approved expenses and approved charitable or religious purposes shall be made by cheque,

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: GENERAL - USE OF GAMING REVENUE

normally payable directly to the vendor or supplier. All cheques shall be signed by two current members of the group's executive.

7. The Commission shall forward gaming financial reports to the licensed group. Groups have 60 days from the mail out date to complete and return the reports. If the total receipts for the licensed period exceed \$10,000.00, copies of bank statements, cancelled cheques, invoices and receipts must also be submitted with the financial report.
8. The books and records of a gaming licensee are subject to review and/or audit by the Commission. The areas normally subject to an audit will include, but not be limited to:
 - a) books of original entry (including computerized records);
 - b) bank statements and cancelled cheques;
 - c) invoices;
 - d) event control and summary sheets;
 - e) contracts, agreements or similar documents;
 - f) payroll records;
 - g) income tax and goods and services tax returns;
 - h) minutes of Annual General Meeting (AGM) and executive meetings;
 - i) by-laws;
 - j) external accountant's/auditor's working paper files;
 - k) annual (audited) financial statements; and
 - l) the business and financial records (as outlined above) of any entity (including but not limited to Societies, Non-profits, Associations, Community Leagues, Corporations, Partnerships, Limited Partnerships, Joint Ventures, Proprietorships, etc.) that is associated with the licensee and/or an executive or board member of the licensee in receipt of any of the licensee's gaming proceeds either directly, indirectly or through a series of transactions. (NOTE: Associated is defined as per Section 1(7) GLR).

CHARITABLE GAMING

SUBJECT: GENERAL - USE OF GAMING REVENUE

9. Groups that are directed by the Board to donate gaming proceeds shall provide the Regulatory Division with a list of up to five charitable or religious groups. These groups must be in good standing with the Commission, not currently subject to an eligibility review or audit, and not deemed related to other licensed groups in the Regulatory Division. The Regulatory Division will select one or more of these five charitable or religious groups to receive the gaming proceeds.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed prizes, proposed expenses and proposed use of proceeds and approve those which comply with the above policy and standards, terms and conditions of licence and Board policies.
2. If a proposed use of gaming revenues on the application form is not approved by Licensing Support staff, the applicant is advised in writing the proposal is not approved.
3. If there is a proposed change to the use of revenues after the licence has been issued, and the proposed change is not approved by the Licensing Support staff, the licensee is advised in writing by a Licensing Support Supervisor that the request has not been approved.
4. If the applicant group or licensee disagrees with the decision of Licensing Support staff or the Licensing Support Supervisor, it may appeal the decision in writing to the Manager, Licensing Support.
5. The Manager, Licensing Support, reviews the letter of appeal from the applicant group or licensee. If the proposed use of revenues is not approved, the applicant or licensee will receive a letter, signed by the Manager, Licensing Support, outlining the reason for the decision.
6. If the applicant group or licensee disagrees with the decision of the Manager, Licensing Support, it may appeal the decision in writing to the Director, Licensing and Charitable Gaming.
7. The Director, Licensing and Charitable Gaming, reviews the letter of appeal from the applicant group or licensee. If the proposed use of revenues is not approved, the applicant or licensee will receive a letter,

CHARITABLE GAMING

SUBJECT: GENERAL - USE OF GAMING REVENUE

signed by the Director, Licensing and Charitable Gaming, outlining the reason for the decision.

8. If the applicant group or licensee disagrees with the decision of the Director, Licensing and Charitable Gaming, it may appeal the decision in writing to the Executive Director, Regulatory Division.
9. The Executive Director, Regulatory Division, reviews the letter of appeal from the applicant group or licensee. If the proposed use of revenues is not approved, the applicant or licensee will receive a letter, signed by the Executive Director, Regulatory Division, outlining the reason for the decision.
10. If the applicant group or licensee disagrees with the decision of the Executive Director, Regulatory Division, the applicant or licensee may request a Hearing before the Board pursuant to Section 94(1) GLA. The request must be made within 30 days receipt of the letter from the Executive Director, Regulatory Division.
11. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming revenue have been approved.
12. If the Financial Review Section determines a group has disbursed gaming funds on a non-approved use of gaming revenue, the group shall be notified in writing by the Team Leader, Financial Review, to re-deposit the funds.
13. If the licensee disagrees with the decision of the Team Leader, Financial Review, it may appeal the decision in writing to the Manager, Financial Review.
14. The Manager, Financial Review, reviews the letter of appeal from the licensee. If the appeal is rejected, the licensee will receive a letter, signed by the Manager, Financial Review, outlining the reason for the decision.
15. If the licensee disagrees with the decision of the Manager, Financial Review, it may appeal the decision in writing to the Director, Licensing and Charitable Gaming.

CHARITABLE GAMING

SUBJECT: GENERAL - USE OF GAMING REVENUE

16. The Director, Licensing and Charitable Gaming, reviews the letter of appeal from the licensee. If the appeal is rejected, the licensee will receive a letter, signed by the Director, Licensing and Charitable Gaming, outlining the reason for the decision.
17. If the licensee disagrees with the decision of the Director, Licensing and Charitable Gaming, it may appeal the decision in writing to the Executive Director, Regulatory Division.
18. The Executive Director, Regulatory Division, reviews the letter of appeal from the licensee. If the appeal is rejected, the licensee will receive a letter, signed by the Executive Director, Regulatory Division, outlining the reason for the decision.
19. If the licensee disagrees with the decision of the Executive Director, Regulatory Division, the licensee may request a Hearing before the Board pursuant to Section 94(1) GLA. The request must be made within 30 days receipt of the letter from the Executive Director, Regulatory Division.
20. If any issues of a financial nature require further review, the Financial Review Section may refer the matter to the Inspections Branch, Forensic Audit Branch and/or the Investigations Branch of the Regulatory Division as appropriate depending upon the nature of the issue.
21. The Financial Review Section shall ensure gaming revenue is deposited into the licensee's designated gaming account.
22. The Financial Review Section shall ensure all disbursements from the designated gaming account for approved purposes are made by cheque signed by two current members of the group's executive and are supported by receipts or vouchers.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: PRIZES - USE OF GAMING REVENUE

POLICY:

Gaming revenue shall only be used to pay for prizes which have been approved by the Commission.

STANDARDS:

1. Prizes are anything of value, such as money, property, merchandise or services, that a player of a game of chance, played during a licensed gaming event, has a chance to win.
2. Standards for bingo event prizes are specified in the Bingo Licensee Terms & Conditions and the Bingo Terms & Conditions and Operating Guidelines.
3. Standards for casino event prizes are specified in the rules of play for each approved game in Casino Terms & Conditions and Operating Guidelines.
4. Standards for pull ticket prizes are specified in the Pull Ticket Terms & Conditions and the Bingo Terms & Conditions and Operating Guidelines.
5. Standards for raffle prizes are specified in the Raffle Terms & Conditions.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed prizes and approve those which comply with above policy, above standards, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming revenue used for prizes have been approved and comply with above policy, above standards, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: GAMING EVENT EXPENSES - USE OF GAMING REVENUE

POLICY:

Gaming revenue may be used to pay gaming event expenses which have been approved by the Commission.

STANDARDS:

1. Gaming event expenses are the costs incurred by the licensed group to operate a gaming event.
2. Standards for bingo event expenses are specified in the Bingo Terms & Conditions and Operating Guidelines and the Bingo Licensee Terms & Conditions.
3. Standards for casino event expenses are specified in the Casino Terms & Conditions and Operating Guidelines and in the Casino Licensee Terms & Conditions.
4. Standards for pull ticket event expenses are specified in the Pull Ticket Terms & Conditions and the Bingo Terms & Conditions and Operating Guidelines.
5. Standards for raffle event expenses are specified in the Raffle Terms & Conditions, Total Ticket Value More Than \$10,000 and the Raffle Terms & Conditions, Total Ticket Value \$10,000 and Less.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed event expenses and approve those which comply with above policy, above standards, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming revenue used for event expenses have been approved and comply with above policy, above standards, terms and conditions of licence and Board policies.

SUBJECT: GENERAL - USE OF PROCEEDS

POLICY:

Gaming proceeds shall only be spent on charitable and religious purposes approved by the Commission.

STANDARDS:

1. Gaming proceeds are funds remaining from total gaming event revenue after the payment of approved prizes and approved gaming event expenses, and the commission for charities at whose licensed gaming events the Commission conducts provincial lotteries. Gaming proceeds shall also include all interest, dividends or other income earned on gaming proceeds deposited in interest accounts or held, with Commission approval, in deposit certificates or investments made by a trustee.
2. A charitable or religious purpose is a program or service which provides a charitable community benefit to a significant segment of the community as defined in Section 2.1 - Basic Eligibility.
3. Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
4. Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
5. Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
6. All payments from the gaming account for approved charitable or religious purposes shall be made by cheque, signed by two current members of the group's executive. The cheques shall normally be payable directly to the vendor or supplier. Cheques to individuals are not permitted unless prior approval has been granted by the

DATE ISSUED: Dec. 15, 2004

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: GENERAL - USE OF PROCEEDS

Commission, and/or proper documentation is maintained to ensure the disbursement is for an approved use.

