



Gaming Information
for Charitable Groups

Gain essential
information
on charitable gaming
activities.

Gain experience.
Gain knowledge.
Gain information.

A Resource Manual

March 2005 Third Edition

Alberta
GAMING AND LIQUOR
COMMISSION

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Alberta Gaming and Liquor Commission

The policies of the AGLC take precedence over any information contained in this resource manual. Policies may be found on the AGLC's web site at:

www.aglc.gov.ab.ca

The operating guidelines and handbooks do not replace the *Gaming and Liquor Act* or the *Gaming and Liquor Regulation*.

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Contact Information



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50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Web Site: www.aglc.gov.ab.ca

Email: gaming.licensing@aglc.gov.ab.ca

Reception: 780-447-8600

Toll Free: 1-800-272-8876 or 310-0000 and ask for the AGLC

Licensing Support Fax: 780-447-8912

Financial Review Fax: 780-447-7502

I have ...	About ...	May I speak to a ...
...Bingo questions	... Bank Accounts, Financial Reporting	→ ...Bingo Financial Review Clerk
	... Eligibility, Licensing, Use of Proceeds	→ ...Bingo Licensing Clerk
...Casino questions	... Bank Accounts, Financial Reporting	→ ...Casino Financial Review Clerk
	... Eligibility, Licensing, Use of Proceeds	→ ...Casino Licensing Clerk
...Pull Ticket questions	... Bank Accounts, Financial Reporting	→ ...Pull Ticket Financial Review Clerk
	... Eligibility, Licensing, Use of Proceeds	→ ...Pull Ticket Licensing Clerk
...Raffle questions	... Bank Accounts, Financial Reporting	→ ...Raffle Financial Review Clerk
	... Eligibility, Licensing, Use of Proceeds	→ ...Raffle Licensing Clerk

Note: All licensing clerks can help with all use-of-proceeds questions.

AGLC Regulatory – Regional Offices

Grande Prairie:	10020-124 Avenue T8V 5L7	Phone: 780-832-3000 Fax: 780-832-3006
Calgary:	110 Deerfoot Atrium 6715-8 Street NE T2E 7H7	Phone: 403-292-7300 Fax: 403-292-7302
Red Deer:	J5 Business Centre 13, 7895-49 Avenue T4P 2B4	Phone: 403-314-2656 Fax: 403-314-2660
Lethbridge:	3103-12 Avenue N T1H 5P7	Phone: 403-331-6500 Fax: 403-331-6506

Other AGLC Regulatory Division Contacts

FORENSIC AUDIT QUESTIONS:	780-447-8600 -or- 1-800-272-8876 ...ask to speak with Forensic Audit's Administrative Assistant
INSPECTION QUESTIONS:	780-447-8600 -or- 1-800-272-8876 ...ask to speak with an Inspector
CHEATING AND IRREGULARITIES/ INVESTIGATION QUESTIONS:	780-447-8600 -or- 1-800-272-8876 ...ask to speak with Investigations
SOCIAL RESPONSIBILITY QUESTIONS:	780-447-8600 - or - 1-800-272-8876 ...ask to speak with Social Responsibility's Administrative Assistant
GAIN QUESTIONS:	1-866-307-7499 (direct line) Please check the GAIN section of the AGLC web site (www.aglc.gov.ab.ca) for the session schedule

Non-AGLC Contacts

AADAC:	1-866-332-2322 Problem Gambling Toll-Free Help Line	web site: www.aadac.com
Alberta Lottery Fund:	780-447-8600 -or- toll-free 310-0000 and ask for the Alberta Lottery Fund Fax: 780-447-8903	web site: www.albertalotteryfund.ca
Community Initiatives Program (CIP):	1-800-642-3855	web site: www.albertalotteryfund.ca
Community Facility Enhancement Program (CFEP):	1-800-642-3855	web site: www.albertalotteryfund.ca
Board Development Program (BDP):	780-427-2001 -or- toll free 310-0000 and ask for the Board Development Program	web site: www.cd.gov.ab.ca/bdp
Corporate Registries:	780-427-2311 -or- toll-free 310-0000 and ask for Corporate Registries	web site: www.gov.ab.ca/gs
Western Canada Lottery Corporation	1-800-665-3313	web site: www.wclc.com





Gaming Information
for Charitable Groups

Section ①

Legislation, Regulation and Policy



All Gambling is Illegal

The *Criminal Code of Canada* says that,
“Everyone is guilty of an indictable offence and liable to imprisonment ...”
who conducts or manages or participates in a scheme by which, on the
payment of consideration, a person becomes entitled to receive money or
property based on the outcome of a game of chance or a game of mixed
skill and chance.

The *Criminal Code*, however, provides specific and limited exceptions to
what is noted above. Two of those exceptions are contained in Section
207 (1), which indicates that, “... it is lawful a) for the government of a
province ... to conduct and manage a lottery scheme in that province ... [and] b)
for a charitable or religious organization, pursuant to a licence issued by the
Lieutenant Governor in Council of a province ... if the proceeds from the lottery
scheme are used for a charitable or religious object or purpose”.

In other words, this law “starts with the philosophy that all gambling is
illegal unless specifically exempted through legislation in the *Criminal Code*”
(Judge Peter Griffiths, 1992).

Key Legislative Requirements and Considerations

- ***Criminal Code*** — established in 1892, it is the legal foundation for all gaming in Canada
- ***Gaming and Liquor Act*** — establishes the Alberta Gaming and Liquor Commission (AGLC) as the regulatory authority for provincial lotteries and gaming activities
- **Gaming and Liquor Regulation** — establishes gaming licences for bingo, pull ticket, raffle, and casino and the respective fees for those licences; also establishes bingo and casino facility licences, and the registration of gaming workers
- **Gaming Licensing Policies** — *Terms & Conditions and Operating Guidelines* (“Ts & Cs”) must operate within the legal foundation framework established for the province

What is Charitable?

The *Criminal Code* does not provide guidelines on some key terms, such as charitable purpose, to which proceeds raised by charitable gaming activities must be applied. The AGLC, therefore, has adopted common law principles which have been used by the Supreme Court of Canada. These principles identify four categories of classification used to determine what constitutes a charitable or religious object or purpose:

1. Relief of poverty
2. Advancement of education
3. Advancement of religion
4. Other purposes beneficial to the community

The last category requires further clarification since, “*other purposes beneficial to the community*,” are subject to change with social priorities. The AGLC provides clarification on all four categories in its *Charitable Gaming Policies Handbook*, available on the web site at www.aglc.gov.ab.ca.

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:

- ① Relief of the aged or disadvantaged:
 - relief to the poor;
 - programs for the elderly so they can stay active in society; or
 - social services and educational programs for the emotionally or physically distressed.

② Advancing education and learning by providing:

- student scholarships;
- aid to schools;
- aid to libraries;
- aid to museums;
- aid to the arts; or
- aid to the preservation of cultural heritage.

③ Providing help to the community which:

- makes improvements to the quality of health;
- supports medical research;
- aids medical treatment programs;
- supplies a facility for the community's use;
- supports eligible amateur sports; or
- contributes places of worship and other religious programs.

NOTE

The terms 'charity' and 'charitable purpose' are defined by the AGLC solely for the purposes of issuing gaming licences. The AGLC is not bound by the definition of 'charity' or 'charitable purpose' used by other authorities or jurisdictions.

The Charitable Gaming Model in Alberta

Only licensed charitable or religious groups may conduct gaming activities in Alberta.

There are four types of charitable gaming licences:

1. **Bingo;**
2. **Casino;**
3. **Pull Ticket;** and
4. **Raffle.**

The proceeds groups raise from charitable gaming must be used for approved charitable or religious purposes. Remember, the *Criminal Code* requires that a licence only be issued if “*the proceeds ...are used for a charitable or religious object or purpose.*”

In other words, no gaming events in Alberta may be conducted without the direct involvement of eligible charitable or religious groups.

NOTE

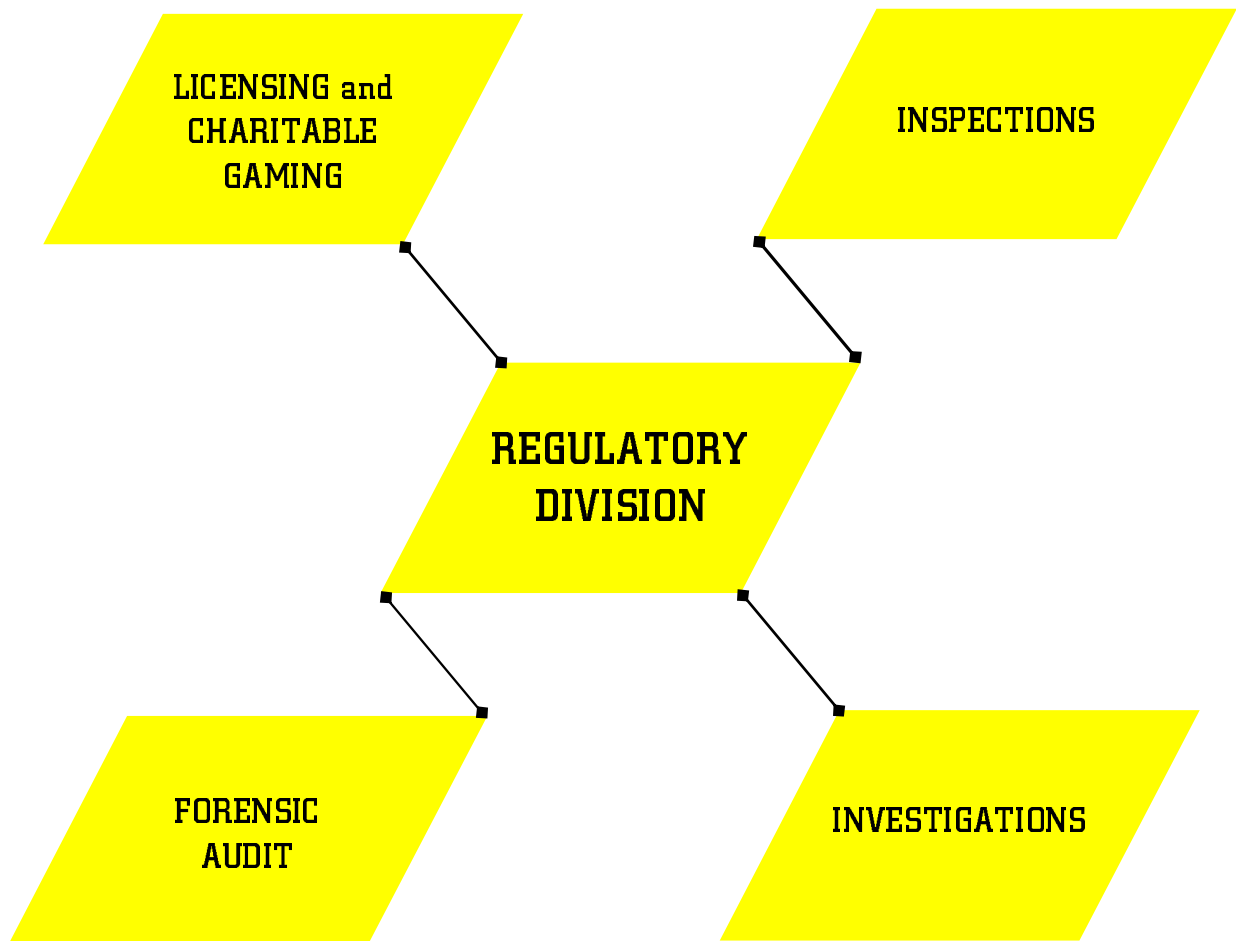
A licence is required if a gaming event contains the following three elements:

- ① **Consideration (payment)**
- ② **Chance (opportunity to win a prize)**
- ③ **Prize**

If someone is paying for a chance to win a prize, a gaming licence is required.

AGLC Regulatory Division

Within the AGLC, the Regulatory Division has four branches involved in gaming licensing. All four branches are available to assist licensed or applicant groups.



INSPECTIONS — All aspects of gaming activity may involve an inspector. Among other duties, inspectors may assess eligibility for gaming licensing, monitor a raffle, or make on-site visits at gaming events.

INVESTIGATIONS — The key responsibility of this branch is to maintain the integrity of gaming activities in Alberta. This branch investigates Criminal Code offences, including those perpetrated against licensed groups and facilities.

FORENSIC AUDIT — This branch conducts audits and investigations with the purpose of regulating gaming activities. Charitable gaming licensees and facilities may be audited to ensure that gaming funds are used in accordance with the requirements of legislation and policy. Through its audit program, this branch is closely involved in all aspects of a group's operations and records.

LICENSING and CHARITABLE GAMING — Two sections within this branch are directly involved in the details of a group's gaming licence:

- **Licensing Support** works with groups in the processes of determining eligibility, the licensing application process, and uses of gaming proceeds.
- **Financial Review** works with groups related to financial reports, bank accounts, gaming event reporting, and pooling issues.

NOTE

All branches of the Regulatory Division fulfill two purposes related to gaming licensing:

TO MONITOR and TO ASSIST!

Refer to "Contact Information," pages 1-2.

Eligibility for Gaming Licensing

Each group that applies for a gaming licence is assessed based on criteria detailed in the following pages. In order to process thousands of applications for gaming licences fairly, the AGLC has developed policies to guide it in determining eligibility criteria that meet legal requirements set out in the *Criminal Code* (Canada), and the *Gaming and Liquor Act and Regulation*.

Each applicant group is assessed using the AGLC's eligibility policies. For a detailed description, please refer to the *Charitable Gaming Policies Handbook*.

CHARITABLE GAMING POLICIES HANDBOOK

This document contains detail about charitable gaming policies, including eligibility and use of gaming proceeds.

This handbook is available on the web site at:
www.aglc.gov.ab.ca

Basic Eligibility

Determining basic eligibility can be complex; however, there are three key components the AGLC considers when assessing a group's eligibility for gaming licensing:

- ❶ **STRUCTURE** — Is it broad-based and democratic?
- ❷ **PROGRAM DELIVERY** — How long have programs or services been offered?
How do the group's programs or services benefit the community?
- ❸ **USE of PROCEEDS** — How will the money be spent?

The preceding components are described in more detail on the following pages.

① Structure

Charitable or religious organizations may be eligible for gaming licensing if the following criteria are satisfactorily met:

1. The structure of the applicant group must have:
 - a) broad-based volunteer membership;
 - b) Alberta resident volunteers who establish, maintain control of, and deliver the group's programs;
 - c) democratically chosen executive (25% maximum appointed by an external entity);
 - d) no paid members, directors, or officers (may be paid for other work done for the group, but the position, title, job description, salary, benefits and source of funding for same must be disclosed);
 - e) programs that benefit a significant segment of the community, not members' self-interest;
 - f) a not-for-profit objective;
 - g) groups applying for a licence must be incorporated (except for raffles with a total ticket value \$10,000 and less); acceptable forms of incorporation are:
 - i. *Societies Act (Alberta)*
 - ii. *Part 9, Companies Act*
 - iii. *Part II, Canada Corporations Act*
 - iv. *Religious Societies Land Act*
 - v. Other Alberta Statutes, approved by the AGLC, such as:
 - Band Council Resolution (only for a First Nations charity operating a gaming event on its reserve land);
 - 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) bylaws 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 of the AGLC.

NOTE

Groups must remain active with Corporate Registries as part of the licensing eligibility process, i.e. bylaws must be filed and stamped.

② Program Delivery

A group's record of program or service delivery must be consistent with its registered objects, proposed use of gaming proceeds (as identified on the licensing application form) and with the intent that the program or service delivery is charitable or religious. The record of program delivery will be assessed according to the following:

1. The applicant group must have a proven record of program delivery:
 - a) casino applicants require active delivery for the previous 24 months, or 12 months in locations where there is no casino waiting list;
 - b) applicants for raffles with a total ticket value more than \$100,000 and bingo require a record of active program delivery for the previous 12 months.
2. Applicant groups must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers. The declaration will identify:
 - a) the type of programs or services delivered by the group;
 - b) the date(s) and approximate time(s) of program or service delivery;
 - c) the premise 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 why the group's programs or services are 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.

③ Proposed Use of Proceeds

Applicants for gaming licensing must specify the intended use of gaming proceeds on or attached to the application form. The following are key elements to consider when specifying use of proceeds:

1. The group's proposed use of gaming proceeds must be in accordance with the AGLC's use of gaming proceeds policy.
2. Proceeds must only be spent on approved charitable purposes.

NOTE

It is important for all applicant and licensed groups to notify the AGLC of any changes to the group's:

- structure;
- objectives;
- bylaws;
- executive;
- use of proceeds; and
- programs or services.

Failing to apprise the AGLC of key changes may affect current and future gaming licences.

A Question of Geography

The following outlines where a group may conduct gaming events:

1. Groups located within the boundary of Edmonton must conduct bingos and casinos within that city. Groups delivering programs outside of Edmonton may not access bingos or casinos within that city.
2. Groups located within the boundary of Calgary must conduct bingo within that city. Groups delivering programs or services within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the AGLC 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.
3. Groups located within the boundary of Calgary must conduct casinos within that city. Groups delivering programs or services in areas located in 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.
4. Outside of Edmonton and Calgary, groups (except as noted above) 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 area, or there is no access to an existing bingo association in its own area, the group may apply to the AGLC to conduct bingo events in an adjacent area.
5. Outside of Edmonton and Calgary, groups (except as noted above) will normally conduct their casino events at facilities situated outside of Edmonton and Calgary which are either in their locations or at the casino facility in proximity to their locations.

Provincial Groups

Eligible provincial groups may conduct gaming events in any community in Alberta, providing they establish with the AGLC that:

- the registered charitable objectives of the group have a provincial focus;
- the bylaws of the group provide for the establishment of offices in other Alberta communities;
- the executive and membership lists of the group indicate that membership is drawn from communities throughout Alberta; and
- the group has a record of program or service delivery and plans to continue to deliver its programs or services to communities throughout Alberta.

NOTE

Groups found eligible for gaming licensing must maintain eligibility requirements, which are subject to review at any time.

There is more on eligibility.

In addition to basic requirements for all groups, eligibility is also determined for specific types of groups. The following table provides a summary.

