



Gaming and
Liquor Commission

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

This form may be obtained from our website:
<http://www.aglc.gov.ab.ca>

ELIGIBILITY FOR BINGO LICENCE

Phone: (780) 447-8600 Toll-Free: 1-800-272-8876

Fax: (780) 447-8912 or 447-8911

Website: www.aglc.gov.ab.ca

**BEFORE FILLING OUT THIS APPLICATION, READ ATTACHED INFORMATION.
AN ACTIVE RECORD OF PROGRAM DELIVERY FOR THE PREVIOUS 12 MONTHS IS REQUIRED.**

PLEASE PRINT CLEARLY

Application Date Completed: <u> </u> <u> </u> <u> </u>			AGLC ID # (if applicable): _____		
Formal/Legal Name of Applicant: <i>(as it appears on the Certificate of Incorporation)</i>					
Group's Legal Address:			Mailing Address: <i>(if different than legal)</i>		
_____			_____		
_____			_____		
Postal Code			Postal Code		
Group's Website: _____					
Incorporated Under: <input type="checkbox"/> Societies Act <input type="checkbox"/> Companies Act <input type="checkbox"/> Other <i>specify</i> _____					
Incorporation Number:		Incorporation Date:		How long has group existed?	
_____		_____		_____	
				# of Members: # of Executive:	

BINGO CHAIRPERSON <i>(For Correspondence)</i>					
Print Full Name: _____			Date of Birth: <u> </u> <u> </u> <u> </u>		
Mailing Address: _____					

Postal Code					
Residence Phone:		Business Phone:		Fax:	
()		()		()	
Email: _____					

SIGNING AUTHORITIES					
WE CERTIFY THAT: all information and documents supplied are correct, and the group has authorized us to make this application. Any AGLC Inspector may examine and make copies of all records relating to this application. Signing authorities and group contacts must be kept up to date. (This will prevent delays in the group receiving correspondence.)					
President Signature: _____					
Print Full Name: _____			Date of Birth: <u> </u> <u> </u> <u> </u>		
Mailing Address: _____					

Postal Code					
Residence Phone:		Business Phone:		Fax:	
()		()		()	
Email: _____					
Treasurer Signature: _____					
Print Full Name: _____			Date of Birth: <u> </u> <u> </u> <u> </u>		
Mailing Address: _____					

Postal Code					
Residence Phone:		Business Phone:		Fax:	
()		()		()	
Email: _____					

Describe the Group's activities and background. Please attach any brochures, pamphlets, etc. (use additional sheets if necessary)

How do you propose to spend your gaming proceeds?

The group's eligibility for a Bingo Licence will be assessed and you will be notified accordingly. If the group appears eligible, it will be placed on the AGLC Central Registry waiting list. Once an opening is available, the group will be contacted. Should you choose not to take the event(s), the group will be moved to the bottom of the waiting list.

Please complete the following checklist and include required supporting documentation, to eliminate processing delays:

- Copy of meeting motion authorizing the application.
- Copy of Incorporation Certificate.
- Copy of registered bylaws (**filed and stamped by Alberta Registries**) *Note: Must have a dissolution clause that indicates all remaining funds and assets will be donated to a charitable organization.*
- Current executive list, indicating addresses and telephone numbers.
- Current membership list, including addresses and telephone numbers.
- Budget for the current year or proposed budget for upcoming fiscal year.
- Balance sheet, income and expense statements for the last year that prove the program has been operational for the minimum requirement of 12 months.
- Land Title Certificate of Lease/Rental Agreement.

In order to determine your group's eligibility for a gaming licence, please provide the following information. Please ensure all questions are answered in detail. Your application will not be processed if the following information has not been completed and/or supporting documents are not attached (use back page if necessary).

1. Please provide a list of all programs provided by the group in the past one (1) year. For each program listed, provide a thoroughly detailed description of what the program entails, the program's benefit to the public and members, where and when the program was delivered, who conducted the program, who the program recipients were, how many people were involved in the program, as well as any documentation demonstrating actual delivery of the program.

2. How do your programs benefit the community at large?

3. Who determines what activities/programs the group delivers (i.e., Board of Directors, Governing Body, Government, etc.)?

4. a) Is the group affiliated with any other organization (parent group, governing body, government service, etc.)?
 Yes No If yes, what group? _____
b) If the group is a Provincial or regional governing body, please explain the structure of the group, how funds flow throughout the group and any common programs.

5. If you are an amateur athletic group, describe the programs specifically for adults; specifically for seniors and/or the disabled; describe any other programs.

6. What funding do you receive? (include grants, rent, product sales, user fees, etc.)

7. a) What portion of your program is funded by Government? _____
b) What portion of your program is dictated by Government? _____
8. a) Does the group own or rent a facility? Yes No
b) If yes to a), provide Land Title Certificate or Lease Agreement.
c) If yes to a), provide documentation on any sources of funding in regards to the facility.
9. If the group provides a facility, please provide the group's public access procedures and actual percentage of public usage of the facility, as well as the percentage of time the facility will be available for public use. Provide the records used to calculate the percentage use.

10. Please provide information on any other groups or organizations within the same facility, and provide information on any shared costs.

LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering gaming activities in Alberta. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, all areas of the application form must be completed and submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required Financial Reports must be up-to-date before new applications are processed.*

The information you are providing on this application form is collected under the authority of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Telephone: 780-447-8600 Toll-free: 1-800-272-8876

LICENSING PROCESS

The AGLC Regulatory Division is responsible for reviewing applications, issuing gaming licences, and enforcing the Act, Regulations and policies and conditions under the legislation. The AGLC must approve any changes to the approved licence, Terms & Conditions and Operating Guidelines, or use of proceeds. Inspectors may visit gaming events to provide advice and information and to ensure that all requirements are being met, and/or conduct investigations of any alleged irregularities.