7. Gaming proceeds shall normally remain in the respective gaming account until spent on the approved uses. If not required immediately, gaming proceeds may:
 - a) be put into a separate interest account(s);
 - b) be used to purchase deposit certificate(s); or
 - c) if the group qualifies as a Trustee under the *Trustee Act*, be invested subject to the conditions established for and applying to, investments by a trustee under the *Trustee Act*. To qualify to invest, the Commission will require a letter from the group's lawyer confirming the trustee qualification.
 - d) If gaming proceeds are re-directed as stated in Standard 7a) to c), the following conditions apply:
 - i) investments made as stated in Standard 7a) and b) shall be fully insured as defined in the *Canada Deposit Insurance Act*;
 - ii) the financial institution, account or deposit number, or details of other permitted investments and the total value of the proceeds transferred or invested shall be identified on financial reports;
 - iii) all interest, dividends or other income earned becomes part of gaming proceeds and shall be retained in the separate interest bearing account or shall be retained as part of the investment if the income is in the form of shares or units; and
 - iv) when needed for approved uses, proceeds shall be transferred back to the gaming account to be disbursed.
 - e) be contributed to an endowment fund as specified in Section 5.25.
8. Disbursements of gaming proceeds shall normally be made within 24 months of receipt of the funds, unless the proceeds are contributed to an endowment fund. Any extension of this period must have prior written approval of the Commission. All requests for an extension of

SUBJECT: GENERAL - USE OF PROCEEDS

this time period must include a supporting business plan. The business plan shall include the following:

- a) a written explanation why the proceeds have to be accumulated beyond 24 months;
 - b) any other sources of revenues associated with the planned project or event;
 - c) a list of expenditures associated with the planned project or event; and
 - d) timelines for the anticipated disbursement of the accumulated proceeds.
9. If a group fails to comply to Standard 8 above, the group will be subject to Board-directed sanctions, such as suspension of gaming licences, revocation of gaming licences, and/or directives to donate all gaming proceeds to other eligible charitable organizations as approved by the Commission.
10. A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, terms and conditions of licence and Board policies.
3. The Financial Review Section shall ensure the disbursement of gaming proceeds are made within 24 months of receipt of the funds, unless prior approval has been granted by the Commission.

CHARITABLE GAMING

**SUBJECT: ACCOUNTING FEES/GAMING FINANCIAL REPORTS - USE OF
PROCEEDS**

POLICY:

Licensed groups may use gaming proceeds to hire a professional accountant to prepare gaming financial reports.

STANDARDS:

1. All bingo, casino, pull-ticket, raffle, consolidated, supplementary, assistance fund and building account financial reports may be prepared by a professional accountant.
2. To be an allowable use of proceeds, the financial report must be prepared by a member in good standing of:
 - a) Certified General Accountants Association of Alberta; or
 - b) the Institute of Chartered Accountants of Alberta; or
 - c) the Society of Certified Management Accountants of Alberta.
3. The preparation of other financial reports is not an allowable use of gaming proceeds.
4. When a gaming financial report is completed by a professional accountant, bank statements and ticket/inventory summary (if applicable) must be provided with the report. Cancelled cheques and invoices/receipts do not have to be provided with the report, however, they must be retained for two years after the licence expires.
5. Financial reports must be signed by two executive members of the licensed group. (Note: If a professional accountant completes a gaming financial report, the name and address of the professional accountant/accounting firm shall be shown in the section of the report "Report Completed By").
6. The group is not required to complete the form "Request to Use Gaming Proceeds to Pay Wages/Salaries" (Form 5442) to pay accounting fees under this policy.

CHARITABLE GAMING

**SUBJECT: ACCOUNTING FEES/GAMING FINANCIAL REPORTS - USE OF
PROCEEDS**

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

CHARITABLE GAMING

SUBJECT: ADMINISTRATIVE COSTS - USE OF PROCEEDS

POLICY:

Administrative costs that are necessary to the delivery of a charitable or religious program or service are eligible uses of gaming proceeds.

STANDARDS:

1. Approved administrative expenditures shall normally be limited to a maximum cumulative total of 10% of gaming proceeds earned the previous calendar year. Written approval of the Commission shall be obtained prior to a group using more than 10% of gaming proceeds on administrative costs. A written request shall be forwarded to the Commission, providing a breakdown of the costs involved.
2. Administrative costs that are eligible for approval include:
 - a) telephone, stationery, postage, bulletins, newsletters, and website costs, which communicate information to the public about the group's community service programs;
 - b) space rental for regular membership meetings and storage, excluding payment to a group member for space within a residence or a business premises belonging to a group member; and
 - c) liability insurance fees for a group's board of directors.
3. Administrative costs related to the internal administrative activities of the group are not eligible uses of gaming proceeds. These costs that are not eligible for approval include:
 - a) food and beverages, unless they are part of the charitable program such as a "food bank" or an approved social activity identified in Section 5.15 - Senior Citizen Activities - Use of Proceeds.
 - b) salaries, wages or honorariums to persons for the performance of administrative duties;
 - c) non-gaming accounting fees; and
 - d) legal fees.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: ADMINISTRATIVE COSTS - USE OF PROCEEDS

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Financial Review Section shall review the group's financial report to ensure administrative expenditures are limited to a maximum cumulative total of 10% of gaming proceeds earned in the licensee's previous calendar year or as otherwise indicated.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: ASSISTANCE FUND - USE OF PROCEEDS

POLICY:

Governing bodies of veterans and service groups that are approved to use gaming proceeds for building funds may establish and administer an Assistance Fund to help member groups in financial difficulty.

STANDARDS:

1. Contributions to the Assistance Fund are made by member groups donating:
 - a) a maximum cumulative total of 5% of gaming proceeds earned the previous calendar year; or
 - b) an unlimited amount from their 50% Building Fund Accounts.
2. The governing body shall establish a separate Assistance Fund bank account. All donations, repayments and any other revenue shall be deposited into this account. All funds including interest are considered gaming proceeds. The following account information shall be provided to the Commission:
 - a) type of account and account number;
 - b) financial institution's name and address; and
 - c) signing authorities for the account.
3. Funds shall normally be left in the Assistance Fund account until spent on approved uses. All payments shall be made by cheque. The cheque must be made payable directly to the recipient group. If not required immediately, funds may be placed in approved interest bearing accounts or short-term deposit certificates. All interest becomes part of gaming proceeds.
4. The governing body shall set up a separate accounting record showing:
 - a) all revenue received (including interest), date received and the source of the revenue;

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: ASSISTANCE FUND - USE OF PROCEEDS

- b) any donations made to the fund and any donations or loans made from the fund; and
 - c) the name of the group receiving funds, the amount of the funds provided, what the funds will be used for, repayment terms, amount of interest charged and individual repayments showing principal, interest and total amount.
5. The Assistance Fund account cannot be closed, or moved without prior approval of the Commission. If the Assistance Fund ceases, all funds, less legitimate expenses, shall be donated to an approved charity or charities.
 6. Funds from the Assistance Fund may only be used by the recipient group for building costs as identified in Section 5.11 - Facility - Use of Proceeds. Recipient groups shall set up a separate financial record showing:
 - a) total funds received; and
 - b) all funds paid out and to whom they were paid, including loan repayments with separate entries for principal and interest.
 7. All Assistance Fund records, including the recipient group's records, shall be kept for two years from the date of receipt.
 8. The Commission shall have access to all Assistance Fund records, including those at any financial institution, and may make copies of such records and remove them for further examination.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above

CHARITABLE GAMING

SUBJECT: ASSISTANCE FUND - USE OF PROCEEDS

standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

3. The Financial Review Section shall review a group's financial report to ensure its contributions made to an approved Assistance Fund do not exceed a maximum cumulative total of 5% of gaming proceeds earned in the previous calendar year.

SUBJECT: BURSARIES AND SCHOLARSHIPS - USE OF PROCEEDS

POLICY:

Gaming proceeds may be donated to a legally established charitable trust fund, whose purpose is to support educational bursaries or scholarships.

STANDARDS:

1. Prior to Commission approval of a donation to a trust fund, the group shall provide to the Commission documentary evidence as to the legal status of the trust and the manner in which it is administered.
2. The trust funds may be administered by an approved Commission body, such as a post-secondary educational institution which is governed by:
 - a) Board of a university under the *Universities Act*;
 - b) Board of a public college under the *Colleges Act*; or
 - c) Board of a technical institute under the *Technical Institutes Act*.
3. Trust funds may also be administered by the licensed group, subject to Commission approval of the application selection process. The application selection process, which shall be included in the group's application for licence, shall include the following information:
 - a) The eligibility criteria;
 - b) the composition of the decision-making body responsible for reviewing the applications; and
 - c) the number and value of the bursaries or scholarships awarded.
4. Groups may only make cheque payments directly to individuals as a means of providing bursaries and scholarships if the recipient meets the group's eligibility/criteria as specified in Standard 3 a) above, and the group has proof the recipient is attending a recognized educational institution, e.g. tuition receipt.