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
AGRICULTURAL FAIR or EXHIBITION	<p>Eligible:</p> <ul style="list-style-type: none"> • groups (agricultural societies or exhibition boards) registered under the <i>Alberta Societies Act</i> or <i>Agricultural Societies Act</i> that conduct annual fairs or exhibitions • an incorporated rodeo/chuckwagon association or charitable group (in the absence of an agricultural society or exhibition board)
AID of the DISTRESSED	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that provide educational, counseling and/or information programs or the necessities of life (e.g. homeless, women's, children's, or youth shelters, food banks, soup kitchens) <p>Ineligible:</p> <ul style="list-style-type: none"> • groups that are primarily commercial enterprises • groups lobbying to change government policy
ARTS	<p>Eligible:</p> <ul style="list-style-type: none"> • non-profit groups that actively deliver an arts program or activity to the public in the visual, literary, media, and performing arts (included are marching, school and youth bands, and related groups such as parent associations and booster clubs) • the program must: <ol style="list-style-type: none"> a) actively encourage public participation; b) give the public opportunities to participate; c) promote the program/activity to the community; and d) provide public performance or training to the public

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>-continued-</p> <p>ARTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • the group may charge a reasonable fee to cover costs of production; revenues generated must be used to cover the costs of production • groups that deliver and/or operate public facilities in which visual, literary, or performing arts activities are undertaken <p>Ineligible:</p> <ul style="list-style-type: none"> • programs/activities that do not provide a public benefit • groups that engage in events or activities which generate income for members or others
<p>ASSOCIATIONS of EMPLOYEES, OCCUPATIONS, or PROFESSIONS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups formed by employees or a common occupation/profession, with open membership to the general public, for the primary purpose of providing a charitable program or community service <p>Ineligible:</p> <ul style="list-style-type: none"> • groups formed by employees or upon a common occupation or profession, structured principally for self-help, personal benefit or the welfare of its membership
<p>CHAMBER of COMMERCE/ BOARD of TRADE</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • Chamber of Commerce/Board of Trade groups may be eligible where service clubs or community leagues do not exist, and the chamber or board serves the purpose of operating community programs or services <p>Ineligible:</p> <ul style="list-style-type: none"> • groups formed for the improvement and advancement of trade, commerce, economic development • groups formed to promote social activities

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
CHILDREN'S GROUPS	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that deal with children and have identified specific issues of social concern and actively address these issues, such as day care facilities • non-profit child care in good standing if: <ol style="list-style-type: none"> a) child care application is open to the community; b) waitlist process is open to the community; and c) the group meets basic eligibility requirements
	<p>Ineligible:</p> <ul style="list-style-type: none"> • groups comprised primarily of professionals providing children's services
COMMUNITY LEAGUES/ ASSOCIATIONS	<p>Eligible:</p> <ul style="list-style-type: none"> • groups incorporated as community leagues/associations or coordinating bodies for community leagues/associations
	<p>Ineligible:</p> <ul style="list-style-type: none"> • groups that act as any extension of government • groups formed primarily to fund raise • groups formed primarily to provide social activities

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>EDUCATION</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • volunteer groups within or affiliated with an educational institution, approved by Alberta Education or Advanced Education and the institution’s governing body, that enhance the educational opportunities of students • groups that administer bursaries or scholarships • if the institution’s name is used, the group must have the approval of the institution’s governing body: <ol style="list-style-type: none"> a) Board of University, College, etc.; b) President of technical school; c) Principal of high school; or d) Principal of junior high or elementary school • only one group within an elementary, junior high, or high school is eligible for a casino or bingo licence at one time • programs must be open to all students • use of proceeds must include one of: <ol style="list-style-type: none"> a) educational experience which is not principally recreational or social; b) educational equipment and supplies otherwise unavailable; c) educational bursaries or scholarships; or d) provide a charitable or religious object or purpose • ownership of assets purchased with proceeds will be vested in the institution <p>Ineligible:</p> <ul style="list-style-type: none"> • groups using proceeds to supplement any aspect of operational or capital budgets of any institution • school councils (excludes parent advisory councils, which may be eligible for licensing)

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>ETHNO-CULTURAL</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups identifying themselves with a specific ethnic or cultural origin that preserve or enhance their heritage, traditions, and cultures by offering educational programs or cultural activities to the community • if applicable, a percentage of proceeds may be used to support facilities available for general community use <p>Ineligible:</p> <ul style="list-style-type: none"> • groups organized solely to provide social or recreational activities for members
<p>FUNDRAISING</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups such as: <ol style="list-style-type: none"> a) foundations and “friends of” groups incorporated to aid and support the charitable work of hospitals, schools, and libraries (i.e. they aid and support establishments or institutions which are ineligible for licensing due to statutory or policy limitations); and b) community service groups (nationally chartered service clubs, fraternal groups, veterans’ groups, and the United Way) that operate to support community projects, organizations and assist needy individuals provided proceeds are spent on equipment, supplies, research or treatment otherwise unavailable and ownership of items purchased is vested in the institution the group was formed to support

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>-continued-</p> <p>FUNDRAISING</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • community service groups that support community projects, organizations, and needy individuals • Alberta-based groups at the provincial or regional level recognized for supporting a range of unrelated arm’s length organizations which provide charitable programs, services, or projects • use of an institution’s name must be approved in writing by its governing body <p>Ineligible:</p> <ul style="list-style-type: none"> • a group whose primary purpose is to fundraise • proceeds that supplement in any aspect the operational or capital budgets of any institution created by statute
<p>GOVERNANCE (ARM’S LENGTH)</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that deliver programs for community service or public benefit and demonstrate a clear separation in funding and governance from publicly funded programs, e.g. youth, family, and community service associations <p>Ineligible:</p> <ul style="list-style-type: none"> • groups created by statute or other legislative instrument • groups whose programming is funded from tax revenue, unless other services or programs are offered to provide significant community benefit • groups with any level of government majority control

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
HISTORICAL RESOURCES	<p>Eligible:</p> <ul style="list-style-type: none"> groups that develop public programs or develop and operate public facilities for the purpose of providing the general public access to historical resources such as museums and historical book committees
	<p>Ineligible:</p> <ul style="list-style-type: none"> groups whose primary activities involve the social, recreational, hobby, commercial, or professional interests of members
HOBBY/SOCIAL	<p>Eligible:</p> <ul style="list-style-type: none"> groups whose programs provide education and information programs to the public, e.g. quilting associations and orienteering clubs
	<p>Ineligible:</p> <ul style="list-style-type: none"> groups primarily established to serve or further the self-interest of its members through pursuit of leisure time activities based upon hobby, recreational or social activities
LIAISON	<p>Eligible:</p> <ul style="list-style-type: none"> groups that provide public education or counselling programs, liaise with government, and present a balance of the range of views on particular issues of public concerns, e.g. groups that represent specific cultures or environmental concerns
	<p>Ineligible:</p> <ul style="list-style-type: none"> a group whose primary purpose is to affect change in public policy or lobby government

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>MEDICAL/ HEALTH AID and RELIEF</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups whose primary purpose is to assist those afflicted with a mental or physical disorder • groups that support medical research, health care facilities, the handicapped
	<p>Ineligible:</p> <ul style="list-style-type: none"> • a group whose primary purpose is to support the professional skills of a medical occupation • hospitals, health centres, and for-profit medical facilities • groups affiliated with commercial interests
<p>NATURE CONSERVANCY</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups at the community or regional level that preserve, restore, and improve nature conservation through educational programs or the operation of public facilities • groups that treat injured or damaged domesticated or wild animals, birds, insects, or plants
	<p>Ineligible:</p> <ul style="list-style-type: none"> • groups that treat, support, breed or promote animals, birds, insects, or plants for commercial purposes • groups that lobby or advocate change to public policy • groups affiliated with commercial activities such as trapping or camping

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>NON-PROFIT GROUPS</p> <p>(See page 218.)</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that do not qualify for other types of gaming licensing may qualify to conduct a small raffle with a total ticket value of \$5,000 or less • the applicant group is not required to be incorporated but must be non-profit and have an elected executive • proceeds must be spent according to AGLC policy
<p>PROMOTIONAL</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that provide programs or services for community benefit and engage in promotional activities to increase public awareness and participation in programs or services
	<p>Ineligible:</p> <ul style="list-style-type: none"> • groups that provide activities beneficial to a commercial enterprise or social or recreational activities for members of the community

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
RELATED GROUPS	<p>Eligible:</p> <ul style="list-style-type: none"> • only one of either the principal or affiliated groups, branches, subsidiaries, or auxiliaries may be licensed for a bingo or casino at a time • groups with provincial, regional, district and/or zone components are not considered related if each group: <ol style="list-style-type: none"> a) is structured according to basic eligibility guidelines; b) actively delivers a program in the community supported by gaming proceeds; c) maintains separate gaming bank accounts; and d) obtains written approval from its provincial governing body submitted along with each gaming licence application • groups operating under a community league are not considered related • related groups that provide a common benefit to a large segment of the public may be allocated a number of bingo and casino licenses to be shared among affiliated groups
RELIGIOUS GROUPS	<p>Eligible:</p> <ul style="list-style-type: none"> • groups such as churches, parishes, congregations, and lay groups involved in furthering religious principles and whose programs are available to the general public • groups that operate and develop places of religious worship offering regular religious services and instruction
SENIOR CITIZENS	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that provide community programs and services to assist seniors (age 60+) • groups that provide recreational and social programs to seniors so they remain active in the community

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
SERVICE GROUPS	<ul style="list-style-type: none"> • See Veterans, Service and Fraternal Groups (page 28)
SPORTS	<p>Eligible:</p> <ul style="list-style-type: none"> • groups at the community or regional level that promote a charitable objective through the delivery of a structured, developmental, amateur sports program to the public on an individual or team basis, for example, to youth, seniors, and the disabled • In relation to this policy: <ol style="list-style-type: none"> 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 d) youth sports groups refer to groups where 75% or more of its membership or participants are 21 years of age or younger • an adult sports group is not normally eligible but may be eligible if it: <ol style="list-style-type: none"> a) has programs that are open, advertised, and promoted to the general public b) meets basic eligibility requirements c) delivers a structured and developmental youth program comprised of 75% youth; and it uses a minimum of 50% of its gaming proceeds on its youth programs; or d) it delivers a structured and developmental disabled or seniors' program comprised of 75% disabled participants or a majority of seniors in the same sport as its adult component; and it uses all of its gaming proceeds on its disabled and/or seniors

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>-continued-</p> <p>SPORTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that operate athletic or recreational facilities that provide access to the general public • groups affiliated with a post-secondary institution • the governing body responsible for program delivery if it is recognized as a governing body as outlined in the <i>Charitable Gaming Policies Handbook</i> <p>Ineligible:</p> <ul style="list-style-type: none"> • groups formed to promote leisure, recreational, or social interests of members with activities focused on sports
<p>UMBRELLA GROUPS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • a group that provides support to other charitable groups and is responsible for direct active delivery of charitable or religious programs/services to the community; includes umbrella groups with joint responsibility with charitable groups for the direct delivery of programs or services to the general public, and contributes resources needed to deliver these programs and services, for example, governing bodies of eligible amateur sports leagues <p>Ineligible:</p> <ul style="list-style-type: none"> • a group formed primarily to provide support, administrative services, resources, training, consultation, or administrative services to other groups

Eligibility for Specific Groups – A Summary

GROUP CATEGORIES	DESCRIPTION as to POTENTIAL ELIGIBILITY or INELIGIBILITY
<p>VETERANS, SERVICE and FRATERNAL GROUPS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • 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, for example, Legions, fraternal orders, etc. • groups that provide a permanent facility available to the public, and are also involved in charitable projects, may support the facility and equipment with a total of 50% of gaming proceeds <p>Ineligible:</p> <ul style="list-style-type: none"> • auxiliary groups formed primarily to fundraise for the principal group • groups whose activities primarily provide recreational or social activities for members
<p>YOUTH</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • groups that provide youth development programs and services in the community, such as the teaching of leadership, citizenship, and community development skills • a group must have a minimum of two members age 18 years or older to sign application and financial report documents • programs and services must be reasonably available to all youth in the community who qualify and wish to participate

Licensing Eligibility Application Process

Any group applying for a gaming licence undergoes an eligibility review before being considered for a licence. The relevant application forms for community bingo, pull ticket, and raffles with a total ticket value more than \$10,000, serve two purposes:

1. eligibility review; and
2. licence application.

Association bingo and casino have separate eligibility and licence application forms.

All relevant forms are outlined in the table on the following page; they may be found on the AGLC web site at www.aglc.gov.ab.ca.

Alberta
GAMING AND LIQUOR
COMMISSION

BINGO LICENCE APPLICATION
 Licensed Bingo Facility Other (Community) Bingo

Phone: (780) 447-8912 Toll-Free: 1-800-272-8818
Fax: (780) 447-8912 or 447-8911
Website: www.aglc.gov.ab.ca

90 Connaught Avenue
St. Albert, Alberta T8N 3T5

BEFORE FILLING OUT THIS APPLICATION, READ ATTACHED INFORMATION.
APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO FIRST EVENT.

PLEASE PRINT CLEARLY

Application Date Completed: ___/___/___ AGLC ID #: _____
Formal/Legal Name of Applicant: (if applicable, as it appears on the Certificate of Incorporation) _____

Group's Legal Address: _____ Mailing Address: (if different than legal) _____
Postal Code: _____ Postal Code: _____

Incorporated Under: Societies Act Companies Act Other specify _____
Incorporation Number: _____ Incorporation Date: _____ How long has group existed? # of Board Members: # of Org. Members: _____

BINGO CHAIRPERSON (For Correspondence)
Print Full Name: _____ Date of Birth: ___/___/___
Mailing Address: _____
Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
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 and/or licence. This includes the approved bingo bank account(s) at any financial institution(s).

President Signature: _____
Print Full Name: _____ Date of Birth: ___/___/___
Mailing Address: _____
Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
Email: _____

Treasurer Signature: _____
Print Full Name: _____ Date of Birth: ___/___/___
Mailing Address: _____
Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
Email: _____

Page 1 FORM UCLGAM 5415 (2015)

Alberta
GAMING AND LIQUOR
COMMISSION

ELIGIBILITY FOR RAFFLE LICENCE
(Total Ticket Value \$10,000 and Less Only)

use only)
ng licence (bingo, casino, pull-ticket or raffle) and is interested in conducting
nd Less, please complete this document and submit it by mail or fax to:
on (AGLC)
(780) 447-8912
will be assessed and you will be notified accordingly. Raffle Terms &
ses) are available at your local Alberta Registry Agent.
GLC Regulatory Division at (780) 447-8600.

PLEASE PRINT CLEARLY

Briefly describe Group's objectives and activities:

A charitable community benefit is provided when a service or
program is delivered to a significant segment of the
community. Describe programs and how they benefit the
community:

Age level of participants: _____ Yes No
Inspector may
Is Executive Elected? Yes No
Are any members being paid for their services? Yes No

se of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The
in the applicant is the Alberta Gaming and Liquor Act, and Regulations pursuant to the Act. Enquiries
a Freedom of Information and Protection of Privacy Act should be directed to F.O.I.P. Coordinator,
e, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600, Fax: 780-447-8919.

FORM UCLGAM 5415 (2015)

REQUEST FOR CASINO LICENCE

Please Note: This form cannot be submitted until after your casino has been completed, and must be completed by a member of the organization with signing authority.

447-8912

if a casino on
sidered for another casino licence

check one):
 Calgary Other, specify _____
NOTE: For Fort McMurray and Medicine Hat, specific dates are requested

is NOT suitable:
 Apr/May/June July/Aug/Sept Oct/Nov/Dec

onton, Grande Prairie, Lethbridge, Red Deer and St. Albert are assigned on a first-come, first-serve basis
conduct a casino on a Sunday? Yes No
conduct a casino at Easter? Yes No
conduct a casino at Christmas/New Year's (excluding _____) Yes No

ent or Treasurer

Residence Phone # _____
Business Phone # _____
Fax # _____
Postal Code _____
Signature _____

Chairperson

Residence Phone # _____
Business Phone # _____
Fax # _____
Postal Code _____

City/Town _____
Province _____ Postal Code _____

The information collected on this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant. The specific legal authority for the collection of this information from the applicant is the Alberta Gaming and Liquor Act, and Regulations pursuant to the Act. Enquiries regarding the collection of information in accordance with the Freedom of Information and Protection of Privacy Act should be directed to F.O.I.P. Coordinator, Alberta Gaming and Liquor Commission, 90 Connaught Avenue, St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600, Fax: 780-447-8919.

FORM UCLGAM 5415 (2015)

Licensing Forms

LICENCE TYPE	FORM(S)	PURPOSE(S)
BINGO (ASSOCIATION)	"Eligibility for Bingo Licence" LIC/GAM 5483	<ul style="list-style-type: none"> to determine a group's eligibility for a bingo association licence
	"Bingo Licence Application" LIC/GAM 5421	<ul style="list-style-type: none"> to obtain a licence, a group must complete and submit this application after eligibility has been established and a bingo association has contacted the group
BINGO (COMMUNITY)	"Bingo Licence Application" LIC/GAM 5421	<ul style="list-style-type: none"> to determine a group's eligibility for a community bingo licence if eligible, to issue a community bingo licence a group must complete and submit this application at least four weeks prior to being considered for its first event
CASINO	"Casino Eligibility" LIC/GAM 5426	<ul style="list-style-type: none"> to determine a group's eligibility for a casino licence
	"Casino Licence Application" LIC/GAM 5420	<ul style="list-style-type: none"> to obtain a casino licence after eligibility and event quarter and year have been established, a group must complete and submit this application at least 60 days prior to a casino event
	"Request for Casino Licence" LIC/GAM 5431	<ul style="list-style-type: none"> once a casino event has been completed, a group may submit this request for future events
PULL TICKET	"Pull Ticket Licence Application" LIC/GAM 5429	<ul style="list-style-type: none"> to determine a group's eligibility for a pull ticket licence if eligible, to issue a pull ticket licence a group must complete and submit this application at least four weeks prior to the first planned sale of pull tickets
RAFFLE	"Eligibility for Raffle Licence (Total Ticket Value \$10,000 and Less Only)" LIC/GAM 5416	<ul style="list-style-type: none"> to determine a group's eligibility for a raffle licence (\$10,000 and less) once a group is found eligible, the raffle licence may be purchased from any Alberta registry agent
	"Raffle Licence Application (Total Ticket Value More than \$10,000)" LIC/GAM 5427	<ul style="list-style-type: none"> to determine a group's eligibility for a raffle licence (more than \$10,000) if eligible, to issue a raffle licence a group must complete and submit this application at least eight weeks prior to the planned print date of tickets

In order for the AGLC's Licensing Support Section to process a gaming licence application as smoothly and quickly as possible, it is important for an applicant group to submit key information and documents as part of the application.

The following is an overview of the process:

1. A group submits a complete application for licence on the appropriate form (bingo, casino, raffle, or pull ticket) and the required supporting documents. A group must apply for each licence separately.
2. The application is reviewed to determine if the group is eligible for a charitable gaming licence. The eligibility of all applicants is based on the group's:
 - a) organizational structure
 - b) program delivery
 - c) use of gaming proceeds
3. Additional information may be requested and/or an AGLC inspector may meet with representatives of the applicant group to complete a more detailed eligibility review, particularly if an applicant's eligibility cannot be determined by a review of the information contained in the submitted application.
4. The AGLC works to process all applications for licence within 12 weeks of receipt of a complete application. **This process may take longer if the submitted application information is incomplete or a more detailed eligibility review is required.**
5. Applicants found ineligible for licensing will be advised in writing of the reasons.
6. Applicants found eligible for licensing may be subject to an eligibility review at any time to confirm continued eligibility.

The Licensing Eligibility/Application Form

A group applying for eligibility or a gaming licence must ensure the following information is included on (or attached to) the licensing application (requirements may vary with licence type; refer to instructions on the specific form):

- Signatures of the President and Treasurer
- Copy of meeting motion authorizing the application
- Copy of current incorporation certificate (groups requiring incorporation must be active before a licence can be issued; groups that only have raffles with a total ticket value \$10,000 and less do not require incorporation)
- Copy of registered bylaws (filed and stamped); bylaws must contain a dissolution clause
- Current executive list, including position titles, addresses and phone numbers
- Current membership list, including addresses and phone numbers
- Statement of community benefit
- Budget for the current year
- Proposed budget for the upcoming fiscal year
- Balance sheet, income and expense statement for the past one (1) or two (2) years, as required by licence type
- Proposed use of proceeds (total gaming revenue less expenses and prizes)
- Bank account information (for gaming accounts)
- Copies of land title certificate of lease/rental agreement (if applicable) for a facility used to deliver programs or services
- Identification of annual facility use by members and non-members, rental fees, copies of contracts and leases
- Names of:
 - governing body and affiliated groups
 - groups to which donations are made or received
 - groups in which there is an overlap or duplication of programs, services, membership, or executive
 - any entity who approves the applicant group's decision making procedures, program or service delivery, or financial spending
- Licence fee (if applicable) – cheque or money order payable to the AGLC

Eligibility and Application Forms are available on the AGLC website at:

www.aglc.gov.ab.ca

or by calling the Regulatory Division.
(See "Contact Information," pages 1-2.)