ELIGIBILITY GUIDELINES

Each application is reviewed on its own merit. The following guidelines are used to assist in the review.

1. **NATURE OF THE GROUP.** Only charities and religious groups are licensed. A "charity" provides a public service or community benefit. Its programs must provide one of the following:

- **Relief of the aged and disadvantaged.** This includes providing: relief to the poor; programs for the elderly so they stay active in society; or social service and educational programs for the emotionally or physically distressed.

- **Advancing education and learning.** This includes providing: student scholarships; aid to schools, libraries, museums and the arts; or preservation of cultural heritage. **Note:** Student groups must submit written approval from:

- Board of Governors of a university;
- President of post-secondary schools;
- School Board for high schools; or
- Principal for junior high or elementary schools.

- **Other programs to help the community.** This includes: making improvements to the quality of health; supporting medical research; aiding medical treatment programs; providing a facility for the community's use; supporting competitive amateur athletics; or providing places for public worship and other religious programs.

2. MEMBERSHIP, PROGRAMS & STRUCTURE.

- Membership in the group must be voluntary. The executive must be democratically chosen from its volunteer base.
- Members, directors, and officers must not be paid for their services.
- Programs must benefit the community, not the members' self-interest.
- The group must be not-for-profit, and have a broad based volunteer membership that establishes, maintains and delivers the group's programs.
- Groups applying for a licence for which licence fees are charged must be incorporated. (This includes raffle, bingo, casino and pull-ticket licences). Acceptable forms include:
 - Societies Act
 - Part 9, Companies Act
 - Part II, Canada Corporations Act
 - other Alberta Statutes, or
 - charter from a recognized international governing body, e.g., service club charter

USE OF PROCEEDS

Gaming revenue can be used to pay prizes and expenses needed to operate the event. The proceeds remaining must be used for approved charitable or religious purposes.

Applicants specify the intended use of gaming proceeds on the application. The following examples are eligible uses of gaming proceeds.

- **Purchase or rental of equipment, furnishings and supplies to deliver programs.** Ownership must remain with the group. Items for personal or promotional use cannot be bought with gaming proceeds.

- **Providing equipment, supplies or programs to educate students.** Not included are social or recreational activities.
- **Providing relief for people in distress, or victims of a physical disaster.**
- **Travel to deliver a group's services in Alberta.** Approved costs include direct transportation, meals and lodging during the activity. Expenses for participants and support personnel may be paid. The trip must be approved by a governing body, and be either:
 - a normal part of the group's activities; or
 - an earned opportunity to go to a higher level of activity.

Eligible travel in Alberta does not require prior approval. To travel out of Alberta, a travel itinerary must be submitted for approval before any proceeds are spent. The travel must be required for the group to deliver its programs in Alberta. For travel out of Canada to be approved, a similar activity must not exist in Canada.

Travel that is social, recreational or administrative in nature is not eligible.

- **Providing a public facility.** Eligible uses include capital, rental and operating costs. Proceeds cannot be used for equipment and furniture for income-producing food and drink operations.

The costs of club rooms used by members for social activities are not eligible. When a facility has both club rooms and public use areas, up to 50% of gaming proceeds may be used for it. The balance must be applied to other approved uses.

These costs are usually identified as "building funds". If a building fund is listed as a use of proceeds, its purpose and status must be provided.

- **Wages or salaries, if the:**
 - services provided are essential to a group's work in the community;
 - duties require technical skills;
 - any individual being paid has specialized qualifications;
 - duties cannot be reasonably performed by volunteers; and
 - duties are not administrative.
- **Programs for seniors.** The majority of participants must be at least 60 years old. Programs cannot be limited to members of the licensed group; they must include other seniors in the community. Proceeds cannot be used to purchase alcohol, or for travel outside Alberta.
- **Donations to other approved charities, both in and out of Alberta.**

GENERAL INFORMATION

- Charities must conduct their bingo events in the city, municipality, improvement district, or special area as follows:
 - a) Charities located within the boundary of the city of Edmonton must conduct bingo within that city. Charities located outside of Edmonton may not access bingo within the city of Edmonton.
 - b) Charities located within the boundary of the city of Calgary must conduct bingo within that city. Charities located within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the Manager of Licensing Support of the Commission to conduct bingo events within the city of Calgary provided:
 - i) a licensed facility does not exist in their own Municipal District; or
 - ii) there is no access to an existing licensed facility in their own Municipal District.
 - c) Outside Edmonton and Calgary (except as provided for in clause b) above), charities must conduct their bingo events in the municipality, improvement district, or special area in which they are located. Groups may apply to the Manager of Licensing Support, Regulatory Division to hold bingo events in an adjacent municipality, improvement district, or special area if:
 - i) no licensed facility exists in their own area; or
 - ii) there is no access to an existing licensed facility in their own area.
- The following positions must be filled by volunteers who are bona fide members of the licensed charity:
 - a) bingo chairperson;
 - b) paymaster;
 - c) bonanza controller(s); and
 - d) special game controller(s).
- The following positions, if filled by volunteers, must be bonafide members of the licensed charity:
 - a) cashier(s);
 - b) Satellite game controller;
 - c) bingo coordinator.
- Volunteer bingo workers must maintain the integrity of gaming and perform their respective duties according to the standards laid out in the terms and conditions and as specified in the facility licensee's operating policies and procedures.
- **BINGO VOLUNTEERS MAY NOT BE PAID FOR THEIR SERVICES**