CHARITABLE GAMING

SUBJECT: BURSARIES AND SCHOLARSHIPS - USE OF PROCEEDS

5. Gaming proceeds donated to approved trust funds administered by the licensed group may be invested with Commission approval in short term deposit certificates with the interest earned then also becoming part of the gaming proceeds. The group must provide to the Commission in its gaming financial report the serial number, value, interest rate, interest paid and the term of all approved short term deposit certificates.
6. The bursaries or scholarships must be made available to all qualified individuals, not just family members of the licensed group and/or the family of the members of the board of selection.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Licensing Support Section shall ensure the group provides written confirmation of the establishment of a legal trust fund prior to approving the use of proceeds for a trust fund.
4. If a group proposes to administer its own trust fund, the Licensing Support Section shall ensure the group has provided the required information as specified in Standard 3 above.
5. The Financial Review Section shall review the group's financial report to ensure there are no cash payments made for bursaries or scholarships.

SUBJECT: DEBT RETIREMENT - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used by a licensed group to pay debt incurred in the delivery of its approved charitable or religious programs or services.

STANDARDS:

1. The debt must be incurred as the result of mortgage payments for a public facility or unplanned or inadvertent expenditures (e.g., emergency repairs to a public facility).
2. Gaming proceeds shall not be approved to pay debt incurred from the operation of non-charitable or non-religious activity.
3. Gaming proceeds from one licence cannot be used to cover gaming losses from another licence unless an approved pooling agreement is in effect or unless specific approval is given by the Board.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Financial Review Section shall review the group's financial report to ensure the group does not use the gaming proceeds from one licence to cover the gaming losses of another licence.

CHARITABLE GAMING

SUBJECT: DONATIONS WITHIN ALBERTA - USE OF PROCEEDS

POLICY:

Gaming proceeds may be donated to, or used in support of, charitable or religious groups within Alberta that actively deliver a program or service which provides a community benefit.

STANDARDS:

1. Donated gaming proceeds must only be used for charitable or religious purposes.
2. The donor group must record all donations and the purpose of each donation on its gaming financial report.
3. No donor group, an individual member of the donor group, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group or an individual member of the donor group is related to, shall directly or indirectly receive funds, goods, services or any other item of value from the recipient group or from any individual member of the recipient group or intermediary in return for a donation of gaming proceeds.
4. Groups may make a total annual donation of \$1,000.00 or less to any eligible individual charity or religious group within Alberta without the prior approval of the Commission. (If the donor group is uncertain if a donation request qualifies as an eligible charitable or religious activity, they shall submit a written request to the Commission for approval). The donor group must retain a signed written request from the recipient group stating the purpose for which the donation is to be used.
5. Annual donations of gaming proceeds to an individual charity or religious group within Alberta in excess of \$1,000.00 require the prior approval of the Regulatory Division. The donor group must submit a written request detailing the following:
 - a) name and address of intended recipient;
 - b) the amount of the donation; and
 - c) the purpose or purposes for which each donation will be used.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: DONATIONS WITHIN ALBERTA - USE OF PROCEEDS

If the recipient group is not licensed by the Commission, is not a recognized charitable organization such as the Red Cross, or is not involved in obvious charitable activities such as a food bank, then an eligibility review of the group, as per Commission Basic Eligibility policy, may have to be completed prior to any donations to the group being approved.

6. Groups applying to donate gaming proceeds in annual amounts greater than \$1,000.00 within Alberta shall provide the following documents with its written request:
 - a) an agreement in writing signed by the recipient group stating the recipient group will:
 - i) maintain a record of donations showing the date, amount and source of donated funds received as well as the date, amount and purpose of all disbursements of donated funds; and
 - ii) allow Commission access to all records, including those at any financial institution and to make copies of such records and/or remove them for further examination.
 - b) a Statutory Declaration (Form XXX) sworn by an executive member of the donor group affirming the donor group, or an individual member of the donor group, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group or an individual member of the donor group is a shareholder, member, or relative of, will not directly or indirectly receive funds, goods, services or any other item of value from the recipient group or from any individual member of the recipient group or intermediary in return for a donation of gaming proceeds.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming

SUBJECT: DONATIONS WITHIN ALBERTA - USE OF PROCEEDS

proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

3. The Licensing Support Section shall approve eligible donations within Alberta in amounts up to \$1,000.00. The Licensing Support Supervisor shall approve eligible donations within Alberta in amounts from \$1,001.00 to \$4,999.00. The Manager, Licensing Support, shall approve eligible donations within Alberta from \$5,000.00 to \$10,000.00. Requests to make donations of more than \$10,000.00 within Alberta shall be referred to the Board by the Manager, Licensing Support, for decision. If the donations exceed \$1,000.00, the Licensing Support Section shall ensure the donor group submits the required information as specified in Standards 5 and 6 above.
4. The Licensing Support Section shall enter into the Gaming Licensing System (GLS) the name of the intended recipient of all approved donations.
5. The Financial Review Section shall review the group's financial report to ensure all donations have been approved. The reported recipients of donated proceeds shall be verified by checking the GLS to ensure they have been approved.

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

POLICY:

Gaming proceeds may be donated to, or used in support of, charitable or religious groups outside of Alberta that actively deliver a program or service which provides a community benefit.

STANDARDS:

1. Donated gaming proceeds must only be used for charitable or religious purposes. To be an eligible use of proceeds outside of Alberta, the nature of the project would have to be an eligible use of proceeds within Alberta.
2. Donations outside of Alberta shall be limited to a maximum cumulative total of 75% of gaming proceeds earned the previous calendar year. The entire 75% may be donated within Canada, however, only 50% of the gaming proceeds earned the previous calendar year may be donated outside of Canada.
3. Donations of gaming proceeds outside of Alberta require the approval of the Executive Director, Regulatory.
4. Donations outside of Alberta but within Canada will only be approved for the purpose of:
 - a) disaster/emergency relief;
 - b) supporting nationally recognized charitable programs that benefit Albertans, such as the "Lions Eye Bank" and the Royal Canadian Legion's "Youth Polio Fund"; and
 - c) supporting medical and educational research programs that may benefit all Canadians.
5. Donations of gaming proceeds outside of Canada will only be approved for the purpose of:
 - a) international disaster/emergency relief; and

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

b) projects in countries that the Board considers as developing or underdeveloped and countries that appear on the Canadian International Development Agency (CIDA) list of countries and territories eligible for Canadian official development assistance, which support:

- i) the development of local self-sufficiency in the provision of basic human needs for water, food, sanitation or shelter; or
- ii) the provision of primary health care (acute care and public health) and basic education (reading, writing and basic math).

Note: Donations may be made directly to a specific eligible project or may be made directly to an organization which complies with the following standards:

- registered or incorporated in Canada for the purpose of carrying out projects and programs of international development assistance or international emergency relief (e.g., World Vision Canada, Care-Canada, Canadian Red Cross);
 - actively engaged in projects and programs of international development assistance or international emergency relief;
 - maintains a clearly identifiable fund to which Canadians voluntarily contribute funds for purposes of international development assistance or international emergency relief; and
 - accepts donations of gaming proceeds and uses donated gaming proceeds for purposes approved by the Commission.
6. The donor group must record all donations and the purpose of each donation on its gaming financial report.
7. No donor group, an individual member of the donor group, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group or an individual member of the donor group is related to, shall directly or indirectly receive funds, goods, services or any other item of value from the recipient group or from any

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

individual member of the recipient group or intermediary in return for a donation of gaming proceeds.

8. Groups requesting to donate gaming proceeds out of Alberta in an amount up to but not exceeding \$1,000.00 must provide the following information with the request:
- a) description of the project/facility to which funds will be applied;
 - b) description of method of transfer for funds to final destination; and
 - c) identify one responsible officer for each stage of the movement of funds including designated recipient at the final destination.

If the request is approved, the donor group must supply cancelled cheques/receipts documenting transfer of funds to designated recipients with its gaming financial report.