Common Problems or Omissions on Eligibility and Application Forms

SUBJECT	PROBLEM	SOLUTION
INFORMATION	Group doesn't provide enough information for Licensing Support to make a decision	Provide relevant and detailed information as requested on the application form. Attach information to the form if space runs out
REQUIRED DOCUMENTS	Group omits any of the required documents listed on the application	Use the list of documents on the application as a checklist. Don't send in the application until all the required documents are in place
PROGRAM LENGTH	Group's program has not been operational for a full 24 months (for a casino in an area with a wait list) or 12 months (for raffle over \$100,000 or bingo, or casino for areas that do not have a wait list)	Wait until the group has a full 12 or 24 months of program delivery preceding the application. Also, groups must be able to demonstrate (documented evidence) that the program has been running for the 12 or 24 months preceding the application
MEMBERSHIP	Membership is not open to the public	Bylaws should indicate that membership is open to the public, and is voluntary and broad-based
BOARD EXECUTIVE	Board executive is appointed rather than elected democratically by members	Bylaws should indicate that the Executive is democratically elected rather than appointed

Common Problems or Omissions on Eligibility and Application Forms

SUBJECT	PROBLEM	SOLUTION
DISSOLUTION CLAUSE	Lack of a dissolution clause in the bylaws	Add a dissolution clause to the bylaws that indicates where the group's assets will go in the event the group dissolves
NUMBER of MEMBERS	For a casino application, the group lists less than 15 or 25 members on documents and consequently does not have the volunteers required to conduct the event	<ol style="list-style-type: none"> 1. Document more than the minimum number of volunteers required to run a casino in your area (25 for a major casino; 15 for a minor casino; (see pages 161, 172); or 2. Consider a joint venture with other groups in your area to provide sufficient casino volunteers. Each group must be eligible
CORPORATE REGISTRY STANDING	Organization has not filed annual returns on a regular basis	File annual returns for all required years with Corporate Registry before applying for a gaming licence; bylaws must be filed and stamped
NEW EXECUTIVE -or- CONTACT PERSON	A new Executive is elected or staff turnover brings in new key contact persons resulting in the AGLC's not being able to contact the appropriate representative	Notify the AGLC in writing of any changes in Executive; include names, positions, addresses, postal codes, and telephone numbers
RELATED GROUP	For bingo or casino applicants, the group is related to another group already licensed	Only one of either the principal or affiliated group may be licensed for a bingo or casino at a time, i.e. the time in which a licence is held (two-year period for bingo and until the event is conducted for casino)

Eligibility Appeal Process

If a group is found ineligible for licensing, the Manager, Licensing Support, will send a letter to the group outlining the reason(s) for the decision. If the group disagrees with the decision, it may appeal in writing outlining the reason(s) to the Director, Licensing and Charitable Gaming, who will provide a decision in writing to the group. If still found ineligible, the group may request a Hearing before the AGLC Board within 30 days' receipt of the letter from the Director, Licensing and Charitable Gaming.

Licence Period and Fees

LICENCE TYPE	LICENCE PERIOD	LICENCE FEES
BINGO (ASSOCIATION)	<ul style="list-style-type: none"> usually two years 	<ul style="list-style-type: none"> \$30 per event per group the bingo association collects and submits fees to the AGLC on behalf of each group
BINGO (COMMUNITY)	<ul style="list-style-type: none"> usually two years for gross yearly revenue more than \$150,000 	<ul style="list-style-type: none"> \$30 per event payable by cheque/money order to the AGLC fees must be submitted to the AGLC with the licence application
	<ul style="list-style-type: none"> usually two years for gross yearly revenue \$150,000 or less 	<ul style="list-style-type: none"> no licence fees
	<ul style="list-style-type: none"> licence issued for specific dates for gross yearly revenue under \$2,500 	<ul style="list-style-type: none"> no licence fees

Licence Period and Fees

LICENCE TYPE	LICENCE PERIOD	LICENCE FEES
CASINO	<ul style="list-style-type: none"> usually a two-day event 	<ul style="list-style-type: none"> \$15 per table game multiplied by the number of table games multiplied by the number of days of the event fees are paid out of the pool at the end of the pooling period
PULL TICKET	<ul style="list-style-type: none"> usually two years 	<ul style="list-style-type: none"> \$10 per unit; all pull tickets are purchased from a registered supplier two types of licence fee payment: <ul style="list-style-type: none"> standard system – type of tickets and number of units are indicated on the application; fees are calculated and submitted with the application tracking system – the registered supplier calculates, collects and forwards fees to the AGLC
RAFFLE (TOTAL TICKET VALUE \$10,000 and LESS)	<ul style="list-style-type: none"> expires at the final draw date 	<ul style="list-style-type: none"> no licence fees to the AGLC Alberta registry agents will charge a service fee to issue the licence
RAFFLE (TOTAL TICKET VALUE MORE than \$10,000)	<ul style="list-style-type: none"> expires at the final draw date 	<ul style="list-style-type: none"> \$150 if raffle total ticket value is more than \$10,000 and less than \$100,000 \$500 if raffle total ticket value is \$100,000 or more and less than \$1,000,000 \$1,000 if raffle total ticket value is \$1,000,000 or more payable by cheque or money order, fees must be submitted to the AGLC with the licence application

Shared Event/Joint Venture

Bingo Association Shared Event

Bingo associations may allow two or more groups who find it difficult to meet volunteer requirements at their bingo events to be licensed to work the same bingo event. Each group is issued a separate licence and:

- is responsible to provide its portion of the required number of volunteers, pay its portion of the event expenses, and then will receive its share of pooled proceeds;
- must receive a copy of the “Event Summary Control” form which reflects the deposit to each group’s bank account, the cheque payments each group is responsible for, and the event proceeds.

Groups belonging to bingo associations must contact the bingo association hall manager to determine if shared events are an option at the facility.

Casino, Community Bingo, and Raffle Joint Venture

The AGLC may issue a “Joint Venture” licence for casino, community bingo and raffle events. Two or more groups may be licensed to conduct one gaming event jointly. One licence is issued in the name of all groups involved.

CASINO and COMMUNITY BINGO

Groups with not enough volunteers to conduct an event alone may apply for a joint venture licence with other group(s).

RAFFLES

The AGLC receives joint venture raffle applications for Raffles Total Ticket Value More than \$10,000, for example, a dream home raffle.

Another example of a joint venture raffle licence occurs when regional branches of a larger organization partners to access a much larger physical area, e.g. Northern Alberta Organization ABC with Southern Alberta Organization ABC.

In order to conduct a joint venture, the following conditions must be met.

At the APPLICATION LEVEL:

- Each group must apply for and meet eligibility requirements.
- All groups must enter into a written agreement specifying:
 - a) who will provide workers;
 - b) how the proceeds will be distributed; and
 - c) a decision-making, dispute resolution process.

At the LICENCE LEVEL:

- The groups must establish a joint account;
- Each group must identify a gaming account into which its share of the proceeds will be deposited; or, if the purpose of the joint venture is to fund a common project, the funds may be disbursed directly from the joint account.

AFTER the LICENSED EVENT:

- All expenses must be paid from the joint account;
- All groups must share equal responsibility for the costs/liabilities, or have an agreement specifying the liabilities and distribution of revenues;
- The proceeds will be split according to the Joint Venture Agreement;
- Funds will be deposited into the accounts identified on the application;
- The financial report must be submitted as required; each group is responsible for separately reporting on the disbursements of the proceeds.

Use of Gaming Proceeds

Gaming revenue is the total income from sales of games of chance at licensed gaming events (bingo, casino, raffle, and pull ticket).

Gaming revenue must only be spent on AGLC approved:

- prizes
- gaming event expenses
- charitable or religious purposes (proceeds)

PRIZES — consist of 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.

Standards for bingo, casino, pull ticket, or raffle event prizes are specified in their respective *Terms & Conditions and Operating Guidelines* or *Terms & Conditions*; pull ticket licences issued in conjunction with association bingo events are specified in the *Bingo Terms & Conditions and Operating Guidelines*.

GAMING EVENT EXPENSES — include the specific, direct costs incurred by a group to operate a gaming event. Detail as to allowable volunteer expenses is contained in the “Specific Use of Proceeds – A Summary” table in this manual. (Refer to the chart on pages 70-71.)

PROCEEDS — are funds remaining from total gaming event revenue after prizes and expenses are paid. Proceeds:

- must only be used in support of approved charitable and religious purposes;
- are not licence specific; and
- include all interest, dividends, or other income earned on gaming proceeds, and GST rebates on items purchased with gaming proceeds;

- will normally remain in the respective gaming account until spent on approved uses; if not required immediately, proceeds may:
 - a) be put into a separate interest account or a Guaranteed Investment Certificate (GIC);
 - b) be used to purchase deposit certificates; or
 - c) be invested by a trustee. The *Charitable Gaming Policies Handbook* contains more detail;
 - d) be contributed to an endowment fund (see pages 55-57); and
- must be used within 24 months of receipt unless contributed to an endowment fund.

NOTE

All payments for approved use of proceeds must be made by cheque, normally paid directly to the vendor or supplier. Cheques must be signed by two current members of the group's executive.

Approvals and Amendments

Groups must identify on their eligibility and/or licensing application forms how they intend to use gaming revenue; however, requests for amendments to use of proceeds may be made at any time. Some uses of proceeds can be approved at the licensing application stage, and do not need to be approved each time. Some examples include:

- expenses in support of on-going programs;
- donations less than \$1,000 in Alberta;
- travel within Alberta; or
- accounting fees for gaming financial reports.

All amendments to use of proceeds after the licence has been issued must be:

- submitted in writing to the AGLC's Licensing Support Section for approval;
- approved prior to the disbursement of any proceeds; and
- signed by two executive members of the group (excluding bingo, casino, or raffle chairpersons unless they also happen to be executive members).

Use of proceeds requests submitted for approval should be:

- as detailed as possible;
- accompanied by all required supporting documentation; and
- itemized within a category, for example, if requesting approval for administrative costs, then supply details that clearly explain what types of items fall within this request (telephone, stationery, postage, newsletters etc.).

With detailed information, Licensing Support is in a better position to provide answers in a timely fashion, approximately ten business days. All groups must allow time for processing use of proceeds requests. The more complete the request, the quicker it will be processed.

Submissions for approval may be made on the "Request to Amend Use of Gaming Proceeds" form.

Licensing Support will advise a group in writing if approval is not given for:

- proposed uses of gaming revenues on the application form; and
- amendments to the uses of revenues after the licence has been issued.

Use of proceeds requests form part of a group's permanent record. A group will receive an "Attachment A" with its licence explaining the group's use of proceeds requests, whether approved or not. The "Attachment A" is a good reference document and, if misplaced, can be requested from Licensing Support by a current executive member at any time. Raffle licences with a total ticket value \$10,000 and less do not receive an "Attachment A."

The AGLC's Financial Review Section will review a group's gaming financial report to ensure all disbursements of gaming revenue have been approved.

NOTE

If a group has spent gaming proceeds on unapproved purposes, it may be required to:

- refund its gaming account for the amount expended.
- pay penalties as directed by the AGLC.

Time Limits

Disbursements of gaming proceeds must be made within 24 months of receipt of the funds. Requests to extend this period may be made, but they must include a supporting business plan and the prior written approval of the AGLC. The business plan must include:

1. A written explanation why the proceeds have to be accumulated beyond 24 months;
2. Any other sources of revenue associated with the planned project or event;
3. A list of expenditures associated with the planned project or event; and
4. Timelines for the anticipated disbursement of the accumulated proceeds.

A group that fails to comply with the 24-month requirement may be subject to AGLC-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 AGLC.

Forms and Guideline Sheets

All forms and guideline sheets related to uses of proceeds are available on the web site at www.aglc.gov.ab.ca or by contacting the Regulatory Division (see “Contact Information” on pages 1-2).

Relevant forms and guideline sheets are sent to groups along with the “Attachment A” and the licence.

FORMS:

- **“Request to Use Gaming Proceeds to Pay Wages/Salaries”**
(FORM LIC/GAM 5442)

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, including administrative duties. This form does not have to be completed for the fees of officials or judges. Approval to pay a salary or wage is not transferable from one individual to another.

- **“Travel Itinerary”** (FORM LIC/GAM 5443)

Gaming proceeds may be used for travel outside Alberta if the travel is required for the group to deliver its programs in Alberta. The travel must be either a normal part of the group’s activities or an earned opportunity to go to a higher level of activity. This form must be submitted and approved for each trip outside Alberta. Travel that is social, recreational or administrative in nature is not normally eligible.

- **“Request to Donate Proceeds Outside of Alberta But Within Canada”**
(FORM LIC/GAM 5502)

Donations of gaming revenue outside of Alberta but within Canada will only be approved for the purpose of disaster/emergency relief; support for nationally recognized charitable programs that benefit Albertans; and support for medical and educational research programs that may benefit all Canadians. Donations outside of Alberta but within Canada will be limited to a maximum accumulative total of 75% of gaming revenue earned in the previous calendar year. Approved donations are effective for one year after the approval date. The “Statutory Declaration” and “Recipient Agreement” forms must also be completed and submitted with this request if the donation exceeds \$1,000 annually.

- **“Request to Donate Proceeds Outside of Canada”** (FORM LIC/GAM 5484)

Donations of gaming revenue outside of Canada will only be approved for the purpose of international disaster/emergency relief in countries that the AGLC considers 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:

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

All out-of-Canada donations are limited to a maximum accumulative total of 50% of gaming proceeds earned in the previous calendar year. The “Statutory Declaration” and “Recipient Agreement” forms must also be completed and submitted with this request if the donation exceeds \$1,000 annually.

- **“Statutory Declaration”** (FORM LIC/GAM 5503)

This form must be sworn before a Commissioner for Oaths by one bona fide executive member of the charitable group applying for approval of a donation (or series of donations) exceeding \$1,000 annually.

- **“Recipient Agreement”** (FORM LIC/GAM 5507)

This form must be completed by the recipient of a donation of gaming proceeds for all donations (or series of donations) exceeding \$1,000 annually.

- **“List of Elected Executive”** (FORM LIC/GAM 5471)

It is imperative that the AGLC be kept informed of any changes to a licensed group’s elected executive. This form may be completed, faxed, mailed, or delivered to the AGLC in St. Albert.

- **“Request to Amend Use of Gaming Proceeds”** (FORM LIC/GAM 5506)

This form may be used at any time to submit a request to amend uses of gaming proceeds. Attach additional pages, if necessary, and all relevant support information in order to prevent a delay in processing.

GUIDELINE SHEETS:

- **“Bursaries and Scholarships”** (FORM LIC/GAM 5501)

Gaming proceeds may be used for a legally established charitable trust fund, administered either by an approved body or by the licensed group, whose purpose is to support educational bursaries or scholarships.

- **“Accounting Fees/Gaming Financial Reports”** (FORM LIC/GAM 5500)

Licensed groups may use gaming proceeds to hire a professional accountant to prepare gaming financial reports. The financial report must be prepared by a member in good standing of:

1. the Institute of Chartered Accountants of Alberta, or
2. the Society of Certified Management Accountants of Alberta , or
3. the Certified General Accountants Association of Alberta.

The preparation of other financial reports is not an allowable use of gaming proceeds.

- **“Facility Operations”** (FORM LIC/GAM 5497)

A group that provides a facility with public access areas and areas for the exclusive use of its membership and their guests may use up to 50% maximum of its gaming proceeds for the costs of its facility (includes: fixtures and furnishings, mortgage, lease or rental payments, utilities, fire and liability insurance, property taxes, janitorial costs and supplies, repairs and maintenance, and renovations). The remaining 50% of gaming proceeds must be applied to other approved uses.

- **“Education Groups”** (FORM LIC/GAM 5505)

Gaming proceeds may be used for the costs of specific educational programs or support, for example, the purchase of educational equipment and supplies such as audiovisual equipment, athletic equipment, and musical instruments which otherwise would not be available. The ownership of these assets will remain with the educational institution. Gaming proceeds will not supplement in any way the operational or capital budgets of the educational institution, such as employee salaries, wages, and benefits, building additions, renovations, and utilities.

- **“Purchase of Uniforms/Costumes”** (FORM LIC/GAM 5498)

Gaming proceeds may be used to purchase uniform/costume items if they are essential to the delivery of the group’s programs or services. Ownership of these items remains with the licensed group. A group must submit its written policy on uniform/costume use as part of the consideration for approval.

- **“Seniors’ Activities”** (FORM LIC/GAM 5499)

Gaming revenue may be used to pay for approved expenditures related to the special needs of senior citizens. The AGLC defines seniors as individuals at least 60 years of age.

- **“Sports Groups”** (FORM LIC/GAM 5505)

Gaming proceeds may be used to support eligible sports groups. Adult sports groups with a youth component must use at least 50% of its gaming proceeds on its youth programs.

- **“Vehicle Purchase/Repairs/Operations”** (FORM LIC/GAM 5495)

Gaming proceeds may be used to purchase and operate a vehicle if it is essential to the delivery of the group’s programs or services. The vehicle must be registered and insured in the name of the licensed group.

- **“Interpretation Bulletin Travel Out of Alberta”** (FORM LIC/GAM 5443)

Guidelines are detailed for sports, education, performing arts, conferences, seminars, workshops, clinics, meetings, conventions, and other. “Travel Itinerary” forms must be submitted for approval prior to the event. For seniors’ groups, see “Seniors’ Activities.”

- **“Donations Guidelines”** (FORM LIC/GAM 5477)

Gaming proceeds may be donated to, or used in support of, religious or charitable groups within Alberta that actively deliver a program or service which provides a community benefit. These guidelines also detail the requirements to donate gaming revenue outside Alberta, but within Canada, and outside Canada.

- **“Volunteer Event Expenses”** (FORM LIC/GAM 5489)

Gaming proceeds may be used to reimburse volunteers for approved expenses incurred while working a gaming event. All claims for volunteer expenses must be supported by a voucher or receipt.

- **“General Information on Gaming Licences”** (FORM LIC/GAM 5478)

This document provides an overview of gaming licensing requirements in Alberta.

For more detail regarding which uses of proceeds are allowed, please refer to the:

- *Charitable Gaming Policies Handbook* located on the AGLC web site at www.aglc.gov.ab.ca.

AGLC Policies

All policies are available on the web site at www.aglc.gov.ab.ca.