9. Groups requesting to donate gaming proceeds in excess of \$1,000.00 out of Alberta, but within Canada, must provide the following information with the request:
- a) project title and location;
 - b) detailed objectives of the project, total budget for the project and a budget specifying use of funds;
 - c) other sources of funding for the project;
 - d) personnel responsible for project administration and disposal of funds at project's location;
 - e) identify one responsible officer for each stage of the movement of funds including designated recipient at the final destination;
 - f) a written agreement signed by the recipient group stating the recipient group will:
 - i) maintain a record of donations showing the date, amount and source of donated funds received, as well as the date, amount and purpose of all disbursements of donated funds; and

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

- ii) allow Commission access to all records, including those at any financial institution, to make copies of such records and/or remove them for further examination; and
 - g) a Statutory Declaration (Form XXX) sworn by an executive member of the donor group affirming the donor group, or an individual member of the donor group, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group or an individual member of the donor group is related to, will not directly or indirectly receive funds, goods, services or any other item of value from the recipient group or from any individual member of the recipient group or intermediary in return for a donation of gaming proceeds.
10. If the request is approved, the following terms and conditions shall form part of the licence:
- a) the financial reports shall be accompanied by documents of expenditure which specifically relate to detailed items in proposed budget submitted with original request;
 - b) the financial documents must be verified as correct by an official at final destination; and
 - c) the Commission may request an audited statement of use of funds.
11. For donations outside of Canada, a "Request to Donate Proceeds - Out of Canada Projects" (Form 5484) must be submitted and approved by the Commission before any gaming proceeds are spent. In addition the donor group must:
- a) be registered or incorporated in Alberta for the purpose of carrying out projects and programs of international development assistance or international emergency relief;
 - b) maintain a clearly identifiable fund to which Canadians voluntarily contribute funds for purposes of international development assistance or international emergency relief;
 - c) be actively engaged in projects and programs of international development assistance or international emergency relief;

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

- d) accept donations of gaming proceeds and use donated gaming proceeds for purposes approved by the Commission.
12. Groups requesting to donate gaming proceeds in excess of \$1000.00 outside of Canada must provide the following information with the request:
- a) project title and location;
 - b) projected start/completion dates;
 - c) detailed objectives of the project, total budget for the project and a budget specifying use of funds;
 - d) other sources of funding for the project;
 - e) address and telephone number of group and person responsible for the project in the recipient country;
 - f) identify one responsible officer for each stage of the movement of funds including designated recipient at the final destination;
 - g) a written agreement signed by the recipient group stating the recipient group will:
 - i) maintain a record of donations showing the date, amount and source of donated funds received as well as the date, amount and purpose of all disbursements of donated funds; and
 - ii) allow Commission access to all records, including those at any financial institution, to make copies of such records and/or remove them for further examination.
 - h) a Statutory Declaration (Form XXX) sworn by an executive member of the donor group affirming the donor group, or an individual member of the donor group, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor group or an individual member of the donor group is related to, will not directly or indirectly receive funds, goods, services or any other item of value from the recipient group or from any individual member of the recipient group or intermediary in return for a donation of gaming proceeds.

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

13. If the request is approved, the following terms and conditions shall form part of the licence:
- a) the financial reports shall be accompanied by documents of expenditure which specifically relate to detailed items in proposed budget submitted with original request;
 - b) the financial documents must be verified as correct by an official at final destination;
 - c) the relevant Canadian Foreign Service official may be notified of the request and be asked to verify the project; and
 - d) the Commission may request an audited statement of use of funds.
14. Groups that are required by their by-laws or other authority to transfer their gaming proceeds to a head office or to a governing body located outside of Alberta, must obtain prior approval from the Executive Director, Regulatory Division. In reviewing such requests the Executive Director, Regulatory may consider:
- a) local needs in Alberta for the particular charitable programs or services for which the group is incorporated to deliver;
 - b) the head office policy for setting priorities in program and service funding; and
 - c) the head office record of returning to the province for program and service delivery a reasonable percentage of the funds raised in Alberta.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above

SUBJECT: DONATIONS OUTSIDE OF ALBERTA - USE OF PROCEEDS

standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

3. If the group proposes to donate funds outside of Canada, the Licensing Support Section shall ensure the project is located in a country which appears on the Canadian International Development Agency (CIDA) list of countries and territories eligible for Canadian official development assistance. The list of countries and territories is located at the CIDA Website: www.acdi-cida.gc.ca/cidaweb/webcountry.nsf/index.html
4. The Licensing Support Section shall enter into the Gaming Licensing System (GLS) the name of the intended recipient of all approved donations.
5. The Financial Review Section shall review the group's financial report to ensure all donations have been approved. The reported recipients of donated proceeds shall be verified by checking the GLS to ensure they have been approved.
6. The Financial Review Section shall review the group's financial report to ensure donations outside of Alberta have been limited to a maximum cumulative total of 75% of the gaming proceeds earned by the group in the previous calendar year.
7. If the group donates proceeds outside of Canada, the Financial Review Section shall review the group's financial report to ensure donations outside of Canada have been limited to a maximum cumulative total of 50% of the gaming proceeds earned by the group in the previous calendar year.

SUBJECT: EDUCATION - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used for the costs of specific educational program(s) or support.

STANDARDS:

1. Gaming proceeds may be used to provide a specific educational experience for students which is not principally recreational or social in nature and which otherwise would not be available. Examples include field trips, athletic tournaments and cultural exchanges. All travel disbursements must comply with Section 5.19 - Travel: Education - Use of Proceeds.
2. Gaming proceeds may be used to purchase educational equipment and supplies such as audio-visual equipment, athletic equipment and musical instruments which otherwise would not be available. The ownership of these assets shall remain with the educational institution or school.
3. Gaming proceeds shall not supplement in any way the operational or capital budgets of the educational institution or school, such as employee salaries, wages, and benefits, building additions, renovations, and utilities.
4. Gaming proceeds may be used to provide educational bursaries or scholarships as specified in Section 5.4 - Bursaries and Scholarships - Use of Proceeds.
5. Gaming proceeds may be used as approved by the Commission for any bona-fide charitable or religious purpose.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

CHARITABLE GAMING

SUBJECT: EDUCATION - USE OF PROCEEDS

2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

3. The Financial Review Section shall review the group's financial report to ensure gaming proceeds are not used to supplement the operational or capital budgets of the educational institution or school.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: EMERGENCY FUNDS - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used to provide relief for individuals or families in personal distress or who are victims of physical disaster.

STANDARDS:

1. Gaming proceeds may be used to provide equipment and supplies or train volunteers during emergency situations.
2. The use of gaming proceeds to assist individuals or families in personal distress or who are victims of physical disaster must be approved by the Regulatory Division prior to the disbursement of funds. Two executive members of the group must submit the request in writing. The group will receive confirmation whether the request is approved or not approved.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

**SUBJECT: EQUIPMENT/UNIFORMS/COSTUMES/VEHICLES - USE OF
PROCEEDS**

POLICY:

Gaming proceeds may be used to purchase or rent equipment, furnishings, uniforms, costumes and/or a vehicle if they are essential to the delivery of the organization's charitable programs or services.

STANDARDS:

1. Ownership of the items purchased shall remain with the licensed group.
2. Items of a personal, social or promotional nature may not be purchased.
3. Equipment or supplies that are used in any activity or operation which is intended to produce income cannot be purchased with gaming proceeds.
4. Gaming proceeds may be used to purchase uniforms and costumes under the following circumstances:
 - a) the uniform or costume is required for competitive play, practice or artistic performance;
 - b) the item is provided to the player or participant during the season and at the end of the season is returned to the licensed group;
 - c) uniforms must have a distinctive logo or markings;
 - d) players or participants do not use the item for activities not related to games, practices or performances; and
 - e) the group submits a written policy for the use of uniforms and costumes with its application or request to use gaming proceeds to buy uniforms or costumes.
5. Gaming proceeds may be used to purchase a vehicle under the following circumstances:
 - a) the vehicle must be registered and insured in the name of the licensed group;

CHARITABLE GAMING

**SUBJECT: EQUIPMENT/UNIFORMS/COSTUMES/VEHICLES - USE OF
PROCEEDS**

- b) the vehicle must be used for community service programs;
 - c) the vehicle cannot be used for the personal use of any members nor for the administrative activities of the group;
 - d) when not in use for community programs, the keys must be controlled to prevent unauthorized use; and
 - e) gaming proceeds may be spent on vehicle repairs, operation and insurance.
6. If equipment/uniforms/costumes/vehicles purchased from gaming proceeds are rented or sold by the group, funds received from the rental or sale must be returned to the gaming account.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. If the group proposes to purchase uniforms or costumes, the Licensing Support Section shall ensure the group submits a written policy for the use of the uniforms or costumes with its application.

CHARITABLE GAMING

SUBJECT: FACILITY - USE OF PROCEEDS

POLICY:

Groups that provide a public facility may use gaming proceeds for the capital, leasehold, rental and operating costs of the facility.

STANDARDS:

1. In regards to this policy, facility means a physical structure and/or land.
2. Gaming proceeds may be used for facility disbursements if:
 - a) the charitable or religious group either:
 - i) owns the facility; or
 - ii) has the legal right to occupy and control the facility through a contractual agreement such as a mortgage or lease.
 - b) the facility is accessible to the general public at least 50% of the time; and
 - c) the facility is located in Alberta.
3. Eligible facility disbursements include:
 - a) purchase of fixtures and furnishings;
 - b) facility mortgage, lease or rental payments;
 - c) utilities;
 - d) insurance - fire and liability;
 - e) property taxes;
 - f) janitorial costs and supplies;
 - g) repairs and maintenance; and
 - h) renovations and leasehold improvements.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: FACILITY - USE OF PROCEEDS

4. Gaming proceeds may be used to purchase facilities. Prior to disbursing any gaming funds towards the purchase of a facility the group must submit a detailed business plan to the Commission, which will include the following:
 - a) the proposed purpose or use of the facility;
 - b) the location, square footage, and zoning of the proposed land and/or facility;
 - c) sources of funding available and/or proposed funding arrangements to accommodate the purchase;
 - d) copy of the minutes from the general membership meeting where members voted to accept the purchase plans;
 - e) the proposed facility's public admission procedures; and
 - f) if the facility is under the ownership of a local municipality, a statement of municipal support for the proposed purchase.
5. Gaming proceeds cannot be used for the purchase, maintenance or repair of equipment, furniture or a facility for income-producing operations or any other activity which appears to be of a commercial nature.
6. Eligible facility disbursements may be spent from the group's gaming account or from a separate account designated as a "building fund." If a separate account is created, the Commission must be provided with bank statements, cancelled cheques and invoices/receipts from the account when the financial report is submitted.
7. Groups that provide a public facility, such as a community centre, which does not have areas for the exclusive use of members, may use up to 100% of their gaming proceeds for approved facility disbursements.
8. Groups that operate athletic or recreational facilities in which the general public has the right to use the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable may use gaming proceeds for approved building disbursements as listed in Standard 3.