For more detail, refer to the following:

- “Bingo Licensee Terms & Conditions”
- “Bingo Terms & Conditions and Operating Guidelines”
- “Casino Licensee Terms & Conditions”
- “Casino Terms & Conditions and Operating Guidelines”
- “Raffle Terms & Conditions Total Ticket Value \$10,000 and Less”
- “Raffle Terms & Conditions Total Ticket Value More than \$10,000”
- “Pull Ticket Terms & Conditions”
- “Sports Drafts Terms & Conditions”

Use of Proceeds Appeal

If a group disagrees with the decision of Licensing Support regarding proposed prizes, expenses, or use of proceeds, the group’s executive may appeal in writing, outlining the reasons, to:

- the Manager, Licensing Support who will provide a decision in writing to the group;
- if unsatisfied with the decision of the Manager, Licensing Support, an appeal may be made to the Director, Licensing and Charitable Gaming, who will provide a decision in writing to the group;
- if unsatisfied with the decision of the Director, Licensing and Charitable Gaming, a group may request a Board Hearing within 30 days’ receipt of the letter from the Director, Licensing and Charitable Gaming.

Specific Use of Proceeds – Summary

<p>ACCOUNTING FEES/GAMING FINANCIAL REPORTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • gaming proceeds may be used to hire a professional accountant in good standing (a CA, CMA, or CGA) to prepare gaming financial reports; all financial reports completed by an accountant must: <ol style="list-style-type: none"> a) include bank statements and ticket inventory summary (if applicable) b) be signed by two executive members <p>Ineligible:</p> <ul style="list-style-type: none"> • the preparation of other financial reports
<p>ADMINISTRATIVE COSTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • administrative costs necessary to the delivery of a charitable or religious program or service are normally limited to a maximum cumulative total of 10% of gaming proceeds earned in the previous calendar year or licence period • use of greater than 10% requires both the group's written request detailing costs and written approval from the AGLC • approved costs may include: <ol style="list-style-type: none"> a) indirect costs to deliver a program e.g. telephone, stationery, postage, bulletins, web site, and newsletters to inform the public of the programs and services b) space rental for regular membership meetings and storage, excluding payment to a member for residential or business space c) liability insurance fees for the board of directors <p>Ineligible:</p> <ul style="list-style-type: none"> • food and beverages unless part of the charitable program or service • salaries, wages, or honorariums for the performance of administrative duties • non-gaming accounting fees • legal fees

Specific Use of Proceeds – Summary

<p>ASSISTANCE FUND</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • governing bodies of veterans and service groups approved to use gaming proceeds for building funds may establish and administer an assistance fund to help member groups in financial difficulty • contributions are made by member groups donating: <ul style="list-style-type: none"> a) a maximum cumulative total of 5% of gaming proceeds earned the previous year; or b) an unlimited amount from their 50% Building Fund Accounts • governing body must establish a separate bank account for all donations, repayments, or other revenue with a separate accounting record • funds normally remain in the account until spent on approved uses
<p>BURSARIES and SCHOLARSHIPS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • proof of a legally established trust fund and manner of administration is required prior to approval • trust funds may be administered by: <ul style="list-style-type: none"> a) an approved post-secondary educational institution governed by a board; or b) approved licensed groups which specify the selection process, including: <ul style="list-style-type: none"> i. eligibility criteria; ii. the composition of the decision-making body; and iii. the number and value of bursaries or scholarships • payment of a bursary or scholarship may only be made directly to qualified individuals by cheque if the group has proof of attendance (i.e. tuition receipt) • bursaries or scholarships must be available to all qualified individuals

Specific Use of Proceeds – Summary

<p style="text-align: center;">DEBT RETIREMENT</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • payment of debt incurred as a result of mortgage payments or unplanned expenses for a public facility <p>Ineligible:</p> <ul style="list-style-type: none"> • debt payment incurred from the operation of non-charitable or non-religious activities • payment of proceeds from one licence to cover losses from another licence unless specifically approved by the AGLC
<p style="text-align: center;">DONATIONS – WITHIN ALBERTA of \$1,000 or LESS</p> <p>(Refer to chart on page 73.)</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • donations within Alberta in support of groups that actively deliver programs or services • total annual donations of \$1,000 or less may be made to any eligible individual group without prior approval, if approval was granted at the licensing application stage; • the donor group retains a written request from the recipient group which states the purpose of the donation; if unsure that the recipient group qualifies, the donor group may submit a written request to the AGLC
<p style="text-align: center;">DONATIONS – WITHIN ALBERTA in EXCESS of \$1,000</p> <p>(Refer to chart on page 73.)</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • annual donations to eligible individual groups in Alberta greater than \$1,000 require: <ol style="list-style-type: none"> a) prior approval b) a written request from the donor group detailing the: <ol style="list-style-type: none"> i. intended recipient’s name and address ii. amount of the donation iii. purpose(s) for each donation c) a written agreement provided by the donor group and signed by the recipient group stating it will: <ol style="list-style-type: none"> i. maintain a record of donations showing date, amount, source of donated funds and date, amount and purpose of disbursements ii. allow the AGLC access to all records

Specific Use of Proceeds – Summary

<p>-continued-</p> <p>DONATIONS – WITHIN ALBERTA in EXCESS of \$1,000</p> <p>(Refer to chart on page 73.)</p>	<p>d) a Statutory Declaration sworn before a Commissioner for Oaths by one executive member of the donor group that no group or individual will benefit from the recipient group as a result of the donation (Commissioners for Oaths may be found, for example, through MLAs’ or Alberta registry offices)</p>
<p>DONATIONS - OUT of ALBERTA but WITHIN CANADA</p> <p>(Refer to chart on pages 73-74.)</p>	<p>Eligible</p> <ul style="list-style-type: none"> • donations to, or in support of, charitable or religious programs outside of Alberta that actively deliver a program or service providing a community benefit • donations within Canada are limited to a maximum cumulative total of 75% of proceeds earned the previous year or licence period • donations within Canada will only be approved for the purposes of: <ul style="list-style-type: none"> a) disaster/emergency relief b) supporting nationally recognized charitable programs c) supporting medical and educational research • the “Request to Donate Proceeds Outside of Alberta But Within Canada” form must be completed and submitted to the AGLC • If any donation of gaming revenue exceeds \$1,000 annually, the following forms must be completed and submitted to the AGLC: <ul style="list-style-type: none"> a) “Statutory Declaration,” b) “Recipient Agreement”

Specific Use of Proceeds – Summary

**DONATIONS –
OUT of CANADA**

(Refer to chart on
pages 73-74.)

Eligible

- donations outside Canada will only be approved for the purposes of:
 - a) international disaster/emergency relief
 - b) projects on CIDA list of underdeveloped countries for:
 - i. local self-sufficiency of basic needs
 - ii. primary health care and basic education
- only 50% of revenue earned the previous calendar year or licence period may be donated outside of Canada
- the “Request to Donate Proceeds Outside of Canada” form must be completed and submitted to the AGLC
- If any donation of gaming revenue exceeds \$1,000 annually, the following forms must be completed and submitted:
 - a) “Statutory Declaration”
 - b) “Recipient Agreement”

EDUCATION**Eligible:**

- costs to provide a specific educational experience for students which is not principally recreational or social and is otherwise unavailable, such as field trips, athletic tournaments, and cultural exchanges
- purchase of educational equipment and supplies otherwise unavailable, including audio-visual, athletic equipment, and musical instruments; ownership of assets remains with the school
- provide educational bursaries or scholarships

Ineligible:

- supplementing operational or capital budgets of the school, such as employee salaries, wages and benefits, building additions, renovations, and utilities

Specific Use of Proceeds – Summary

<p>EMERGENCY FUNDS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • provide relief for individuals or families in personal distress or who are victims of physical disaster • provide equipment and supplies, or volunteer training for disaster situations
<p>ENDOWMENT FUNDS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • gaming proceeds may be used to establish and/or donate to an endowment fund whose purpose is to support approved charitable or religious purposes • contributions will normally be limited to a maximum cumulative total of 50% of gaming proceeds earned the previous calendar year; written approval of the AGLC must be obtained prior to a group using more than 50% • contributions of gaming proceeds will normally be limited to a maximum of \$10 million; written AGLC approval must be obtained prior to a group contributing more than \$10 million • funds may be administered by the group or a third party on behalf of the group • requests by a group to administer its own endowment fund, or to have a third party administer the fund, must be submitted to and approved by the AGLC before any gaming proceeds are directed for the first time to an endowment fund; the following information must be provided with the request: <ul style="list-style-type: none"> a) the purpose of the fund; b) minutes of the executive or general meeting authorizing the request to seek approval to use gaming proceeds for an endowment fund; c) confirmation that gaming proceeds placed into the fund will be separated for accounting purposes when reporting to the AGLC;

Specific Use of Proceeds – Summary

-continued-
**ENDOWMENT
 FUNDS**

- d) explanation of how proceeds will be disbursed from the fund;
- e) the intended recipient(s) of the fund’s disbursements; and
- f) explanation how the fund will be administered including:
 - i. who determines how the proceeds from the fund will be invested;
 - ii. the identity of the investment manager responsible for the fund;
 - iii. a copy of the draft agreement between the group and manager;
 - iv. a breakdown of how the proceeds from the fund will be invested;
 - v. the signing authorities for the fund;
 - vi. the fee structure associated with the administration of the fund; and
 - vii. the identity of the third party administrator, if applicable
- investments for funds must be managed by a person with a recognized professional designation e.g. certified financial planner (CFP), chartered financial analyst (CFA) or a recognized licensed investment management corporation
- proposed changes in the purpose of the fund, the intended recipients of the fund’s disbursement, or the party administering the fund must be approved by the AGLC prior to the change taking effect; minutes of the executive or general meeting authorizing the proposed change must be submitted with the letter of request

Specific Use of Proceeds – Summary

-continued-
**ENDOWMENT
FUNDS**

- with AGLC approval, groups may withdraw a portion, or all, of the principal of the fund to be spent on approved purposes only if the group can demonstrate that the funds are required to ensure the continued delivery of one or more of its programs to the community and no other source of funding is available
- gaming proceeds donated to an endowment fund held by other charitable groups or eligible institutions (e.g. hospitals, post-secondary institutions) must follow the donation policy within Alberta and outside of Alberta (see pages 73-74)
- an endowment fund annual report must be prepared and submitted; the annual report must include:
 - 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
- if the fund ceases, all gaming proceeds must be transferred back to the gaming account and spent on approved purposes
- the AGLC must have access to all 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.
- Merging funds with other endowment funds requires written AGLC approval.

Specific Use of Proceeds – Summary

**EQUIPMENT/
UNIFORMS/
COSTUMES/
VEHICLES****Eligible:**

- purchase or rent equipment, furnishings, uniforms, costumes, and/or a vehicle if essential to program or service delivery
- ownership of items remains with licensed group
- if items are sold or rented, proceeds become part of gaming proceeds
- purchase uniforms or costumes only if:
 - a) required for competitive play, practice, or artistic performance;
 - b) returned to group by the individual at the end of the season;
 - c) uniforms have a distinctive logo or markings;
 - d) used for activities related to intended purpose; and
 - e) group submits written policy for use
- purchase of vehicle only if:
 - a) registered and insured in the name of the group;
 - b) used for community service programs; and
 - c) keys controlled to prevent unauthorized use
- vehicle repairs, operation and insurance

Ineligible:

- items of a personal, social, or promotional nature
- equipment or supplies used in support of a commercial operation
- vehicle used for personal or administrative purposes

Specific Use of Proceeds – Summary

<p>FACILITY</p>	<p>Eligible: For groups providing a public facility, gaming proceeds may be used for:</p> <ul style="list-style-type: none"> • capital, leasehold, rental, and operating costs of a physical structure or land • facility disbursements if: <ul style="list-style-type: none"> a) the group owns or has a legal right to occupy and control the facility b) the facility is accessible to the public at least 50% of the time c) the facility is located in Alberta • facility disbursements for: <ul style="list-style-type: none"> a) fixtures and furnishings b) mortgage, lease, or rent c) utilities d) fire and liability insurance e) property taxes f) janitorial costs and supplies g) repairs and maintenance h) renovations and leasehold improvements • a detailed business plan must be submitted prior to any use of proceeds for facility purchase
	<p>Ineligible:</p> <ul style="list-style-type: none"> • purchase, maintenance or repair of equipment, furniture, or facility used for commercial purposes

Specific Use of Proceeds – Summary

<p>FACILITY – MAXIMUM 50%</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • a group operating a facility may use proceeds for facility disbursements according to percentage of time the facility is available to the public, e.g. a group that provides 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 its gaming proceeds for approved facility disbursements. • a group that provides a facility with public access areas and areas for the exclusive use of members and guests may use up to a maximum of 50% of its gaming proceeds for the costs of its facility.
<p>FACILITY/ EQUIPMENT – MAXIMUM 50%</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • for ethno-cultural, fraternal, veteran or service groups that maintain permanent facilities for its members and provide reasonable access to these facilities by the general community or are involved in projects usually considered charitable. • groups may use a maximum cumulative total of 50% for facilities and equipment.
<p>FUNDRAISING</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • approved equipment, supplies, or services for use in charitable works for which an admission fee is charged, for example, an arts performance, as long as the fee is set on a cost recovery basis <p>Ineligible:</p> <ul style="list-style-type: none"> • subsidize the cost of fundraising activities • purchase equipment, supplies, or services used in commercial operations

Specific Use of Proceeds – Summary

<p>LIAISON</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • providing information through public education programs and/or submissions to government which reflect balanced views on issues of public concern may be eligible <p>Ineligible:</p> <ul style="list-style-type: none"> • support of activities directed toward achieving changes in public policy • political activities such as candidacy costs for public office, political conventions, research for a political party
<p>OFFICIALS'/ JUDGES' FEES</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • fees for referees, umpires, adjudicators, or other positions responsible for officiating or judging a competition (“Wage/Salary” form not required)
<p>PROMOTIONAL ACTIVITIES</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • promotional activities designed to increase public awareness and participation in services or programs, including advertising in newspapers, radio, television, posters, signs, pamphlets, letters and internet web pages <p>Ineligible:</p> <ul style="list-style-type: none"> • advertising designed to attract new members, except for the yearly membership drives of community and service clubs • promotional activities which benefit a commercial activity
<p>REGISTRATION/ AFFILIATION FEES</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • registration and affiliation fees when related to a charitable or religious group’s specific objectives
<p>RENT</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • renting a facility including ice rental, sports fields, and stages for performing arts

Specific Use of Proceeds – Summary

RESOURCE MATERIALS	<p>Eligible:</p> <ul style="list-style-type: none"> includes design, print, postage, and purchase costs of resource materials, books, manuals, and videos
SENIOR CITIZEN ACTIVITIES	<p>Eligible:</p> <ul style="list-style-type: none"> approved expenditures related to the special needs of persons age 60 and over for: <ul style="list-style-type: none"> a) entertainment and meals (not liquor) if there is broad based community involvement; a minimum of 75% of participants are seniors; and expenditures are on a cost recovery basis b) travel, if there is broad-based community involvement; a minimum of 75% of participants travelling are seniors; and expenditures are restricted to direct transportation, meals, and accommodation within Alberta
SPECIAL PROGRAM SUPPORT/ DEVELOPMENT	<p>Eligible:</p> <ul style="list-style-type: none"> unique programs pertaining to the group's program delivery specific details must be provided prior to approval
SOCIAL EVENTS	<p>Eligible:</p> <ul style="list-style-type: none"> activities involving seniors (see "Senior Citizens' Activities," above.) <p>Ineligible:</p> <ul style="list-style-type: none"> social events i.e. activities primarily designed to serve hobby, recreational, or personal interests of those attending purchase of liquor

Specific Use of Proceeds – Summary

<p>SPORTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • rental fees of a facility or venue for the group’s sporting events • officiating and judges’ fees if the officials and judges are approved by the sport’s governing body; the “Request to Use Gaming Proceeds to pay Wages/Salaries” form is not required to pay for these positions during regular or tournament competition • the reasonable costs of certifying officials and judges in their sport, including training and education costs • coaching/instructor fees if the duties performed by 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 (“Request to Use Gaming Proceeds to pay Wages/Salaries” form must be submitted) • uniforms and equipment if required for participation in the sport; ownership remains with the group, not the individual; items are not for personal use • membership, registration, affiliation, or insurance fees to tournaments or governing bodies when those fees are related to a group’s objectives and individual members of the group do not also pay the fee • the following costs associated with attending a competition away from the team’s or athlete’s home facility (Note: the athlete or team must meet the criteria for approved travel) : transportation to and from the competition; local transportation while at the competition, and; accommodation and meals during the period of competition, excluding liquor
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Specific Use of Proceeds – Summary

<p>-continued-</p> <p>SPORTS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • awards for achievement (not volunteer appreciation) including trophies, plaques and ribbons but excluding cash, merchandise prizes, or any other prize of value • adult sports groups with a youth component must use at least 50% of its gaming proceeds on its youth program • support a single team if the team complies with eligibility guidelines and the team uses the proceeds on approved uses
<p>TRAVEL – in ALBERTA</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • for costs of direct route transportation, meals, and accommodation during the actual charitable or religious activity or event • receipts and vouchers are required • for seniors' groups, see "Senior Citizen Activities," page 62. <p>Ineligible:</p> <ul style="list-style-type: none"> • social or recreational travel • travel of an administrative nature
<p>TRAVEL – OUT of ALBERTA</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • travel required for the group to deliver its programs in Alberta as either a normal part of the group's activities, or an earned opportunity to go to a higher level of activity • "Travel Itinerary" form must be submitted to the AGLC for approval prior to the event • Refer to travel guideline sheets for more detail (page 48)

Specific Use of Proceeds – Summary

**TRAVEL –
EDUCATION**

Eligible:

- travel that enriches an educational institution’s curriculum
- the educational institution must be recognized by Alberta Education or Advanced Education
- the trip must provide an educational experience otherwise unavailable
- the educational institution’s governing body must provide written approval and confirm the trip is an enrichment of the curriculum
- sports groups affiliated with an educational institution must comply with “Travel: Sports” (later in this section on page 67.)
- the trip must be reasonably available to all students who qualify and wish to participate
- only direct route transportation, meals, and accommodation during the event are eligible; all expenditures must be supported by receipts
- allowable travel expenditures for students and support personnel (maximum of one support personnel per five students or portion thereof unless approved otherwise)
- prior approval is not required for eligible travel within Alberta if it has been requested and granted at the time of application. A “Travel Itinerary” form must be submitted and approved prior to travel outside Alberta; for travel outside of Canada, the group must demonstrate a similar activity does not exist in Canada

Ineligible:

- activities and meals of a social nature, such as a banquet

Specific Use of Proceeds – Summary

**TRAVEL –
PERFORMING
ARTS****Eligible:**

- 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
- prior approval is not required for eligible travel within Alberta if it has been requested and granted at the time of application
- a “Travel Itinerary” form must be submitted and approved prior to travel outside Alberta; for travel outside of Canada, the group must demonstrate a similar activity does not exist in Canada
- to be eligible for travel outside Alberta, the group must:
 - a) be selected for its level of creative achievement or success;
 - b) be entered in a recognized competition with a formal evaluation/adjudication process; and
 - c) have a bona fide invitation from the organizing body
- only direct route transportation, meals, and accommodation during the event are eligible; all expenditures must be supported by receipts. These are allowable expenditures only for participants and support personnel, i.e. teachers, instructors, or adult chaperones (maximum one support personnel per five participants or portion thereof unless approved otherwise)

Ineligible:

- meals or activities of a social nature, such as a banquet

Specific Use of Proceeds – Summary

TRAVEL – SPORTS

Eligible:

- individuals and teams involved in structured, developmental, amateur sports may be approved for travel to organized, structured, and sanctioned events
- the game, tournament, or competition must:
 - a) form a regular part of the group’s programs, or
 - b) be a recognized playoff or championship game to which the individual or team qualifies due to play in Alberta competition, or
 - c) be an invitational or exhibition event where the governing body of the group confirms in writing the event is essential to the development of the participants or team
- only costs of direct-route transportation, meals, and accommodation during the event are eligible; all expenditures must be supported by receipts
- allowable expenditures only for participants and support personnel, i.e. coaches, managers, trainers, and other adult chaperones (maximum of one support personnel per five participants or portion thereof unless approved otherwise) prior approval is not required for eligible travel within Alberta if it has been requested and granted at the time of application. A “Travel Itinerary” form must be submitted and approved prior to travel outside Alberta.