CHARITABLE GAMING

SUBJECT: FACILITY - USE OF PROCEEDS

9. A group that operates an athletic or recreational facility used by sports teams and/or participants representing a significant segment of the community may use gaming proceeds for approved facility disbursements as listed in Standard 3.
10. A group that provides a facility with public access areas and areas for the exclusive use of members and their guests may use up to 50% of its gaming proceeds for the costs of its facility. The remaining 50% of gaming proceeds must be applied to other approved uses. Examples include Legions and service clubs that provide club rooms for members' social activities as well as public access areas.
11. A group that is limited to the use of 50% of its gaming proceeds for facility expenses and wants to use more than 50% must submit its request to its governing body for review and approval prior to submitting the request to the Commission for approval. A copy of the letter of approval from the governing body shall be attached to the application or request. Consideration for increasing the 50% maximum will only be given when the group can demonstrate either financial need to the satisfaction of the Commission or can demonstrate it provides a facility for community use that is not available elsewhere in the municipality.
12. A group that is limited to the use of 50% of its gaming proceeds for facility expenses may donate an unlimited amount from its 50% building fund account to an Assistance Fund administered by the group's governing body as per Section 5.3 - Assistance Fund - Use of Proceeds.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

SUBJECT: FACILITY - USE OF PROCEEDS

3. For groups identifying facility disbursements as a proposed use of proceeds for the first time, the Licensing Support Section shall review:
- a) the group's incorporation documents to ensure the group has the right under its bylaws to own or lease a facility which is available to the general public;
 - b) the facility ownership or lease documents to ensure the group has the responsibility and legal right to operate the facility;
 - c) the admission fees for the facility to ensure the fees are not so prohibitive they will exclude members of the general public;
 - d) the group's facility public admission procedures to ensure membership is not a requirement of public use, the hours of public use are reasonable and the hours of public use are advertised;
 - e) a record of the public use of the facility, or specific areas within the facility, to ensure the facility is available for use by the general public at least 50% of the time the facility is available for use;
 - f) percentage of total square footage of the facility that is public use area and percentage that is restricted to members to ensure a public use area exists; and
 - g) the name, nature of business and square footage of the facility occupied by any commercial entity to ensure gaming proceeds will not be spent on subsidizing commercial activity.

If the facility disbursements were previously approved, the Regulatory Division may request updates on some or all of the above information.

4. For groups identifying the purchase of a facility as a proposed use of proceeds, the Licensing Support Section shall ensure the information specified in Standard 4 above is submitted with the application.
5. The Financial Review Section shall review the group's gaming financial report to ensure facility disbursements comply with Standard 3 above.
6. If the group is using a "Building Fund" for its facility disbursements, the Financial Review Section shall ensure the group submits bank statements, cancelled cheques and invoices/receipts from the "Building Fund" account with its financial report.

CHARITABLE GAMING

SUBJECT: FACILITY - USE OF PROCEEDS

7. If the group is restricted to using 50% of its proceeds for facility disbursements, the Financial Review Section shall ensure this maximum amount is not exceeded.

SUBJECT: FUNDRAISING - USE OF PROCEEDS

POLICY:

Gaming proceeds cannot be used to subsidize the cost of fundraising activities.

STANDARDS:

1. Gaming proceeds cannot be used to purchase any equipment, supplies or services that are to be used in any activity or operation which is intended to produce profit.
2. Gaming proceeds can be used to buy approved equipment, supplies or services for use in charitable works for which an admission fee is charged, such as an arts performance, as long as the admission fee is reasonable and the fee is set on a cost recovery basis.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

CHARITABLE GAMING

SUBJECT: LOBBYING - USE OF PROCEEDS

POLICY:

Gaming proceeds cannot be used for disbursements related to supporting activities directed toward achieving changes in public policy.

STANDARDS:

1. In regards to this policy, lobby means conducting activities aimed at influencing or attempting to influence any level of government in favour of a specific cause.
2. Gaming proceeds shall not be used on political activities such as candidacy costs for public office, conventions of political parties and research costs for a particular political party.
3. The provision of information through public education programs and/or submissions to government which reflects a balance of views on a particular issue of public concern may be eligible for use of gaming proceeds.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: PROMOTIONAL ACTIVITIES - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used for promotional activities designed to increase public awareness and participation in charitable or religious programs.

STANDARDS:

1. Promotional activities include advertising in newspapers, radio, television, posters, signs, pamphlets, letters and internet web pages.
2. Gaming proceeds cannot be used to pay for advertising designed to attract new members, except for the yearly membership drives of community and service clubs.
3. Gaming proceeds cannot be used to pay for promotional activities which benefit a commercial activity or enterprise.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

CHARITABLE GAMING

SUBJECT: SENIOR CITIZEN ACTIVITIES - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used to pay for approved expenditures related to the special needs of senior citizens.

STANDARDS:

1. In regards to this policy, an individual must be at least 60 years of age to be considered a senior citizen.
2. Seniors entertainment, including meals but excluding liquor, is an eligible use of gaming proceeds under the following circumstances:
 - a) there is broad based community involvement with activities not limited to members of the licensed group;
 - b) a minimum of 75% of those partaking in the entertainment are seniors; and
 - c) the expenditures paid from gaming proceeds are on a cost recovery basis and not intended to generate profit.
3. Seniors travel is an eligible use of gaming proceeds under the following circumstances:
 - a) there is broad based community involvement and eligibility for the trips is not limited to the members of the licensed group;
 - b) a minimum of 75% of those travelling are seniors; and
 - c) expenditures are restricted to direct transportation, meals and accommodation costs within the province of Alberta.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: SENIOR CITIZEN ACTIVITIES - USE OF PROCEEDS

2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: SOCIAL EVENTS - USE OF PROCEEDS

POLICY:

Gaming proceeds cannot be used to pay for social events.

STANDARDS:

1. In regards to this policy, social events are defined as activities primarily designed to serve the hobby, recreation or personal interests of those attending.
2. The purchase of liquor is not an eligible use of gaming proceeds.
3. Activities involving senior citizens may be excluded from this policy. (Please refer to Section 5.15 - Senior Citizen Activities - Use of Proceeds).

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Financial Review Section shall review the group's financial report to ensure gaming proceeds are not spent on liquor purchases.

SUBJECT: SPORTS - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used to support eligible sports groups.

STANDARDS:

1. Gaming proceeds may be used to pay for the rental fees of a facility or a venue for the group's sporting events.
2. Gaming proceeds may be used to pay for officiating and judges' fees, if the officials or judges are approved by the sport's governing body. Groups are not required to complete the "Request to Use Gaming Proceeds to pay Wages/Salaries" form (Form 5442) to pay for these positions during regular or tournament competition.
3. Groups may use gaming proceeds to pay for the reasonable costs of certifying officials and judges in their sport, including training and education costs.
4. Gaming proceeds may be used to pay for coaching/instructor fees providing the duties performed by the coach/instructor are essential to the group's program delivery, the duties of the coach/instructor are performed by a person with specialized qualifications and the duties of the coach/instructor cannot be reasonably performed by a volunteer.
5. Gaming proceeds may be approved to purchase uniforms and equipment as long as they are required for the participation in the sport. The uniforms and equipment may not be for personal use, and ownership shall remain with the group.
6. Gaming proceeds may be used to pay for membership, registration, affiliation or insurance fees to tournaments or to local, provincial, national or international governing bodies when the membership, registration, affiliation or insurance is related to a group's specific objectives and individual members of the group do not also pay the fee.
7. Gaming proceeds may be used to pay for the following costs associated with attending a competition away from the team's or athlete's home

CHARITABLE GAMING

SUBJECT: SPORTS - USE OF PROCEEDS

facility. (Note: The athlete or team must meet the criteria for approved travel specified in Section 5.21 - Travel: Sports - Use of Proceeds):

- a) transportation costs to and from the competition;
 - b) local transportation costs while at the competition; and
 - c) accommodation and meal costs during the period of competition, excluding liquor.
8. Gaming proceeds may be used to pay for awards such as trophies, plaques and ribbons. Such awards must be earned by achievement and not granted for volunteer appreciation. The use of gaming proceeds for cash or merchandise prizes or any other prize of value is prohibited.
9. Adult sports groups with a youth component must use at least 50% of its gaming proceeds on its youth programs.
10. Gaming proceeds may be used to support a single team if the team complies with the Eligibility guidelines specified in Section 3.22, Standard 10 and the team uses the proceeds on approved uses as listed in this section.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of gaming proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. If the group proposes to use gaming proceeds on coaching/instructor fees, the Licensing Support Section shall ensure a "Request to Use

CHARITABLE GAMING

SUBJECT: SPORTS - USE OF PROCEEDS

Gaming Proceeds to pay Wages/Salaries" form (Form 5442) has been submitted by the group.