Ineligible:

- recreational, social, or administrative expenditures
- meals of a social nature such as a banquet

Specific Use of Proceeds – Summary

**TRAVEL –
OTHER****Eligible:**

- youth exchanges, medical treatment, volunteer seminars considered on a case-by-case basis
- travel must be directly related to delivery of the group's programs or services in Alberta
- expenditures only for registration fees, direct-route transportation, meals, and accommodation during the event; all expenditures must be supported by receipts
- only for participants and support personnel, i.e. teachers, instructors, and other adult chaperones (maximum one per five participants unless approved otherwise)
- prior approval is not required for eligible travel within Alberta if it has been requested and granted at the time of application
- a "Travel Itinerary" form must be submitted and approved prior to travel outside Alberta; for travel outside Canada, the group must demonstrate a similar activity, treatment, or seminar does not exist in Canada

Ineligible:

- wages or reimbursement of lost wages as a result of attending an event

Specific Use of Proceeds – Summary

<p>UNIFORMS/ COSTUMES</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • uniforms or costumes that are essential to the delivery of the group’s programs or services • ownership of the items remains with the group • the items for competitive play, practice, or artistic performances must include a distinctive logo or marking • the items are used by players/participants only during the normal season and are returned to the group at the end of the season • players/participants do not use the item for activities not related to games, practices, or performances • a written policy must be developed and submitted to the AGLC along with the request if a group wishes to use proceeds for this purpose
	<p>Ineligible:</p> <ul style="list-style-type: none"> • items of a personal, social, or promotional nature
<p>VEHICLE PURCHASE/ REPAIR/ OPERATION</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • purchase and operating costs of a vehicle if it is essential to the delivery of the group’s programs or services • the vehicle must be registered and insured in the name of the group • the vehicle must be used for community service programs • when not in use, the vehicle’s keys must be controlled to prevent unauthorized use • proceeds received from the rental or sale of the vehicle must be returned to the gaming account
	<p>Ineligible:</p> <ul style="list-style-type: none"> • vehicle use for the administrative activities of the group or the personal use of any members

Specific Use of Proceeds – Summary

**VOLUNTEER
CONFERENCES,
SEMINARS,
WORKSHOPS,
CLINICS,
MEETINGS, and
CONVENTIONS****Eligible:**

- travel expenses to conferences, seminars, workshops, clinics, meetings and conventions that are directly related to the group's charitable programs or services
- the event must be primarily organized for educational purposes related to a specific charitable program or service the group supports or delivers to the community; delegates must be able to train other group members upon return
- a sports or performing arts group may pay the expenses of coaches and instructors to attend if the event is directly related to the group's objectives at the time of licensing
- only registration fees, direct route transportation, meals, and accommodations during the event; all expenditures must be supported by receipts
- prior approval is not required for eligible travel within Alberta if approval is given at the time of application
- a "Travel Itinerary" form must be submitted and approved prior to travel outside Alberta; for travel outside Canada, groups must demonstrate a similar activity does not exist in Canada

Ineligible:

- payment or reimbursement of wages while attending a conference
- conferences, etc. primarily organized for administrative purposes (service clubs may be approved if the event relates directly to the operation of a program or service it sponsors)

Specific Use of Proceeds – Summary

**VOLUNTEER
EXPENSES**

(Prior written
approval not
required)

Eligible:

- expenses incurred while working a gaming event include the following:
 - a) transportation to and from event via taxi or bus;
 - b) babysitting; and
 - c) adult respite care if volunteer is normally responsible for the care
- if the gaming event is more than 100 kilometers away from the volunteers' municipality, the following are eligible:
 - a) transportation (gas, van rental);
 - b) overnight accommodation for a maximum of two nights; and
 - c) breakfast for a maximum of two days if volunteers stay overnight
- all volunteer claims for expenses must be supported by receipts
- volunteer credits/points may be earned to offset costs related to approved charitable activity conducted by a licensee
- volunteer credits/points are transferable to other members, to beneficiaries of the group's programs, or to other licensees (with AGLC approval) if the groups using a voucher and redeeming the credits:
 - a) are community leagues, or
 - b) have structures with provincial, regional, district and/or zone components
- the group must maintain records of credits/points
(**Note:** For more information on volunteer credits/points, see pages 100-01.)

Specific Use of Proceeds – Summary

<p>-continued-</p> <p>VOLUNTEER EXPENSES</p> <p>(Prior written approval not required)</p>	<p>Ineligible:</p> <ul style="list-style-type: none"> • purchase of liquor • purchase of meals or refreshments following the gaming event • cash, vouchers redeemable for cash, goods, or services as payment for volunteering at a gaming event
<p>WAGES, SALARIES, FEES FOR SERVICE and HONORARIUMS</p>	<p>Eligible:</p> <ul style="list-style-type: none"> • gaming proceeds may be used to pay salaries, wages, fees for service or honorariums only if the duties performed: <ol style="list-style-type: none"> a) are essential to the group’s program delivery; b) are performed by a person with specialized qualifications; and c) cannot reasonably be performed by a volunteer • “Request to Use Gaming Proceeds to Pay Wages/Salaries” form must be submitted and approved, except for the fees of officials or judges (See page 44.) <p>Ineligible:</p> <ul style="list-style-type: none"> • payment for administrative duties, except for certain disabled groups • transfer approval to pay wages etc. from one individual to another

Requesting Approval for Donations of Gaming Proceeds

DONATION TYPE	WRITTEN REQUEST for APPROVAL	RECIPIENT AGREEMENT	STATUTORY DECLARATION
WITHIN ALBERTA \$1,000 or LESS ANNUALLY	<ul style="list-style-type: none"> • not required if approval granted at time of licensing application • the donor group must retain a written request from recipient group though submission of this request is not required 	<ul style="list-style-type: none"> • not required 	<ul style="list-style-type: none"> • not required
WITHIN ALBERTA in EXCESS of \$1,000 ANNUALLY	<ul style="list-style-type: none"> • “Request to Amend Use of Gaming Proceeds” form is available -or- • provide a written request which must include the: <ul style="list-style-type: none"> – name and address of intended recipient; – the amount of the donation; – the purpose for which the donation will be used; and – two current executive signatures 	<ul style="list-style-type: none"> • “Recipient Agreement” form is available -or- • provide an agreement* 	<ul style="list-style-type: none"> • “Statutory Declaration” form is required
DONATIONS OUTSIDE of ALBERTA but WITHIN CANADA \$1,000 or LESS ANNUALLY	<ul style="list-style-type: none"> • “Request to Donate Proceeds Outside of Alberta But Within Canada” form required 	<ul style="list-style-type: none"> • not required 	<ul style="list-style-type: none"> • not required

Requesting Approval for Donations of Gaming Proceeds

DONATION TYPE	WRITTEN REQUEST FOR APPROVAL	RECIPIENT AGREEMENT	STATUTORY DECLARATION
DONATIONS OUTSIDE of ALBERTA but WITHIN CANADA in EXCESS of \$1,000 ANNUALLY	<ul style="list-style-type: none"> • “Request to Donate Proceeds Outside of Alberta But Within Canada” form required 	<ul style="list-style-type: none"> • “Recipient Agreement” form is available -or- • provide an agreement* 	<ul style="list-style-type: none"> • “Statutory Declaration” form is required
DONATIONS OUTSIDE of CANADA \$1,000 or LESS ANNUALLY	<ul style="list-style-type: none"> • “Request to Donate Proceeds Outside of Canada” form required 	<ul style="list-style-type: none"> • not required 	<ul style="list-style-type: none"> • not required
DONATIONS OUTSIDE of CANADA in EXCESS of \$1,000 ANNUALLY	<ul style="list-style-type: none"> • “Request to Donate Proceeds Outside of Canada” form required 	<ul style="list-style-type: none"> • “Recipient Agreement” form is available -or- • provide an agreement* 	<ul style="list-style-type: none"> • “Statutory Declaration” form is required

* If the “Recipient Agreement” form is not used, an agreement must be made in writing signed by one executive member of the recipient group stating it will:

- maintain a record of donations showing the date, amount, and source of donated funds received as well as the date, amount, and purpose of donated funds; and
- allow the AGLC access to all records, including those at any financial institution, and to make copies of such records and/or remove them for further examination.



Gaming Information
for Charitable Groups

Section ②

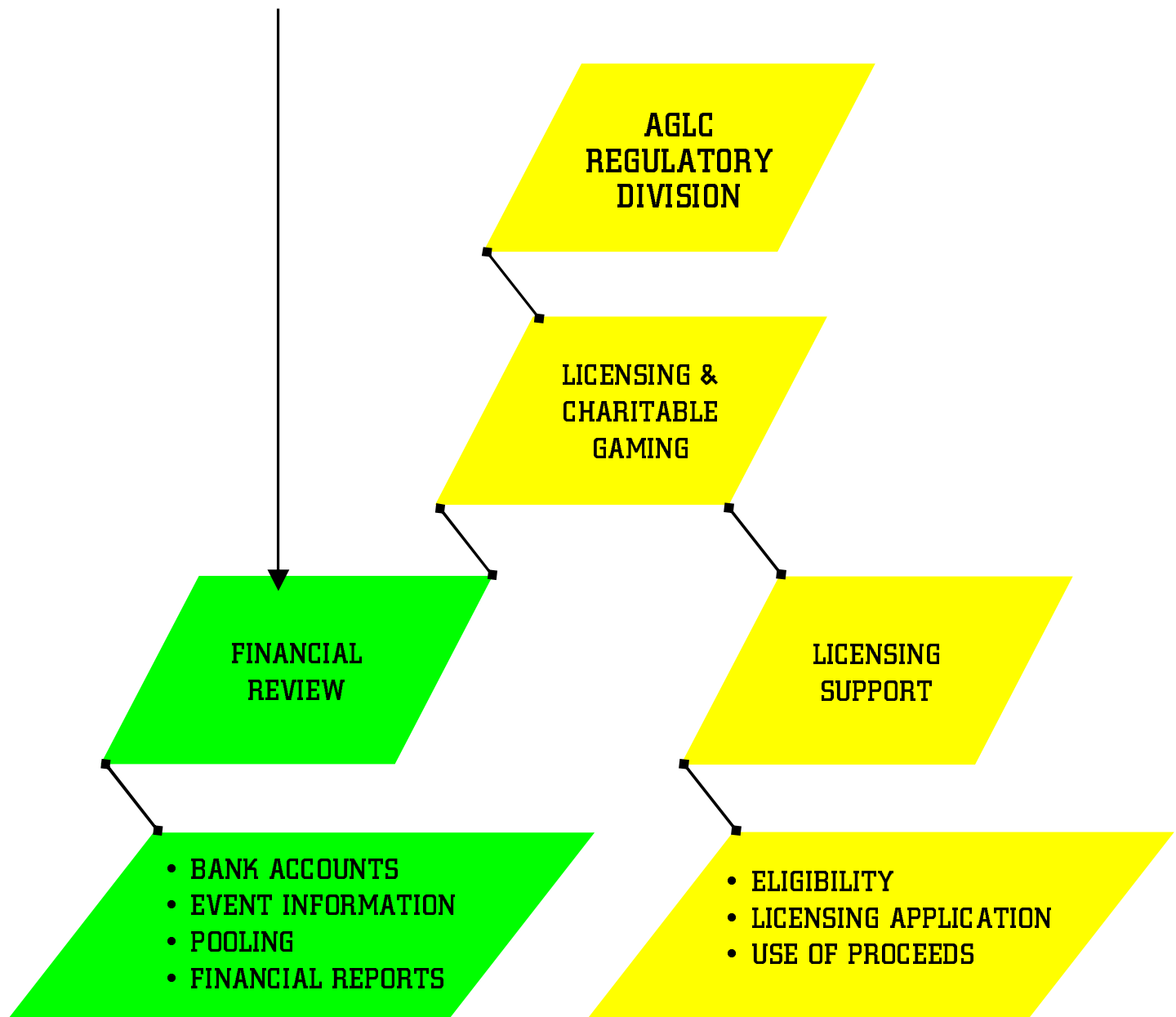
Financial Reporting



Financial Reporting

The **Financial Review Section** of the AGLC provides support and information to groups about all financial aspects of gaming licences.

Financial Review provides assistance to licensed groups when bank accounts are being set up through to when a financial report is submitted.



Bank Accounts

Groups must:

- ensure gaming funds are not mixed with general operating funds or other gaming accounts;
- have a separate bank account for each gaming licence, except for Raffle Total Ticket Value \$10,000 and Less; groups with this type of licence can use their general accounts to manage these funds;
- ensure each bank account provides bank statements and returns cancelled cheques (photocopies are sufficient);
- deposit all revenue from gaming licences into their respective accounts;
- write cheques for all approved expenses and use of proceeds;
- not transfer gaming funds to or from their general accounts;
- not deposit gaming funds into mutual funds; groups can invest gaming funds in term deposits and GICs but these accounts must be linked to the original account;
- keep the AGLC updated as to any changes on their executives; and
- ensure contact information is correct so date-sensitive material is sent to the correct person at the correct address.

Every gaming licence needs a separate bank account!

BINGO —

If a group belongs to more than one bingo association and/or has a community bingo licence, separate bingo gaming bank accounts are required.

If your bingo association offers DIGI, pull tickets, and/or Keno, additional gaming bank accounts are not required. These proceeds are deposited into the bingo gaming bank account.

CASINO —

Because a group may only have one casino licence at a time, the same casino gaming bank account can be re-used.

PULL TICKET —

If a group has two pull ticket licences, two separate pull ticket gaming bank accounts are required.

RAFFLE —

Overlapping raffles require separate gaming bank accounts. However, if one raffle licence period ends before another raffle starts, the same bank account may be re-used.

N O T E

Raffles with a total ticket value \$10,000 or less do not require a gaming bank account; therefore, groups may use their general accounts.

NOTE

There is an exception to the rule that groups must not mix gaming with non-gaming bank accounts for groups with casino bank accounts. Because a group holding a casino event must pay for event level expenses (advisor fees and a hospitality bill) after the completion of the event, the group is allowed to transfer the revenue for these costs from its general account to its casino gaming account. The advisor will notify the group of the required amount. Once the pooling cheques are received, a group can transfer the specific amount taken from its gaming accounts back in to its general account.

Proceeds

All proceeds must remain in their respective gaming accounts until spent on approved uses. Purchases made on approved use of proceeds must be paid by cheque only (direct to the vendor/supplier) from the gaming account.

For raffle licences, no gaming revenue may be spent on expenses and approved use of proceeds until funds are available to pay for the prizes.

NOTE

A GST rebate issued as a result of purchases made with gaming revenue, becomes gaming revenue and must be deposited into a gaming bank account and used for approved purposes.

Time Limits

Effective August 21, 2003, licensed groups must use proceeds within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the AGLC. All requests for an extension must include a supporting business plan. The business plan must include the following:

- a written explanation why the proceeds have to be accumulated beyond 24 months;
- any other sources of revenues associated with the planned project or event;
- a list of expenditures associated with the planned project or event; and
- timelines for the anticipated disbursement of the accumulated proceeds.

If proceeds in a gaming account are not required right away, proceeds may:

- be put into a separate interest bearing account or accounts;
- be used to purchase deposit certificates;
- be invested subject to the conditions established for, and applying to, investments by a trustee under the *Trustee Act* (If the licensee qualifies as a trustee under the *Trustee Act*); and
- not be used to purchase mutual funds or similar types of investments, e.g. stocks, etc.

NOTE

The 24-month time limit applies to **all** gaming revenue, including those noted above.

NOTE

Investments of gaming revenue must be fully insured as defined in the *Canada Deposit Insurance Act*. In order for a licensee to qualify to invest gaming revenue, the AGLC will require a letter from the licensee's lawyer confirming the trustee's qualification.

The financial institution, account or deposit number, or details of other permitted investments and the total value of the funds transferred or invested, must be identified on financial reports.

All interest, dividends or other income earned becomes part of gaming funds and must be retained in the separate interest bearing account or must be retained as part of the investment if the income is in the form of shares or units.

When needed, proceeds must be transferred back to the charitable group's gaming account or Consolidated Gaming Account (see page 84 for details regarding Consolidated Gaming Accounts).

Financial Records and Documents

Financial Reporting Information

- Financial reporting is required for every gaming licence.
- All records must be kept for a period of two years after the licence expires.
- AGLC inspectors and officials of the AGLC must be allowed to examine and make copies of all records.
- Inspectors and officials of the AGLC may remove records for further review; they must provide a receipt for the records removed.
- The AGLC sends financial reports to a specific contact for all gaming licences and/or bank accounts except for Raffle Total Ticket Value \$10,000 and Less. The financial reporting requirements for this type of licence are located on the raffle licence and must be returned to the AGLC within 60 days of the final draw date.
- Event information for bingo and casino events are provided to the AGLC by the gaming facility and the information is transferred to the group's financial report.
- For groups who have the Tracking Pull Ticket Licence, information is provided to the AGLC by the suppliers/vendors and is transferred to the group's financial report.
- The closing bank balance of the previous financial report becomes the opening balance of the next financial report.
- Completed financial reports and supporting documentation must be returned to the AGLC within 60 days.
- Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.
- The licensed group must keep copies of its financial reports.

Accountants

Groups may complete their own financial reports or request approval from the AGLC's Licensing Support Section to hire a professional accountant to prepare financial reports.

Upon approval, gaming proceeds may be used to pay the expenses related to preparing these reports if the reports are prepared by a member in good standing of:

- The Institute of Chartered Accountants of Alberta (CA); or
- The Society of Certified Management Accountants of Alberta (CMA), or
- The Certified General Accountants Association of Alberta (CGA).

NOTE

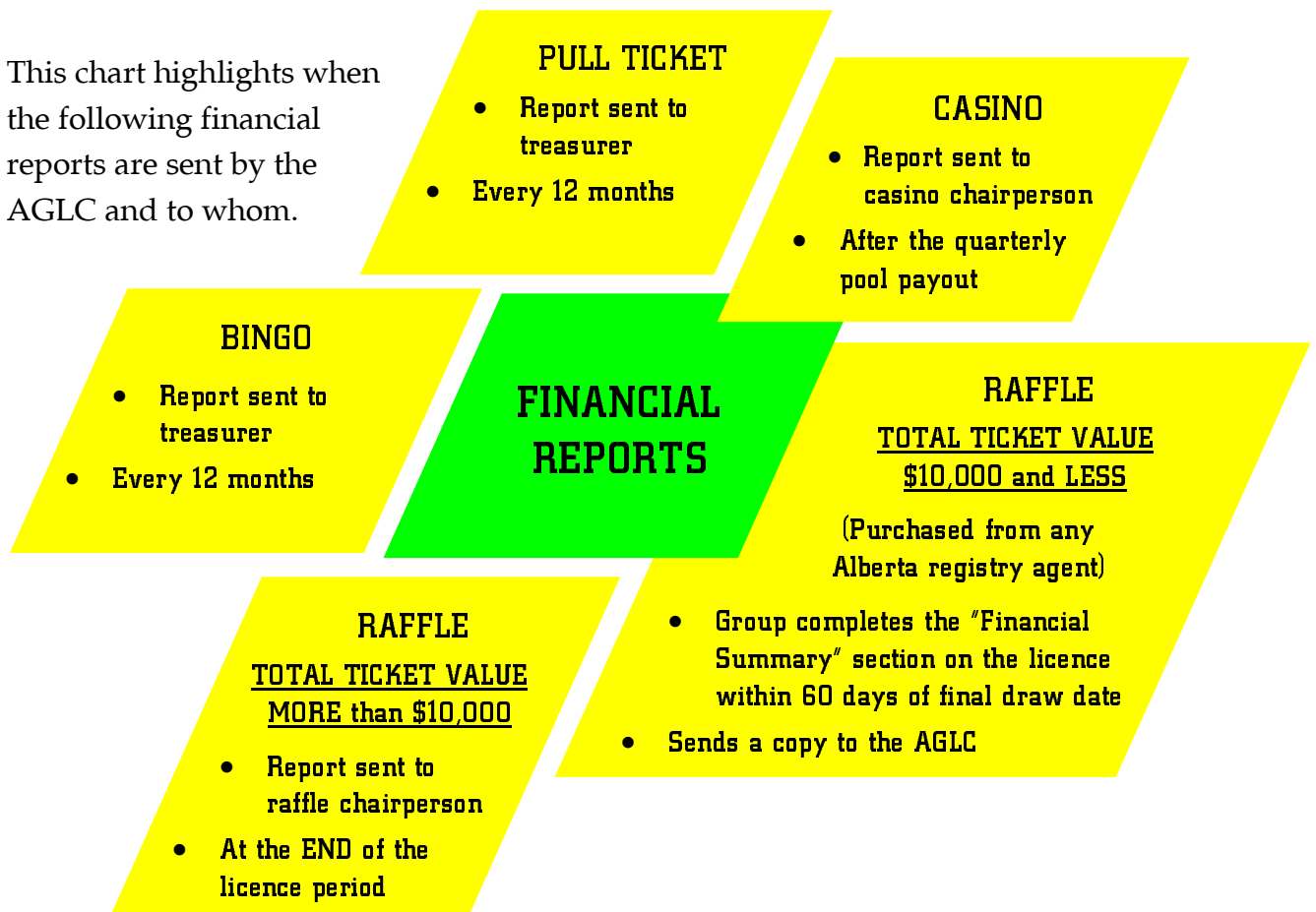
The preparation of non-gaming financial reports is not an approved use of proceeds.

The accountant must sign the report, provide his/her designation and address. Also, accountants must submit copies of bank statements and Ticket/Inventory Summaries (if applicable); however, accountants do not need to submit copies of cancelled cheques, invoices and receipts.

Financial Reporting Tips

- Financial reports are essentially bank reconciliations.
- The goal of completing a financial report is to balance/reconcile the report with the figures from the group’s bank statements for a particular gaming licence.
- Groups who conduct bingo events at bingo associations that have DIGI, pull ticket, and Keno sales will not receive additional financial reports. There is a section on the “Bingo Financial Report” to account for DIGI, pull ticket, and Keno pooling cheques.
- The group member responsible for the financial report must send copies (not originals) of:
 - bank statements;
 - cancelled cheques (the front of the cheque);
 - invoices;
 - receipts; and
 - other documents as required.

This chart highlights when the following financial reports are sent by the AGLC and to whom.



NOTE

If a report is sent to the wrong contact person, notify the AGLC immediately.

Other Financial Reports

CONSOLIDATED GAMING ACCOUNTS

If a group has more than one active licence, the group is encouraged to open a Consolidated Gaming Account for the expenditure of gaming proceeds. The group will transfer proceeds from its individual gaming accounts into this account.

The benefits of this account are:

- cheques for approved use of proceeds are issued from one account; and
- easier tracking of proceeds available for distribution.

To Open a Consolidated Gaming Account:

- open an account (entitled “Consolidated Gaming Account”) at a financial institution; then,
- notify the AGLC’s Financial Review Section of:
 - the bank;
 - the date the account opened;
 - the branch; and
 - the account number of the Consolidated Gaming Account.

If a Consolidated Gaming Account is opened, separate bank accounts must still be maintained for each gaming licence — bingo, casino, pull ticket and raffle. These accounts are for deposits of revenue and payment of expenses related to each particular licence. At the group’s discretion, proceeds may be transferred from the individual gaming accounts to the Consolidated Gaming Account.

BUILDING GAMING ACCOUNTS

Groups interested in saving for a building or other large purchase, or establishing one account to pay for maintenance (e.g. utility bills), repairs, and operations (e.g. janitor) may consider opening a Building Gaming Account.

The benefits of this account are:

- maintenance costs such as utilities, repairs, and operation costs are paid from one account; and
- easier tracking of proceeds available for distribution.

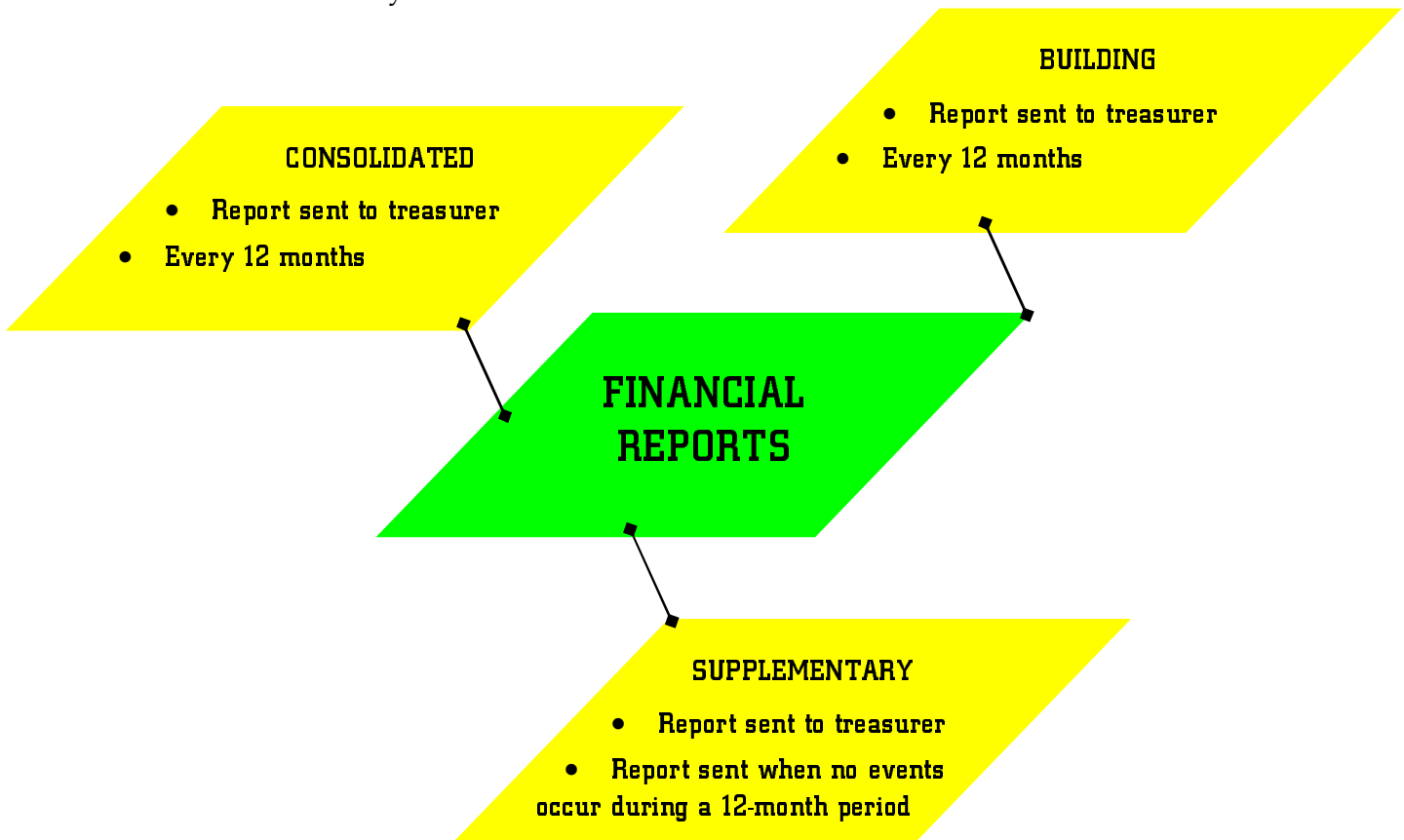
To Open a Building Gaming Account:

- open an account (entitled, “Building Gaming Account”) at a financial institution and notify the AGLC’s Financial Review Section of:
 - the bank;
 - the date the account opened;
 - the branch; and
 - account number of the Building Gaming Account.

SUPPLEMENTARY FINANCIAL REPORTS

Supplementary financial reports are sent by the AGLC when no events for a gaming licence have occurred within a twelve-month period, but there is still gaming revenue left in the gaming account. This report is mailed out every twelve months until all proceeds are spent.

This chart highlights when the following financial reports are sent by the AGLC and to whom.



These financial reports must be completed and submitted to the AGLC within sixty (60) days from the mail out date, along with the supporting documents as indicated on the report.

Supporting documents include:

- Copies of:
 - bank statements
 - cancelled cheques
 - invoices
 - receipts
 - other documents as required

Audit Requirements

All books and records related to gaming licences are subject to review and/or audit by the AGLC and must be maintained in a manner acceptable to the AGLC. The areas normally subject to audit will include, but are not limited to:

- a) books of original entry (including computerized records);
- b) invoices;
- c) bank statements and cancelled cheques;
- d) inventory control forms;
- e) contracts, agreements, or similar documents;
- f) minutes of annual general meetings, general membership, board and executive meetings;
- g) external accountant's/auditor's working paper files;
- h) annual (audited) financial statements;
- i) business records of any related entity to which the group has made payments from its gaming funds; and
- j) 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.) which is related to the group and/or an executive or board member of the group that is in receipt of any of the group's gaming funds either directly, indirectly or through a series of transactions.

Key Things to Remember:

- ① Open a separate bank account for each gaming licence.
- ② Ensure each bank account provides bank statements and returns cancelled cheques (photocopies are sufficient).
- ③ All expenditures must be paid by cheque (do not pre-sign cheques).
- ④ The AGLC sends financial reports to a group's identified contact; groups have 60 days to complete and return their reports.
- ⑤ Ensure contact information is current.
- ⑥ Keep financial documents for two years after the licence expires.
- ⑦ Financial Review provides phone support.

Example Financial Report

The information provided in the green boxes will explain each section of this example financial report in the following pages. All financial reports will be similar, but not exactly as noted in this manual. Contact Financial Review with all specific questions regarding the completion of your financial report (see “Contact Information,” pages 1-2).

DID YOU KNOW?

Each year, thousands of volunteer, public and community-based initiatives receive financial support from the Alberta Lottery Fund. Although you may not be aware of the Alberta Lottery Fund’s positive impact in your community, chances are that it directly or indirectly touches your life. No matter what your age, whenever you visit a local library or museum, attend a cultural or athletic event, or participate in a conservation project, lottery dollars are often at work behind the scenes.

REPORT TYPE, LICENCE NUMBER, AND LICENCE PERIOD

Charitable Club ABC

REPORT PERIOD: FROM March 01, 2000 TO February 28, 2002

REPORT PERIOD

Pursuant to section 100 of the Gaming and Liquor Act, the Alberta Gaming and Liquor Commission (AGLC) requires you to report the sources and uses of gaming proceeds.

REPORT DUE DATE

Please complete this financial report and return it to the AGLC (with supporting documents) by **June 08, 2003.**

Ensure that it is signed by two executive members. Please complete all pages and **submit copies of BANK STATEMENTS.** Provide **copies of CANCELLED CHEQUES, INVOICES, and RECEIPTS** to support all uses of proceeds (profits). Provide copies of cancelled cheques and event summary if changes to the BANK TRANSACTIONS are reported. You must retain all records for a period of two (2) years.

COPIES OF

The following transactions are based on information provided by your ABC licensed facility. Please adjust any figures that are incorrect compared to your bank statement.

If you require further information, please contact our Financial Review Section at (780) 447-8600 or 1-800-272-8876.

EVENT INFORMATION

Events Conducted at:
Licensed Facility ABC

RAFFLE and COMMUNITY BINGO: Charity provides ticket or event information.
PULL TICKET: Charity provides ticket sales and inventory summary.
ASSOCIATION BINGO and CASINO: Facility provides AGLC with event information.

TOTAL NUMBER OF EVENTS: 3

DATE OF EVENT	GROSS RECEIPTS-	PRIZES -	OVER/SHORT -	TOTAL EXPENSES	NET REVENUE
2000/10/28 Evening	\$12520.00	\$7690.00	\$0.00	\$1650.22	\$3179.78
2000/10/28 Late Night	\$3966.00	\$2762.00	\$0.00	\$598.97	\$605.03
2000/11/26 Evening	\$14270.00	\$9841.50	\$10.00	\$2096.82	\$2341.68
TOTAL	\$XXXX	\$ XXXX	\$ XXXX	\$ XXXX	\$ XXXX

BANK TRANSACTIONS

BANK RECONCILIATION starts here. If information is not filled in, you must manually enter the details as per your bank statement.

TRANSACTION DATE	TYPE	DEPOSITS	WITHDRAWALS	ACTUAL (if different from what is printed)
Oct 28, 2000	Cheque Prizes – Prize Payout		\$659.00	
	Satellite Prizes – Prize Payout		\$523.50	
	Expense Payout – Expense Payout		\$3860.31	
Oct 30, 2000	Event Deposit – Event Deposit	\$5489.00		
Nov 28, 2000	Event Deposit – Event D			
	Bingo Operational Expense F		\$1120.76	
	Concession – Expense F		\$69.00	
	Rent – Expense F		\$704.43	
	Satellite Expense – Expense F		\$202.63	
	Satellite Expense – Prize Payout		\$861.50	
Nov 28, 2000	Event Deposit – Event Deposit	\$5300.00		

If a discrepancy exists between what has been entered under "Deposits" and "Withdrawals" and what appears on your bank statements, enter actual amount here.

\$XXXX - \$XXXX = ① \$XXXX

Transfer the amount that corresponds with ① to ① on the chart on a future page.

POOL REVENUE

Proceeds from Pool agreement in Casinos and Association Bingo

Transfer the amount that corresponds with ② to ② on the chart on a future page.

<u>TRANSACTION DATE</u>	<u>TYPE</u>	<u>DEPOSITS</u>
Jan 01, 2001	Pull Ticket Pool – Pool Payout	\$586.77
		\$XXXX

ACTUAL
(if different from what is printed)

② \$XXXX

Additional funds in bank account – not included in Event Information

Transfer the amount that corresponds with ③ to ③ on the chart on a future page.

OTHER GAMING REVENUE

<u>TRANSACTION DATE</u>	<u>TYPE</u>	<u>DEPOSITS</u>
		\$XXXX

ACTUAL
(if different from what is printed)

③ \$XXXX

Additional expenses in bank account – not included in Event Information

Transfer the amount that corresponds with ④ to ④ on the chart on a future page.

OTHER GAMING EXPENSES

<u>TRANSACTION DATE</u>	<u>TYPE</u>

WITHDRAWALS
(if different from what is printed)

\$XXX ④ \$XXX

Transactions from previous report that have not cleared the bank account by the closing bank balance date

Transfer the amount that corresponds with ⑤ to ⑤ on the chart on a future page.

OUTSTANDING TRANSACTIONS

<u>TRANSACTION DATE</u>	<u>TYPE</u>	<u>DEPOSITS</u>
		\$XXXX

ACTUAL
(if different from what is printed)

⑤ \$XXXX

Closing bank balance from previous report

Transfer the amount that corresponds with ⑥ to ⑥ on the chart on a future page.

BANK BALANCE and DEPOSIT CERTIFICATES

<u>BANK INSTITUTION</u>	<u>BRANCH</u>	<u>ACCOUNT NUMBER</u>	<u>CURRENT BALANCE DATE</u>	<u>BALANCE</u>
Alberta Treasury Branch	0	1234567 89	Feb 29, 2000	\$XXXX
				⑥ \$XXXX

	NET BANK TRANSACTION	① (+/-)	\$	
PLUS (+)	POOL REVENUE	② (+)	\$	
PLUS (+)	OTHER REVENUE	③ (+)	\$	
MINUS (-)	OTHER EXPENSES	④ (-)	\$	
PLUS/MINUS (+/-)	OUTSTANDING TRANSACTIONS	⑤ (+/-)	\$	
PLUS (+)	BANK BALANCE + TERM DEP'S	⑥ (+)	\$	
	SUBTOTAL	=	\$	> ⑦ = \$

Transfer the amounts that correspond with these numbers to this chart.

MATH REQUIRED

(LESS)

TRANSFERS TO OTHER GAMING BANK ACCOUNTS		
ACCOUNT #	AMOUNT	
	\$	
	\$	⑧ \$
		Line 7 minus line 8 ⑨ = \$

Transferred amounts to Consolidated or Building Account

(LESS) **PROCEEDS USE SUMMARY** (List cheque details on the chequelist form.)

MATH REQUIRED

USE OF PROCEEDS

EXAMPLE: RENT

\$ 7200.00

	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$
	(+) \$

For example, if the detailed checklist has rent listed 12 times, you will combine the like items and input a total amount here.

This is a summary of the Use of Proceeds detailed checklist on the second last page.

MATH REQUIRED

THESE ARE YOUR TOTAL USE OF PROCEEDS.	⑩ = \$	> (-) \$
(LESS)	Line 9 minus line 10	⑪ = \$
BANK CHARGES	⑫ \$	> (-) \$
(PLUS)	Line 11 minus line 12	⑬ = \$
BANK INTERESTS (including deposit certificate interest)	⑭ \$	> (+) \$
PROCEEDS REMAINING	Line 13 minus line 14	⑮ = \$

BANK RECONCILIATION

BANK ACCOUNT CLOSING BALANCE

Bank balances stop here.
Insert amount(s) from the bank statements
for the last day of the report period.

ACCOUNT #	DATE	AMOUNT
		\$
		\$
TOTAL DEPOSITS CERTIFICATES		\$

MATH REQUIRED

16	\$	
17	\$	
	Line 16 plus line 17	13 \$

**(PLUS)
OUTSTANDING DEPOSITS**

Any deposits that did not clear the
bank account during the report period

TRANSACTION DATE	DEPOSIT AMOUNT
	\$
	\$

MATH REQUIRED

19	\$	
	Line 18 plus line 19	20 \$

**(LESS)
OUTSTANDING EXPENSES and USE OF PROCEEDS**

Any expenses and use of proceeds that did not
clear the bank account during the report period

CHEQUE #	TRANSACTION DATE	WITHDRAWL AMT
		\$
		\$

MATH REQUIRED

20	\$	
	Line 20 minus line 21	22 \$

FUNDS REMAINING **23** = \$

The report is balanced if **PROCEEDS REMAINING (LINE 15)** is equal to **FUNDS REMAINING (LINE 23)**

If your report does not balance, call for help.