4. If the group proposes to use gaming proceeds on travel, the Licensing Support Section shall ensure the group complies to Section 5.21 - Travel: Sports - Use of Proceeds.
5. If the applicant is an adult sports group, the Licensing Support Section shall ensure the group proposes to use at least 50% of its gaming proceeds on youth, disabled and/or seniors programs.
6. If the licensee is an adult sports group, the Financial Review Section shall review the group's financial report to ensure at least 50% of the gaming proceeds are spent on youth, disabled and/or seniors programs.

CHARITABLE GAMING

**SUBJECT: TRAVEL: CONFERENCES, SEMINARS, WORKSHOPS,
CLINICS, MEETINGS, AND CONVENTIONS - USE OF
PROCEEDS**

POLICY:

Gaming proceeds may be used to pay travel expenses to conferences, seminars, workshops, clinics, meetings and conventions that are directly related to the group's charitable programs or services.

STANDARDS

1. The conference, seminar, workshop etc., must be primarily organized for educational purposes related to a specific charitable program or service the group supports or delivers to the community. Delegates attending must be in a position to train other members of their group upon return.
2. Sports groups and performing arts groups may use gaming proceeds to pay expenses of coaches and instructors to attend conferences, seminars, etc., if the conference, seminar, etc., is directly related to the delivery of the charitable objectives approved for the group when it was licensed.
3. Gaming proceeds cannot be used for conferences, seminars, etc., that are primarily organized for administrative purposes. Service clubs may be approved if the conference, seminar, etc., relates directly to the operation of a program or service it sponsors.
4. Gaming proceeds shall only be used for registration fees and the costs of direct-route transportation, meals, and accommodation during the period of the actual conference, seminar, etc. All expenditures must be supported by receipt or voucher.
5. No wages shall be paid, including any reimbursement of lost wages from an individual's regular employment, as a result of attending the conference, seminar, etc.
6. Eligible travel within Alberta does not require specific prior approval of the Commission by way of a submitted itinerary if approval is requested and granted at the time of application.

CHARITABLE GAMING

**SUBJECT: TRAVEL: CONFERENCES, SEMINARS, WORKSHOPS,
CLINICS, MEETINGS, AND CONVENTIONS - USE OF
PROCEEDS**

7. For travel outside of Alberta, a Travel Itinerary form (Form 5443) must be submitted and approved by the Commission before any proceeds are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity does not exist in Canada.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Licensing Support Section will review the purpose of the group's conference, seminar, workshop, clinic, meeting or convention to ensure the conference, etc. is directly related to the group's charitable programs.
4. The Licensing Support Section shall review the group's Travel Itinerary form (Form 5443) to ensure all required information has been provided.
5. The Manager, Licensing Support, must approve all requests to use gaming proceeds for travel outside of Canada. For travel outside of Alberta but within Canada the Licensing Support Supervisor may approve the request.
6. The Financial Review Section shall review the group's financial report to ensure all travel disbursements comply with the information provided on the approved Travel Itinerary form.

SUBJECT: TRAVEL: EDUCATION - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used for travel that enriches an educational institution or school's curriculum.

STANDARDS:

1. The educational institution or school must be recognized by the Alberta Department of Learning.
2. The trip must provide an educational experience which otherwise would not be available.
3. The governing body of the educational institution or school must approve the trip in writing and confirm it is an enrichment of the approved educational curriculum. The proper authorities are:
 - a) Board of Governors of a University, College, Community College, etc.;
 - b) President of a post-secondary trade or vocational school such as NAIT, SAIT or NorQuest College;
 - c) School Board for high schools; and
 - d) principal for junior high or elementary schools.
4. In order for sports groups affiliated with an educational institution or school to use gaming proceeds for travel, they must comply with Section 5.21 - Travel: Sports – Use of Proceeds .
5. The trip must be reasonably available to all students who qualify and wish to participate.
6. Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher. Activities and meals of a social nature, such as a banquet, are not eligible.

SUBJECT: TRAVEL: EDUCATION - USE OF PROCEEDS

7. Gaming proceeds may only be used to pay for the allowable expenditures of students and a limited number of support personnel. The number of support personnel is normally determined by the number of students. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of one support person per five students, or portion thereof. For example, the travel expenditures of two support personnel could be covered by gaming proceeds if there are six to ten students; three support personnel if there are eleven to fifteen students, etc. A higher number of support personnel per students may be approved by the Commission if the higher number is endorsed in writing by the governing body of the educational institution or school.
8. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
9. Eligible travel within Alberta does not require specific prior approval of the Commission by way of a submitted itinerary if approval is requested and granted at the time of application.
10. For travel outside of Alberta, a Travel Itinerary form (Form 5443) must be submitted and approved by the Commission before any gaming profits are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity does not exist in Canada.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Licensing Support Section shall ensure the governing body of the educational institution or school has provided written approval of the requested trip with the "Travel Itinerary" form (Form 5443).

CHARITABLE GAMING

SUBJECT: TRAVEL: EDUCATION - USE OF PROCEEDS

4. The Licensing Support Section shall ensure the educational institution or school has provided the objective criteria by which students are selected to participate in the requested trip with the "Travel Itinerary" form.
5. The Licensing Support Section shall review the group's "Travel Itinerary" form to ensure all required information has been provided.
6. The Licensing Support Section shall review the group's "Travel Itinerary" form to ensure the number of support personnel approved for travel complies to Standard 7 above.
7. The Manager, Licensing Support, must approve all requests to use gaming proceeds for travel outside of Canada. For travel outside of Alberta but within Canada the Licensing Support Supervisor may approve the request.
8. The Financial Review Section shall review the group's financial report to ensure all travel disbursements comply with the details provided on the approved Travel Itinerary form.

SUBJECT: TRAVEL: PERFORMING ARTS GROUPS - USE OF PROCEEDS

POLICY:

Groups involved in activities such as music, dance and drama may use gaming proceeds for travel if the group is participating in a recognized and organized event, such as a competition or festival.

STANDARDS:

1. To be eligible to use gaming proceeds for travel within Alberta, the travel must be a requirement to deliver the group's programs. Eligible travel within Alberta does not require specific approval of the Commission by way of a Travel itinerary form (Form 5443) if approval is requested and granted at the time of application.
2. To be eligible to use gaming proceeds for travel outside of Alberta, the group must:
 - a) be selected because of its level of creative achievement or success;
 - b) be entered in a recognized competition in which there is a formal evaluation or adjudication process, with qualified judges or adjudicators who evaluate the participants' efforts and publish their opinions; and
 - c) have a bona fide invitation from the organizing or sponsoring body.
3. Gaming proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher. Activities and meals of a social nature, such as a banquet, are not eligible.
4. Gaming proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of one support person per five participants, or portion thereof. For example, the travel expenditures of two support personnel could be covered by gaming

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: TRAVEL: PERFORMING ARTS GROUPS - USE OF PROCEEDS

proceeds if there are six to ten participants; three support personnel if there are eleven to fifteen participants, etc. A higher number of support personnel per participants may be approved by the Commission if the higher number is endorsed in writing by the group's governing body.

5. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
6. Eligible travel within Alberta does not require specific prior approval of the Commission by way of a submitted itinerary if approval is requested and granted at the time of application. The travel must be a requirement to deliver the group's charitable program within Alberta.
7. For travel outside of Alberta, a Travel Itinerary form (Form 5443) must be submitted and approved by the Commission before any proceeds are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity does not exist in Canada.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Licensing Support Section shall review the group's "Travel Itinerary" form (Form 5443) to ensure all required information has been provided.
4. The Licensing Support Section shall review the group's "Travel Itinerary" form to ensure the number of support personnel approved for travel complies to Standard 3 above.
5. The Manager, Licensing Support must approve all requests for approval to use gaming proceeds for travel outside of Canada. For travel outside

CHARITABLE GAMING

SUBJECT: TRAVEL: PERFORMING ARTS GROUPS - USE OF PROCEEDS

of Alberta but within Canada, the Licensing Support Supervisor may approve the request.

6. The Financial Review Section shall review the group's financial report to ensure all travel disbursements comply with the details provided on the approved "Travel Itinerary" form.

CHARITABLE GAMING

SUBJECT: TRAVEL: SPORTS - USE OF PROCEEDS

POLICY:

Individuals and teams involved in structured and developmental amateur sports may be approved to use gaming proceeds to travel to organized, structured and sanctioned events.