1-800-272-8876

Ask to speak with a Financial Review Clerk.

DEPOSIT CERTIFICATE SUMMARY (include copies)

Term deposit information

DATE	CERTIFICATE #	PURCHASED	REDEEMED	EARNED INTEREST
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
TOTALS		\$	\$	\$

We, the undersigned two executive officers;

- a) have been authorized to make this report; and,
- b) have examined the group's records.

We, declare to the best of our ability, that the information submitted is true and correct. We make this declaration knowing that any deliberate false statements on this Financial Report are a breach of terms and conditions of licence, and may affect future licences or cause a criminal investigation to be conducted.

NAME:

OFFICE:

ADDRESS:

CITY:

PHONE Home:

Bus:

DATE:

SIGNATURE:

EXECUTIVE OFFICER

EXECUTIVE OFFICER

NAME:

OFFICE:

ADDRESS:

CITY:

PHONE Home:

Bus:

DATE:

SIGNATURE:

REPORT COMPLETED BY

Two signatures from Executive Officers of the charitable group

Signature of person who completed report – may be one of the Executive Officers or an accountant – include designation



Gaming Information
for Charitable Groups

Section ③

Integrity, Volunteer Requirements & Social Responsibility



Integrity

The AGLC has established the following **GUIDING PRINCIPLES**:

- ① The integrity of gaming and liquor activities will be ensured.
- ② Gaming and liquor policies will reflect a commitment to social responsibility.
- ③ Gaming and liquor policies will be supported by sound research and consultation with the public and stakeholders.
- ④ The collection and use of gaming revenue and liquor revenue will be open and accountable.
- ⑤ 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.
- ⑥ Alberta's liquor industry will continue to be among the most progressive and competitive in the country and continue to lead the nation in terms of supply, distribution, pricing and customer service.
- ⑦ The financial return to eligible groups from charitable gaming and from provincial lotteries is to be maximized for the benefit of Albertans.

GOOD BUSINESS PRACTICES for LICENSED GROUPS

- Keep good records; ensure deposits and disbursements have proper supporting documentation.
- Do not mix gaming and non-gaming funds.
- Be knowledgeable about AGLC policies; seek approval if unsure about use of gaming funds.
- Maintain good internal control.
- There should be two signing authorities and no cheque pre-signing.
- Bank reconciliations are conducted independently from the persons signing the cheques.
- Provide regular financial reporting to the executive and membership.
- Trust but verify.

Volunteer Requirements

Volunteers must maintain the integrity of gaming and perform their respective duties according to the standards laid out in policy. The following highlights some of the standards:

Volunteers must:

- ensure minors do not take part in gaming activities;
- notify the AGLC of all suspected cheating at play and irregularities (“Contact Information,” page 2);
- be capable and able to perform the administrative and financial duties associated with the positions to which they are assigned;
- ensure paid staff who work for licensed groups adhere to all requirements.

Volunteers must not:

- be under the influence of, or consume, liquor or an illicit substance;
- play games (slot machines, table games, VLTs, DIGI bingo, or Keno) or purchase or redeem pull tickets at any event where they are volunteering;
- be paid from gaming revenue or any other source for their services.

PAID STAFF of CHARITABLE GROUPS

Paid staff of licensed groups can work as volunteers for their group’s gaming events provided they:

1. are members of the organization as defined by their bylaws;
2. volunteer their services outside normal working hours; and
3. do not fill the following positions:

Bingo Events

- bingo chairperson
- paymaster
- bonanza controller
- special games controller
- satellite game controller (when these duties are performed by a volunteer)
- cashier (when these duties are performed by a volunteer)

Casino Events

- general manager
- alternate general manager
- banker
- count room supervisor

VOLUNTEER PAYMENT

Volunteers cannot be paid from gaming revenue or from any other source of revenue for their services, including:

- cash payments;
- vouchers from a bingo facility which can be exchanged for cash, e.g. at the concession;
- receiving money, goods or services for personal use, from individuals that provide premises, services, equipment or supplies to events sponsored by the volunteer group.

WORK IN LIEU of a DONATION

Since volunteers cannot be paid from gaming revenue or from any other source of revenue for their services, charitable groups are not allowed to use another group's volunteers to work their event in lieu of a donation. For example, one group pays another group \$500 for providing 10 volunteers for a bingo event or one groups gives \$25 to all volunteers for volunteering at a casino event. This is payment in lieu for volunteering which contravenes the terms and conditions.

CREDIT/POINT SYSTEMS

Volunteers may receive credits/points to help offset the cost of registration fees, competition fees, travel expenses, and/or other programs currently approved by the AGLC for an approved charitable activity.

The credit/point systems must:

- not be redeemed for cash;
- not be used for social/recreational purposes.

Transfers

Volunteers may transfer the credits/points earned from working an event to:

- other members of the group;
- someone who can benefit from the charitable group's programming, for example, a grandfather works a bingo for a minor hockey team with a bingo licence and transfers his credits to his grandson who plays for that team.

The AGLC may approve transfers of credits/points to other groups if:

- the group redeeming the credits is a community league/association; or
- the group redeeming the credits has a structure with provincial, regional, district and/or zone components.

If credits/points are transferred to other groups, a voucher must be used as a means of exchange. The voucher must include the following information:

- name of licensed group issuing the voucher;
- serial number;
- date of issuance;
- value;
- name and telephone number of person voucher issued to;
- if the recipient is a member or non-member of the group issuing the voucher;
- redemption date;
- redemption purpose;
- expiry date (not to exceed one year from date of issuance);
- authorizing signature; and
- notice stating the voucher cannot be used for social/recreational or non-charitable purposes.



The group issuing the credits/points must maintain records of the credits/points. The records are subject to review by the AGLC. The records must include a ledger with the following information:

- names of volunteers earning the credits;
- whether the volunteer is a member or non-member of the group issuing the credits;
- dates the volunteers earned the credits;
- values of the credits earned;
- dates the credits were redeemed or transferred;
- purpose(s) for which the credits were redeemed (if applicable); and
- if the credits/points are redeemed by another group:
 - the date(s) the other group received payment for the credit redemption;
 - the dollar value of the redemption claim; and
 - the name of the gaming account from which the payment was issued.

If the credits/points are redeemed by another licensed group, this other group must maintain records of the credits/points. The records, which are subject to review by the AGLC, must include a ledger with the following information:

- name of person redeeming the credits;
- name of group issuing the credits;
- date of credit redemption;
- value of credits being redeemed;
- purpose for which the credits were redeemed; and
- when redeeming credits/points from the group issuing the credits:
 - the date of the redemption claim;
 - the dollar value of the redemption claim; and
 - the name of the gaming account where the redemption claim was deposited.

CHEATING or IRREGULARITIES

All suspected criminal or suspicious activity related to any gaming activity must be reported to the AGLC's Investigations Branch (see "Contact Information," page 2). For example:

- theft
- fraud from gaming accounts
- cheating at play
- missing pull tickets

All suspected failures to comply with terms and conditions of the licence or charitable gaming policies must be reported to the AGLC's Inspections Branch (see "Contact Information on," page 2).

DID YOU KNOW?

Penalties for gaming infractions include documented warnings through to monetary fines that must be paid from non-gaming funds. You may view a history of Disciplinary Board decisions and specified penalties for both liquor and gaming infractions on the AGLC web site, www.aglc.gov.ab.ca.



Social Responsibility

While most adult Albertans gamble responsibly, some experience real and difficult problems with their gambling. The AGLC recognizes the importance of addressing problem gambling as a social issue.

Warning Signs of Problem Gambling

Most people who choose to gamble do so for fun. However, gambling can become out of control and can cause people difficulties. Much like a dependency on alcohol or other addictions, the need to gamble may overtake an individual's life. Problem gambling is treatable and help is available through the Alberta Alcohol and Drug Abuse Commission (AADAC) help-line at 1-866-332-2322.

Here are a few warning signs that may indicate gambling has become a problem:

- Spending longer and longer periods of time gambling
- Placing larger more frequent bets
- Accumulating debt in order to support any gamble activities
- Arguing about gambling with friends or family
- Pinning hope on the "big win"
- Feelings of guilt or remorse about gambling
- Involving yourself in illegal activities to obtain money to gamble
- Missing work to gamble
- Hiding involvement in gambling activities

Tips for Gambling Responsibly

- Remember, the house always has the advantage.
- Before playing, educate yourself on how the game works.
- Set a budget and stick to it.
- Do not chase losses; accept them as a cost for the entertainment.
- Take frequent breaks.
- Use only money from your entertainment budget; do not borrow money.
- Balance gambling with your other leisure choices.
- Know the warning signs of problem gambling.

The AGLC works closely with the Alberta Alcohol and Drug Abuse Commission (AADAC) promoting AADAC'S problem gambling education, prevention and treatment services.

AADAC Information Sessions on Problem Gambling

Registered gaming workers of bingo and casino facilities must participate in the AADAC information sessions on problem gambling within three months of being hired. The program has two phases. The first phase is awareness training, including role play scenarios, for front line staff. The second phase provides intervention techniques and role play scenarios for management and security staff.

The Voluntary Self-Exclusion (VSE) Program

The AGLC has teamed up with AADAC and the gaming industry to develop new programs to assist problem gamblers who choose to exclude themselves from a licensed gaming facility.

BINGO VSE PROGRAM

All bingo facilities have application forms for anyone wishing to participate in this program. The initial application is made at the bingo hall through the hall manager (or designate). The hall manager issues the approved form to the patron and ensures the patron understands:

- the agreement applies to all bingo facilities in the Province of Alberta and that the exclusion will be for a minimum of six months;
- the agreement is irrevocable;
- the patron has 48 hours to return the completed form (date and signature was completed in front of the hall manager);
- the patron must personally return the completed form and include a recent passport type colour photograph back to the same bingo facility or to the AGLC with the complete document;
- the bingo facility or AGLC staff will ensure the form is complete and the picture is received and then sign and date accepting the application form;
- exclusion is effective immediately and will not terminate for six months;
- once the complete bingo VSE is received at the AGLC, an exclusion bulletin will be issued;
- if a patron is identified on a current bingo VSE at a bingo facility, the registered staff member is responsible for verifying the identity of the patron and asking the patron to leave immediately;
- police will be called if the patron refuses.

CASINO and RACING ENTERTAINMENT CENTRE VSE PROGRAM

This is a program designed for those who believe it is in their best interest not to participate in casino gaming activities. By submitting an application to the AGLC, participants can voluntarily agree to be excluded from entering all Alberta casinos and racing entertainment centres for a specified time period.

Participants choose the length of the exclusion period (minimum six months to maximum three years) and can be charged with trespassing if they violate the agreement. The program is administered by the AGLC and enforced by casino security staff.

Application forms are available at each of Alberta's casinos, the AGLC offices in St. Albert, Calgary, Red Deer, Grande Prairie, and Lethbridge and the link on the AGLC web site.

For more information on the VSE program, contact:
the AGLC's St. Albert office – Social Responsibility Division,
(780)447-8600 or 1-800-272-8876 (during business hours),
8:15 a.m. to 4:00 p.m. Monday to Friday (excluding holidays).

Abandoned Children

Bingo and casino facilities are required to develop a policy to address the issue of children left unattended on bingo or casino property. A child is defined by the *Child Welfare Act* as “a person under the age of 18 years.”

The policy must include that:

- if a child is left unattended, the issue must be brought to the attention of the facility's paid staff;
- the paid staff member takes control of the situation from there;
- information for a detailed “Discrepancy Report” is provided.

Minors

Minors are usually prohibited from taking part in gaming activities in Alberta; however, minors may play bingo in non-licensed bingo facilities if the prize does not exceed \$50. Minors may not play special games. The regular prize board cannot exceed \$1,000 and a special exemption must be requested from the AGLC.

Bingo — Minors are prohibited from playing bingo and Keno and purchasing pull tickets in all licensed facilities. Minors are not permitted to enter a licensed bingo facility which offers electronic gaming. There are a few exceptions. See pages 130-31 in the “Bingo” section of this manual for more information.

Casino — Minors are not permitted within a casino, or other premises where a casino has been authorized and is being conducted. Minors may not be employed in the casino facility when a casino is being conducted, nor are groups allowed to use minors as volunteers for a casino.

Pull Ticket — Minors under the age of 12 are prohibited from selling pull tickets. No person under the age of 18 may purchase or play pull tickets or be awarded a pull ticket prize.

Raffle — Minors may sell raffle tickets, but they may not purchase them. For more information, see page 210 in the “Raffle” section of this manual.

DID YOU KNOW?

Alberta law prohibits licensed gaming facilities from permitting a person who is apparently intoxicated by liquor or a drug to take part in any gaming activity conducted in the premises.

More information related to social responsibility may be found on the AGLC web site at www.aglc.gov.ab.ca.

Information for Board Members

Volunteer board members should be aware of the roles and responsibilities of not-for-profit boards and issues that could affect them (liability, bylaws, etc). The following provides information about the Board Development Program (Alberta Community Development). The Board Development Program (BDP) is a unique service that provides assistance to not-for-profit boards in the area of governance through:

- **Workshops** — governance-focused training for board members of organizations registered under the *Societies or Libraries Act*. **Foundations** workshops are customized to meet an individual board's needs and **Open** workshops are delivered in a more generic format to representatives of numerous groups.
- **Consultations with board members** seeking to clarify governance issues or looking for appropriate referrals to other resources.
- **Training of Volunteer Instructors** for the program and customized training for other clients in the area of board governance.
- **Resource Materials**, both print and web-based, that focus on board governance issues of concern and relevance to not-for-profit boards.
- **Special Presentations** to conferences, seminars and individual organizations focusing on topical issues related to board governance, training trainers or volunteer management.

Assessing the Effectiveness of your Board

Review this checklist with your board to identify strengths and areas for future improvement.

- The board operates with clearly defined mission, goals and bylaws.
- Board members understand their own and each other's role and duties.
- Job descriptions have been developed and are used for individual board members, executive positions and committee chairs.
- Committees have a Terms of Reference statement that defines their roles and responsibilities.
- Board members understand their legal obligations and ensure that they are being met.
- The board composition reflects the diversity of experience, skills, age, gender, and ethno-cultural representation appropriate to your community.
- Written policies to guide decision making exist and are organized in a policy manual.
- Board meetings deal primarily with developing policy, planning, developing financial resources, advocacy, and evaluating the organization's work.
- The board has a written plan that is used to monitor and evaluate the organization's direction.
- The board makes sure adequate resources are available to undertake the work of the organization.
- The board communicates clearly and regularly with appropriate staff, volunteers, funders, and the wider community.

For more information, contact the Board Development Program:

#907 STANDARD LIFE CENTRE, 10405 JASPER AVENUE, EDMONTON, ALBERTA T5J 4R7

PHONE: 780-427-2001

FAX: 780-427-4155

OUTSIDE OF EDMONTON, CALL: 310-0000

EMAIL: bdp@gov.ab.ca

Ask to be connected to:
780-427-2001

WEB SITE: www.cd.gov.ab.ca/bdp



Gaming Information
for Charitable Groups

Section ④

Bingo



Bingo

Whether volunteering at an association bingo facility, private operator bingo facility, or at a community bingo event, the general duties for volunteers are similar. Although this section refers to association bingo requirements, volunteers at community bingo events or at a private operator facility will find this information relevant.

The *Bingo Terms & Conditions and Operating Guidelines* (BTCOG) offer flexibility in several areas which results in a need for volunteers to obtain specialized training at the event level. This section contains essential information volunteers need to run an association bingo event, but it does not replace the need for hall-specific training.

Although this resource manual refers to conducting association bingo events, the following information will provide a general overview of bingo in Alberta.

BINGO

TERMS & CONDITIONS and OPERATING GUIDELINES



BINGO
TERMS & CONDITIONS
and
OPERATING GUIDELINES

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Bingo Facilities

There are three types of bingo facilities where licensed groups may hold bingo events.

① Association Bingo — Class A Facility

Bingo events may be held at Class A licensed bingo facilities.

Bingo associations establish an executive made up of elected members from its groups.

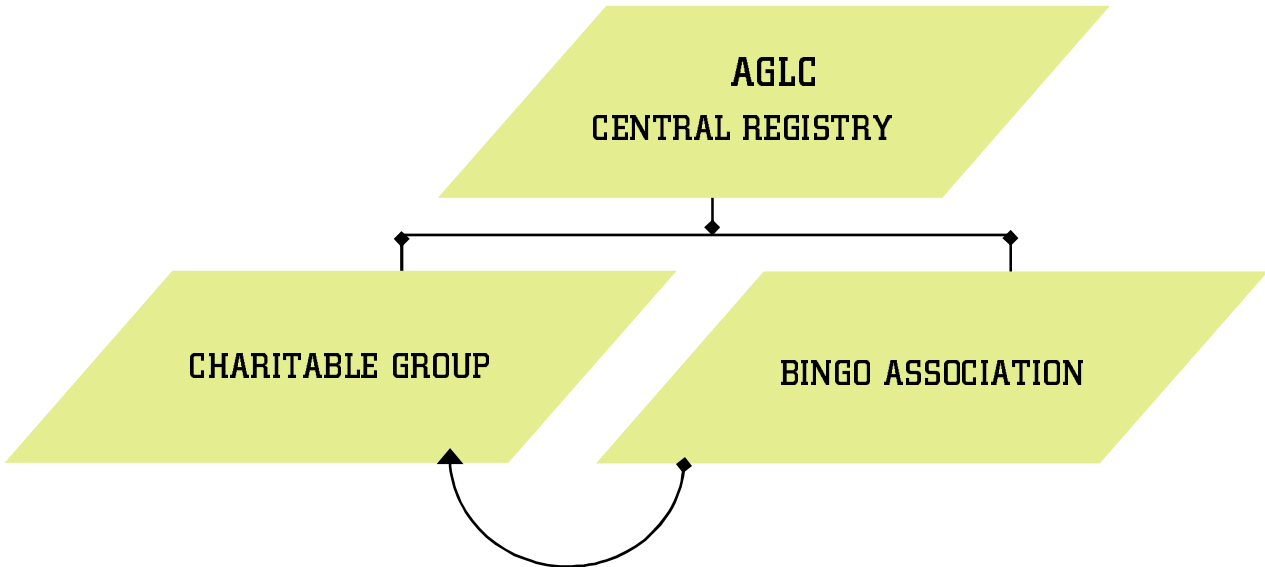
② Community Bingo — Non-Designated Bingo Facility

Community bingo events are held at a non-designated bingo facility that operates three days or less per week. Only one group works each event and receives the event proceeds.

③ Private Operator Bingo — Class B Facility

A licence for this type of facility is held by an entity other than a bingo association and is subject to a due diligence investigation. The investigation ensures criminal interests, or those who otherwise would be a detriment to the integrity or lawful conduct of gaming in the province, are prevented from operating, or having association with, a Class B licensed bingo facility.

Licensing Process



Licensing Application Process

When a charitable group, not previously licensed, is found eligible for a bingo licence, the AGLC places the group on the Central Registry for its region. In turn, a bingo association seeking a new group to join its association contacts the AGLC. From there, the process takes the following steps:

- The AGLC provides information to bingo associations regarding groups currently registered on Central Registry.
- The bingo association contacts the group and offers membership.
- The group accepts the offer.
- The bingo association gives the group a “Bingo Licence Application” form to fill out.
- The group completes the form and forwards it to the AGLC.
- The time between being found eligible and actually working the first bingo event will vary.