STANDARDS:

1. In order for the group to be eligible to use gaming proceeds for travel expenditures, the game, tournament or competition shall:
 - a) form a regular part of the group's programs, such as participation in scheduled league games, or in recognized or sanctioned league tournaments or competitions which affects the individual athlete's or the team's standings in the sport within Alberta; or
 - b) be a recognized or sanctioned playoff or championship game or competition to which the individual or team qualifies due to successful play in Alberta competition; or
 - c) be an invitational or exhibition event where the governing body of the licensed group confirms in writing the game, tournament or competition is essential to the development of the participants or team. The governing body shall provide a list of these invitational games, tournaments or competitions to the Commission in advance of such events taking place. The local governing body will normally approve competitions within Alberta, competitions outside of Alberta will normally be approved by the provincial governing body and competitions outside of Canada will normally be approved by the Canadian or national governing body.
2. Gaming proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. All expenditures must be supported by receipt or voucher. Activities and meals of a social nature, such as a banquet, are not eligible.
3. Gaming proceeds may only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: TRAVEL: SPORTS - USE OF PROCEEDS

of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of one support person per five participants, or portion thereof. For example, the travel expenditures of two support personnel could be covered by gaming proceeds if there are six to ten participants. A higher number of support personnel per participants may be approved by the Commission if the higher number is endorsed in writing by the governing body of the licensed group.

4. In regard to this policy, support personnel are defined as coaches, managers, trainers, and other adult chaperones.
5. Eligible travel within Alberta does not require specific prior approval of the Commission by way of a submitted itinerary if approval is requested and granted at the time of application.
6. For travel outside of Alberta, a Travel Itinerary form (Form 5443) must be submitted and approved by the Commission before any proceeds are spent.
7. Gaming proceeds cannot be used for travel expenditures that are recreational, social or administrative in nature.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. If the proposed travel is to an invitational or exhibition event, the Licensing Support Section shall ensure the group's governing body provides written confirmation the event is essential to the development of the participants or team.

CHARITABLE GAMING

SUBJECT: TRAVEL: SPORTS - USE OF PROCEEDS

4. The Licensing Support Section shall review the group's "Travel Itinerary" form (Form 5443) to ensure all required information has been provided.
5. The Licensing Support Section shall review the group's "Travel Itinerary" form to ensure the number of support personnel approved for travel complies to Standard 3 above.
6. The Manager, Licensing Support, must approve all requests to use gaming proceeds for travel outside of Canada. For travel outside of Alberta but within Canada, the Licensing Support Supervisor may approve the request.
7. The Financial Review Section shall review the group's financial report to ensure all travel disbursements comply with the details provided on the approved "Travel Itinerary" form.

CHARITABLE GAMING

SUBJECT: TRAVEL: "OTHER" - USE OF PROCEEDS

POLICY:

The use of gaming proceeds for travel related to "youth exchanges," medical treatment and volunteers' seminars or workshops will be considered for approval by the Commission on a case by case basis.

STANDARDS:

1. The travel must be directly related to the delivery of a group's charitable or religious programs and services in Alberta.
2. Gaming proceeds shall only be used for registration fees (if applicable) and the costs of direct-route transportation, meals, and accommodation during the period of the actual event, treatment or seminar. All expenditures must be supported by receipt or voucher.
3. No wages shall be paid, including any reimbursement of lost wages from an individual's regular employment, as a result of attending an event, seminar, etc.
4. Gaming proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is normally determined by the number of participants. A group may use gaming proceeds to pay for the allowable travel expenditures of a maximum of one support person per five participants, or portion thereof. For example, the travel expenditures of two support personnel could be covered by gaming proceeds if there are six to ten participants; three support personnel if there are eleven to fifteen participants, etc. A higher number of support personnel per participants may be approved by the Commission if the higher number is endorsed in writing by the group's governing body.
5. In regard to this policy, support personnel are defined as teachers, instructors, and other adult chaperones.
6. Eligible travel within Alberta does not require specific prior approval of the Commission by way of a submitted itinerary if approval is requested and granted at the time of application.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

SUBJECT: TRAVEL: "OTHER" - USE OF PROCEEDS

7. For travel outside of Alberta, a Travel Itinerary form (Form 5443) must be submitted and approved by the Commission before any proceeds are spent. In addition, for travel outside of Canada the group must demonstrate a similar activity, treatment or seminar does not exist in Canada.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
3. The Licensing Support Section shall review the group's "Travel Itinerary" form (Form 5443) to ensure all required information has been provided.
4. The Licensing Support Section shall review the group's "Travel Itinerary" form to ensure the number of support personnel approved for travel complies to Standard 4 above.
5. The Manager, Licensing Support must approve all requests for approval to use gaming proceeds for travel outside of Canada. For travel outside of Alberta but within Canada, the Licensing Support Supervisor may approve the request.
6. The Financial Review Section shall review the group's financial report to ensure all travel disbursements comply with the details provided on the approved "Travel Itinerary" form.

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

SUBJECT: VOLUNTEER EXPENSES - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used to reimburse volunteers for approved expenses incurred while working a gaming event.

STANDARDS:

1. Eligible volunteer expenses include:
 - a) transportation costs to and from the gaming event via taxi or bus;
 - b) babysitting costs incurred by volunteers while they are working gaming events; and
 - c) costs of adult respite care to volunteers while they are working gaming events if the volunteer is normally responsible for the care of a medically dependent person within his or her home.
2. If the volunteers are representing a group working at a casino event at least 100 kilometres from their municipality, the following expenses may be eligible for payment from the casino account:
 - a) transportation costs (gasoline, van rental);
 - b) overnight accommodation for a maximum of two nights; and
 - c) breakfast meals for a maximum of two days (if volunteers are staying overnight).
3. All claims for volunteer expenses must be supported by a voucher or receipt.
4. The purchase of liquor is not an eligible volunteer expense.
5. Gaming proceeds cannot be used to purchase meals or refreshments for volunteers following the gaming event.
6. Volunteers working a licensed event shall not be paid cash, from gaming proceeds or from any other source of revenue, for their services. This includes, but is not limited to:

SUBJECT: VOLUNTEER EXPENSES - USE OF PROCEEDS

- a) cash payments;
 - b) association or bingo licensee "vouchers" which can be exchanged for cash; and
 - c) receiving money, goods or services for personal use, from individuals that provide premises, services, equipment or supplies to events sponsored by the volunteer's group.
- 7. Volunteers working a licensed event may receive credits/points to help offset the cost of registration fees, competition fees and/or travel expenses for an approved charitable activity conducted by a licensee. The credits/points shall:
 - a) not be redeemable for cash; and
 - b) not be used for social/recreational purposes.
 - 8. Volunteers may transfer the credits/points earned from working an event:
 - a) to other members of the licensed group; or
 - b) to individuals who are beneficiaries of the group's programs (for example an amateur athlete participating in a structured and developmental sport); or
 - c) on the approval of the Commission, to other licensees if:
 - i) the groups redeeming the credits are community leagues/associations; or
 - ii) the groups redeeming the credits have structures with provincial, regional, district and/or zone components.
 - 9. If credits/points are transferred to other licensees, a voucher must be used as a means of exchange. The voucher shall include the following information:
 - a) name of licensed group issuing the voucher;
 - b) serial number;

SUBJECT: VOLUNTEER EXPENSES - USE OF PROCEEDS

- c) date of issuance;
 - d) value;
 - e) name and telephone number of person voucher issued to;
 - f) recipient is a member or non-member of group issuing the voucher;
 - g) redemption date;
 - h) redemption purpose;
 - i) expiry date (not to exceed one year from date of issuance);
 - j) authorizing signature; and
 - k) notice stating the voucher cannot be used for social/recreational or non-charitable purposes.
- 10. The group issuing the credits/points shall maintain records of the credits/points. The records are subject to review by the Commission. The records shall include a ledger with the following information:
 - a) names of volunteers earning the credits;
 - b) volunteer is a member or non-member of group issuing the credits;
 - c) dates the volunteers earned the credits;
 - d) values of the credits earned;
 - e) dates the credits were redeemed or transferred;
 - f) purpose(s) for which the credits were redeemed (if applicable); and
 - g) if the credits/points are redeemed by another group:
 - i) the date(s) the other group received payment for the credit redemption;

SUBJECT: VOLUNTEER EXPENSES - USE OF PROCEEDS

- ii) the dollar value of the redemption claim; and
 - iii) the name of the gaming account from where the payment was issued.
- 11. If the credits/points are redeemed by another licensed group, this other group shall maintain records of the credits/points. The records, which are subject to review by the Commission, shall include a ledger with the following information:
 - a) name of person redeeming the credits;
 - b) name of group issuing the credits;
 - c) date of credit redemption;
 - d) value of credits being redeemed;
 - e) purpose for which the credits were redeemed; and
 - f) when redeeming credits/points from the group issuing the credits:
 - i) the date of the redemption claim;
 - ii) the dollar value of the redemption claim; and
 - iii) the name of the gaming account where redemption claim was deposited.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed volunteer expenses and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all volunteer expense disbursements of gaming proceeds have been approved and comply

SUBJECT: VOLUNTEER EXPENSES - USE OF PROCEEDS

with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.

3. The Licensing Support Section shall ensure all volunteer expense requests are eligible expenses as stated in Standards 1 through 4 above.
4. The Financial Review Section shall review the group's financial report to ensure all volunteer expense disbursements are approved and supported by a voucher or receipt.

CHARITABLE GAMING

**SUBJECT: WAGES, SALARIES, FEES FOR SERVICE, AND
HONORARIUMS - USE OF PROCEEDS**

POLICY:

Gaming proceeds may be used to pay salaries, wages, fees for service or honorariums only if the duties performed are essential to the group's program delivery, the duties are performed by a person with specialized qualifications and the duties cannot be reasonably performed by a volunteer.

STANDARDS:

1. The services provided must be essential to a group's charitable work in the community.
2. Administrative duties are not eligible except for disabled groups who cannot perform an administrative duty due to the nature of the disability.
3. Duties must require technical skills. They cannot be reasonably done by volunteers.
4. Any individual being paid must have specialized qualifications.
5. Approval to pay a salary or wage is not transferable from one individual to another.
6. Groups proposing to pay wages, salaries, fees for service and honorariums must complete and submit to the Commission the "Request to Use Gaming Proceeds To Pay Wages/Salaries" form (Form 5442). This form does not have to be completed for the fees of officials or judges.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON

CHARITABLE GAMING

**SUBJECT: WAGES, SALARIES, FEES FOR SERVICE, AND
HONORARIUMS - USE OF PROCEEDS**

proceeds have been approved and comply with above policy, above standards, terms and conditions of licence and Board policies.

3. The Licensing Support Section shall review the group's "Request To Use Gaming Proceeds To Pay Wages/Salaries" form (Form 5442) to ensure all required information has been provided.
4. The Licensing Support Section shall ensure each individual whose wage or salary has been approved to be paid from gaming proceeds has been entered into the Gaming and Licensing System (GLS).
5. The Financial Review Section shall review the group's financial report to ensure the individuals whose wages/salaries are being paid from gaming proceeds have been approved.

SUBJECT: ENDOWMENT FUNDS - USE OF PROCEEDS

POLICY:

Gaming proceeds may be used to establish and/or donate to an endowment fund, whose purpose is to support approved charitable or religious purposes.

STANDARDS:

1. In regards to this policy, "endowment fund" means a fund where the principal is not normally disbursed and only the investment income, or a portion thereof, is expended.
2. Groups may request Board approval to withdraw a portion, or all, of the principal of the endowment fund to be spent on approved charitable or religious purposes. The Board will only grant such approval if the group can demonstrate that the funds are required to ensure the continued delivery of one or more of its charitable programs to the community and that no other source of funding is available.
3. Endowment fund contributions shall normally be limited to a maximum cumulative total of 50% of gaming proceeds earned the previous calendar year. Written approval of the Board shall be obtained prior to a group using more than 50% of gaming proceeds for an endowment fund.
4. The amount of gaming proceeds that may be contributed to an endowment fund shall normally be limited to a maximum total of \$10 Million. Written approval of the Board shall be obtained prior to a group contributing more than \$10 Million of gaming proceeds to an endowment fund.
5. Endowment funds may be administered by the licensed group or by a third party on behalf of the licensed group subject to the approval of the requests outlined in Standards 6 and 7.
6. Requests by a group to administer its own endowment fund must be submitted to the AGLC and approved by the Board before any gaming proceeds are directed for the first time to an endowment fund. The group must provide the following information about the proposed endowment fund with its request:

SUBJECT: ENDOWMENT FUNDS - USE OF PROCEEDS

- a) the purpose of the fund;
- b) minutes of the executive or general meeting at which authorization was granted to request approval to use gaming proceeds for an endowment fund;
- c) confirmation gaming proceeds placed into the fund will be separated for accounting purposes when reporting to the AGLC;
- d) explanation of how proceeds will be disbursed from the fund;
- e) the intended recipient(s) of the fund's disbursements; and
- f) explanation of how the fund will be administered including:
 - i) who determines how the proceeds from the endowment fund will be invested;
 - ii) the identity of the investment manager responsible for the endowment fund's investments. A copy of the draft agreement between the group and investment manager shall be submitted;
 - iii) a breakdown of how the proceeds from the endowment fund will be invested;
 - iv) the signing authorities for the endowment fund; and
 - v) the fee structure associated with the administration of the endowment fund.

7. Requests by a group to have a third party administer an endowment fund must be submitted to the AGLC and approved by the Board before any gaming proceeds are directed for the first time to an endowment fund. The group must provide the following information about the proposed endowment fund with its request:

- a) the purpose of the fund;
- b) minutes of the executive or general meeting at which authorization was granted to request approval to use gaming proceeds for an endowment fund;

SUBJECT: ENDOWMENT FUNDS - USE OF PROCEEDS

- c) confirmation gaming proceeds placed into the fund will be separated for accounting purposes when reporting to the AGLC;
- d) explanation of how proceeds will be disbursed from the fund;
- e) the intended recipient(s) of the fund's disbursements;
- f) the identity of the third party administrator; and
- g) a copy of the draft agreement between the group and the third party administrator which states:
 - i) who determines how the proceeds from the endowment fund will be invested;
 - ii) a breakdown of how the proceeds from the endowment fund will be invested;
 - iii) the signing authorities for the endowment fund;
 - iv) the identity of the third party's investment manager;
 - iv) the fee structure associated with the administration of the endowment fund; and
 - vi) how often financial statements from the endowment fund are provided to the licensed group.
- 8. Investments for endowment funds must be managed by a person possessing a recognized professional investment designation [e.g. Certified Financial Planner (CFP), Chartered Financial Analyst (CFA)] or a recognized licensed investment management corporation.
- 9. If there is a proposed change in the purpose of the endowment fund, the intended recipient of the fund's disbursements or the party administering the endowment fund, it must be approved by the AGLC prior to the change taking effect. Minutes of the executive or general meeting at which authorization was granted for the proposed change must be submitted with the letter of request.
- 10. Any gaming proceeds donated to an endowment fund held by other charitable groups or eligible institutions (e.g. hospitals, post-secondary institutions) shall be made in accordance with the following:
 - a) Section 5.6 - Donations Within Alberta - Use of Proceeds; and

SUBJECT: ENDOWMENT FUNDS - USE OF PROCEEDS

- b) Section 5.7 - Donations Outside of Alberta - Use of Proceeds.
11. An endowment fund annual report shall be prepared by groups which administer their own endowment fund or have a third party administer the endowment fund. The report shall be submitted to the AGLC's Financial Review Section annually. The endowment fund report shall include, at a minimum, the following:
 - a) the current balance of gaming proceeds in the fund;
 - b) a list of the recipients of the fund's disbursements and the amount of these disbursements; and
 - c) the fees charged to administer the fund.
 12. Endowment funds cannot be merged with other endowment funds without prior approval of the AGLC.
 13. For a group that administers its own endowment fund or has a third party administer its endowment fund and the endowment fund ceases, all gaming proceeds shall be transferred back to the gaming account and spent on approved charitable or religious purposes (see Section 4.4).
 14. The AGLC shall have access to all endowment fund records, including those of the fund manager or third party administrator, and may make copies of such records and remove them for further examination.

PROCEDURES:

1. The Regulatory Division, Licensing Support Section, shall review the group's proposed use of proceeds and approve those which comply with the above policy, above standards, Section 4 - General Use of Gaming Revenue/Proceeds, terms and conditions of licence and Board policies.
2. The Regulatory Division, Financial Review Section, shall review the group's gaming financial report to ensure all disbursements of gaming proceeds have been approved and comply with the above policy, above standards, Section 4 - General Use of Gaming

SUBJECT: ENDOWMENT FUNDS - USE OF PROCEEDS

Revenue/Proceeds, terms and conditions of licence and Board policies.

3. If the group proposes to administer its own endowment fund, the Licensing Support Section shall ensure the group submits the required information specified in Standard 6 above.
4. If the group proposes to have a third party administer its endowment fund, the Licensing Support Section shall ensure the group submits the required information specified in Standard 7 above.
5. If the group proposes to donate gaming proceeds to another group or eligible institution's endowment fund, the Licensing Support Section shall enter into the Gaming Licensing System (GLS) the name of the intended recipient of all approved donations.
6. The Financial Review Section shall review the group's gaming financial report to ensure endowment fund contributions have been limited to a maximum cumulative total of 50% of the gaming proceeds earned by the group in the previous calendar year, or as otherwise approved.
7. The Financial Review Section shall review the group's endowment fund annual report to ensure the contributions to the endowment fund equal or exceed the proceeds transferred from the group's gaming accounts.
8. The Financial Review Section shall review the group's endowment fund disbursements to ensure the disbursements coincide with the intended recipients listed in Standards 6 or 7.

SUBJECT: FORMS

- Request To Use Gaming Proceeds To Pay Wages/Salaries
- Statutory Declaration
- Travel Itinerary
- Use of Proceeds – Donations Within Alberta

UNDER DEVELOPMENT

DATE ISSUED: August 21, 2003

AUTHORITY:

Original signed by
NORM PETERSON