NOTE

Groups who refuse an invitation to join a bingo association may be placed at the bottom of the AGLC’s Central Registry.

Bingo Association — Class A Facility

Once a group is found eligible, it submits the “Bingo Licence Application” form for approval. The group will then receive a licence that is normally valid for two years. The bingo association is responsible for providing the AGLC with the complete licensing package for all member groups at least sixty (60) days before the existing licence expires. In order to meet deadlines, groups ensure the guidelines set by the bingo association are followed and submit a new “Bingo Licence Application” form.

If the application is not received in time and/or a new licence has not been issued, the group must stop conducting bingo events until the new licence is issued.

Licensing Fees

On behalf of each group, the bingo association submits the following documentation:

- “Bingo Licence Application” form;
- bingo licence fee: \$30 per event (payable at each event);
- bingo bank account number; and
- two executive signatures and the group’s current executive list.

Information necessary to apply for a bingo licence is available on the web site at www.aglc.gov.ab.ca or by contacting the Regulatory Division (see “Contact Information,” pages 1-2).

ELIGIBILITY/APPLICATION FORMS

A bingo licence authorizes charitable or religious organizations to conduct bingo events.

Association Bingo:

Eligibility for Bingo Licence

The purpose of this application is to determine a group's eligibility to hold bingo events in a bingo association. Only charitable or religious groups are licensed to conduct gaming events in Alberta. The proceeds generated from the events must be used for charitable or religious activities. To qualify for a bingo licence, a group must have delivered a charitable program in Alberta for a minimum of 12 months.

(LIC/GAM 5483)

Bingo Licence Application

The purpose of this form is to obtain a licence. A group must complete and submit this application after eligibility has been established and a bingo association has contacted the group. (LIC/GAM 5421)

Community Bingo:

Bingo Licence Application

The purpose of this form is to determine a group's eligibility for a community bingo licence and, if eligible, to issue a community bingo licence. A group must complete and submit this application at least four weeks prior to being considered for its first event.

(LIC/GAM 5421)

TERMS and CONDITIONS

Terms and Conditions ensure the integrity of licensed bingos in Alberta and maximize the financial returns to charitable organizations.

Bingo Terms & Conditions and Operating Guidelines (Facility Owners/Operators)

The *Bingo Terms & Conditions and Operating Guidelines* (BTCOG) provides information to help bingo facility licensees and bingo licensees meet AGLC requirements.

Bingo Licensee Terms and Conditions (Charities)

These Terms and Conditions govern licences issued to charities conducting a bingo event.

Expenses and Proceeds

Role of a Bingo Association

A bingo association is responsible for the overall control and management of association affairs through its elected volunteer executive officers and board of directors. These responsibilities may not be delegated to paid staff or any other entity.

Groups should be aware that the bingo association executive, in accordance with BTCOG, is responsible for:

- scheduling and allocating bingo events (including all specials and playoff games) to member groups;
- developing a fixed fee through the budgeting process to pay common expenses;
- providing a statement of revenue, prizes, expenses and proceeds to groups after each event;
- providing yearly audited financial statements to groups;
- establishing pooling procedures;
- ensuring charitable return criteria is followed (see page 125); and
- developing procedures to address volunteer performance issues.

Fixed Fees

“Fixed fee” is a term used to describe the total costs of operating bingo events. Bingo associations must provide each member group with an annual budget that establishes a fixed fee reflective of the costs of operating the bingo events. The annual budget must be approved by the association’s groups. The purpose of developing a budget is to project the actual costs of operating bingo events and then to collect those costs from the groups accordingly. The AGLC approves an association’s request for fixed fees in order to ensure the fees are reasonable and reflect the services provided.

Fixed fees are charged at the event level. Each event time slot (i.e. morning, afternoon, evening or late night) will have an established fixed fee structure based on the annual budget. The fixed fee may be the same for each event or varied for each time slot according to the method of pooling used at the facility. Fixed fees must not include the costs of operating or providing non-gaming space, supplies, or services.

Some examples of fixed fee expenses include:

- facility rent
- bingo equipment and furnishings
- office equipment and supplies
- utilities
- wages
- bingo paper
- advertising
- promotions
- business licence fees, business taxes, and property taxes
- legal fees for review of the lease agreement and bylaws
- building security costs

NOTE

The following are variable event level expenses:

- retailer operator's commission (DIGI halls only);
- satellite bingo expenses; and
- concession expenses.

NOTE**Concession Expense**

This expense is not part of the fixed fee, but it is an eligible bingo expense. This is a variable expense dependent upon its

use by the group. Increased concession expenses will ultimately decrease the amount of proceeds a group earns. The bingo association may set concession policies to assist with the control of this expense.

A voucher or receipt, such as a taxi receipt, must be provided when paying for a volunteer's out-of-pocket expenses incurred to work a bingo event.

Refer to pages 68-69, for more information on approved volunteer expenses.

The concession expense must comply with the following:

- Items purchased are only for volunteer workers during the time and within the premises that their bingo event is being conducted;
- Food or refreshments do not have to be purchased at the bingo hall's concession; groups may arrange for food and refreshments to be brought into the hall;
- All expenditures must be supported by receipts and copies must be submitted to the hall advisor;
- Total concession charges per volunteer must not exceed the amounts allowed in BTCOG;
- Concession charges over these amounts will be the responsibility of the volunteer;
- Bingo associations or individual groups may set their own concession policy to ensure this expense is controlled (either a lower concession amount than outlined in BTCOG or no concession expenses);
- Volunteers may be given a coupon worth a fixed dollar amount intended to purchase concession items;
- Liquor is not an eligible volunteer expense; nor can volunteers consume liquor during their event.

Event Financial/Inventory Control System

The licensed group must use the approved Financial/Inventory Control System when conducting a bingo event. All transactions must be recorded on the control forms.

The system for groups must be organized as follows:

- **Handling of cash at the event level:**
 - All transfers of cash among paid staff and volunteers must be witnessed, verified, recorded and signed for;
 - Actual cash counts must be recorded;
 - All entries on “Financial/Inventory Control System” forms must be completed in non-erasable ink (no pencil);
 - Amendments or corrections to figures on control forms must be made by striking through the original entry (no white out) and writing the corrected amount beside the original entry;
 - Amendment or corrections made to event “Financial/Inventory Control System” forms must be witnessed, verified by count, and signed for (initialed).

EVENT MANAGEMENT SYSTEM (EMS)

The facility licensee uses the Event Management System (EMS) computer system provided by the AGLC to automate business functions in licensed bingo facilities. Although paid staff positions are primarily responsible for utilizing EMS, the bingo chairperson and paymaster are responsible for specific tasks. The bingo chairperson signs void reports and verifies the event summary at the end of the event. The paymaster receives a chit (receipt) that specifies the amount to be awarded to the winner.

- **Inventory control for bingo cards/supplies:**
 - All transfers of bingo cards between the group’s volunteers and the bingo hall must be witnessed, verified by count, and recorded;
 - All transfers of bingo cards between the paid staff and volunteers must be witnessed, verified by count, and recorded;
 - For supplier full bundles, a count of each full bundle is acceptable;
 - For supplier partial bundles (previously opened), a count of each individual card is required;
- **Bingo expenses:**
 - All bingo expenses must be verified and recorded;
 - All bingo expenses must be paid for by the group to the vendor, service provider or bingo association.
- **Financial/Inventory Control System forms:**
 - The required event financial/inventory control forms must be completed by volunteer and paid staff throughout the event (start to finish) as transactions occur;
 - The practice of pre-signing “Financial/Inventory Control” forms prior to the witnessing, verification and recording of transactions is strictly prohibited.

Managing Bingo Event Revenue

The bingo association chooses one of two ways to manage bingo event revenue.

OPTION ①

Through the Group's Bingo Account

- All bingo event revenue, less cash prize costs, is deposited into the group's approved bingo bank account within three (3) banking days of the end of the event.
- All payments for bingo expenses (fixed fee, concession, Satellite game expense and DIGI operator's commission), pool contribution, AGLC DIGI sweep amount, and the Satellite main prize contribution must be made by cheque from the approved bingo bank account.
- In the case of a bingo event loss, the group must write a cheque to the bingo association in the amount of the loss.
- The group must be reimbursed for the amount of the event loss from the pool account prior to the pooled funds being disbursed.

OPTION ②

Through the Bingo Association's Clearing Account

- The bingo association, acting on behalf of, or as an agent for groups to facilitate the management of bingo event revenue, sets up a separate bingo event clearing bank account to manage bingo event revenue.
- All bingo event revenue, less cash prize costs, is prepared for deposit into the bingo association's approved clearing bank on an event-by-event basis. The group's proceeds are paid by bank transfer or cheque from the bingo association's clearing bank account to the bingo association's pooling account within five (5) days of the event.

- The following payments are made by cheque or bank transfer from the bingo association's clearing bank account on a frequency determined by the bingo association or as required:
 - fixed fee payment
 - regular and special game cheque prizes
 - Satellite main prize and Satellite expense contributions to Alberta Satellite Bingo
 - bingo event proceeds
- The group's proceeds are paid by bank transfer or cheque from the bingo association's clearing bank account to the bingo association's pooling account within five (5) days of the event.
- In the case of a loss, the pooling account will transfer an amount equal to the event loss(s) to the bingo association's clearing account within five(5) banking days of the end of the pool period.

NOTE

Bingo event proceeds are calculated as follows:

GROSS BINGO REVENUE

LESS (-)

- Cash prizes and progressive pot contributions
- Cash shortages
- Satellite expenses
- Satellite main prize contributions
- Regular and special game cheque prizes
- Facility licensee fixed fees

EQUALS (=)

either the licensed charity's

BINGO EVENT PROCEEDS

-or-

BINGO EVENT LOSS.



- In the event the pool account has a deficit (negative) balance, the bingo association must calculate the overall pool deficit at the end of the pool period, and as stated in the pool agreement, each licensed charity will be liable for its portion of the overall pool deficit. The payment must be made from the licensed charity's bingo bank account to the pool account within five (5) banking days of receipt of the notice of the pool deficit. All payments from the charities to cover the deficit must be collected prior to transferring any reimbursements for event losses to the Bingo association's clearing account. Pool deficits must not be carried forward from one pool period to another.

Pooling

Pooling is the collecting and disbursement of all net event proceeds over a specified regular period of time from events held in licensed facilities. Pooling does not apply to community bingo. Pooling is mandatory for all groups conducting bingo in a licensed facility. Each group that conducts a bingo event during the monthly pool period must be part of the pool and must receive a share of the pooled funds in accordance with the terms of the pooling agreement.

The bingo association can either:

- establish one pool for all events; or;
- establish separate pools for morning, afternoon, evening, and late night events.

When separate pools are established, all events from the pool's time slot must be pooled. For example, all morning events must be included in the morning pool.

NOTE

- Bingo proceeds are pooled monthly;
- DIGI proceeds are pooled monthly;
- Pull ticket & Keno proceeds are pooled quarterly (where applicable);
- Pull ticket, DIGI, and Keno proceeds are accounted for in bingo financial reports; no additional financial reports are sent.

Pooling agreements must include: (for full list, see BTCOG)

- the date of the pooling agreement and the length of time the pooling agreement is in effect;
- a schedule of groups participating in the pooling agreement, including the name of the group, space for the group's signing officer's signature, and his/her position in the organization;
- a statement that the pooled funds will be disbursed monthly to the groups who ran bingo events in each pool period. The funds will be disbursed from the pooling account by cheque, which must be deposited to the group's bingo account.

The bingo association executive must administer the pool. The names and positions of the pool administrators must be provided to the AGLC's Financial Review Section.

Following each bingo event, the group representative, witnessed by at least one other volunteer must:

- complete the "Reconciliation of Bingo Win/Loss and Pool Contributions" form or the appropriate section on the "Event Summary Control" form; and

NET BINGO PROCEEDS

TOTAL SALES

LESS (-)

- cash prizes,
- cheque prizes,
- rent, and
- expenses

...as defined in the pooling agreement.

The following requirements govern pooling:

- The pooled funds, in full, must be distributed monthly to the members, in accordance with the pooling agreement. Each group must deposit the funds, and any interest earned, in its approved bingo bank account. Funds must be spent only on approved uses of proceeds.
- The Association must forward a list of the pool disbursements to the AGLC's Financial Review Section as the disbursements are made. The list must include the group's name, its AGLC identification number, the date, and the amount of disbursement.
- The association must submit a monthly bank reconciliation for the pooling account along with supporting documents (bank statements) to Financial Review.
- The association's auditor must include pooling transactions as part of the association's audited annual financial statement.

Charitable Return Criteria

One of the guiding principles for gaming in Alberta is that,

"...the financial return to eligible groups from charitable gaming is maximized for the benefit of charitable and religious groups, the program or activities they deliver, and the communities in which those program are located."

The charitable return criteria specifies, based on the licensed facility's gross annual sales, the amount of proceeds groups must obtain from bingo events. The percentage of return varies from 10%-19% or higher. Please refer to the BTCOG for details on charitable return criteria.

Volunteer Requirements

Customer Service

The primary duty of each volunteer position in a bingo hall is customer service. Volunteers can help to ensure the best return of proceeds for their group when they give bingo patrons what they want – excellent customer service! Each group conducting a bingo event represents all groups in its bingo association, so it very important that volunteers develop the skills required to succeed in their positions.

Timing

Timing is important when volunteering at a bingo event. The bingo chairperson or bingo coordinator will provide volunteers with details about breaks, how many volunteers can take a break at one time, and the procedures for meal allowances.

The break schedule is established with the bingo program in mind, and breaks are only to be taken when the flow of the bingo event will not be jeopardized. Each bingo association will provide its operational details.

Performance Issues

The AGLC allows bingo associations to develop procedures to address volunteer performance issues.

Examples of possible performance issues are:

- Late arrivals/not enough volunteers
- Inability to complete duties
- Not following break schedules
- Failure to attend mandatory meetings

Possible consequences that may be established by bingo associations may include:

- loss of future events;
- fines that are paid from non-gaming funds; or
- cancellation of association membership.

The BTCOG provide flexibility for bingo associations regarding certain volunteer position requirements. For example, bingo associations will determine which volunteer positions will have access to the cash cage at a bingo event.

With the exception of the key positions and security guard position, the bingo association has the choice to fill the remaining positions with volunteers or to hire paid staff. Because each bingo association has flexibility in several areas of the BTCOG, it is very important to check with the hall manager for additional information and hall-specific training.

Only bona fide members of the group, as defined by its bylaws, can work the key positions at a bingo event. These key positions must be filled by volunteers only:

- bingo chairperson
- paymaster
- bonanza controller
- special games controller

Bingo associations have the ability to determine whether the following positions are filled by a paid staff or a volunteer:

- pull ticket seller
- bingo coordinator
- satellite game controller
- cashier

NOTE

When the pull ticket seller, bingo coordinator, satellite game controller and/or cashier positions are filled by a volunteer, the volunteer must be a bona fide member of the group licensed to conduct the bingo event. This requirement ensures security because those positions have access to the cash cage at the bingo event.

Seller/Checker Position

Bingo associations have a choice to make this position a volunteer or paid position. If this position is deemed volunteer, groups may enlist help from non-members to fill required number of Seller/Checker positions. However, each individual non-member must be known to the group.

These guidelines give groups more flexibility in volunteer recruitment. It is in no way intended to provide an opportunity for a group which is not licensed to work a bingo event in return for a donation.

GROUPS WHO HAVE PAID STAFF MEMBERS

Paid staff members can work as volunteers for their group's bingo events provided they:

- are members of the organization as defined by the bylaws;
- volunteer their services outside normal working hours; and
- do not fill the positions of bingo chairperson, paymaster, bonanza controller, special games controller, satellite game controller, and cashier.

Volunteer Conduct

Volunteer bingo workers must maintain the integrity of gaming and perform their respective duties according to the standards laid out in the BTCOG. The following are a few examples of the policies and procedures:

Volunteers must:

- be capable and able (as deemed by the bingo association) to perform the administrative and financial duties associated with the positions to which they are assigned;
- report to the bingo chairperson and sign the bingo worker sign-in sheet prior to beginning their shift;
- only work one position at a time, with the exception of sellers/checkers;
- return their vest/apron, cash and bingo cards to the cash cage prior to leaving the bingo floor for any reason, e.g. washroom break.

Volunteers must not:

- be under the influence of, or consume, liquor or an illicit substance;
- play bingo, Keno, electronic games (DIGI), or purchase or redeem pull tickets at any event at which they are volunteering at;
- handle cash and payment of prizes if under 12 years old;
- be under the age of 18, if volunteering in a facility that offers electronic gaming (DIGI and Keno);
- work a bingo event for the purpose of meeting requirements of the Fine Option or the Alternative Measures Program.

NOTE

Persons with disabilities may accept the assistance of a parent, caregiver or other person while carrying out the duties of the position they are working.

Minors

Everyone under the age of 18 is prohibited from playing bingo or Keno in all licensed facilities. This includes purchasing or otherwise being provided with pull tickets, bingo cards, playing the game of bingo, daubing the cards, or being awarded prizes. The bingo facility must post signage that indicate, "Minors Not Allowed to Play Bingo," at the entrances to the facility.

Minors are not permitted to enter a licensed bingo facility that offers electronic gaming. Minors are permitted in licensed facilities that do not offer electronic gaming if:

- they are working as a volunteer at a bingo event for a licensed charity of which they are a member;
- they are working in a paid position, i.e. concession staff.

Bingo associations, at their discretion, may exclude minors from being in the bingo facility (unless the facility offers electronic gaming, in which case minors must always be prohibited).

MINORS at NON-LICENSED BINGO FACILITIES

It is possible to allow minors to play bingo in non-licensed bingo facilities. Minors may play provided the prize does not exceed \$50. They may not play special games. The regular prize board cannot exceed \$1,000 and a special exemption must be requested from the AGLC.

The following points guide staff and volunteers who may encounter minors in a bingo facility:

- Staff and volunteers will demand proof of age when a person of questionable age (any person who appears to be less than 25 years of age) attempts to purchase and/or play bingo cards.

- Acceptable photo identification for proof of age are:
 - Alberta Registries Operator’s Licence;
 - Alberta Registries Identification Card;
 - passport;
 - Armed Forces Identification Card;
 - Out-of-province Photo Operator’s Licence;
 - Certificate of Indian Status; or
 - Immigration Authorization.
- If the staff or volunteers question the validity of the identification presented, an additional piece of identification can be requested:
 - birth certificate;
 - citizenship certificate;
 - baptismal certificate;
 - foreign government visa; or
 - Fire Arms Acquisition Certificate.

N O T E

Although the cashier will demand proof of age when bingo cards are purchased, it is the responsibility of all volunteers to ensure no minors purchase or play bingo cards.

Counterfeit Money Handling Procedures

Training and support regarding counterfeit money is provided to volunteers by the bingo association. If a volunteer suspects counterfeit money, the following procedures must be followed:

- handle the bill as little as possible and do not put the bill in an apron or cash tray;
- notify the hall advisor and/or security immediately;
- make notes of the time and the suspect's description; and
- write a "Discrepancy Report" giving as many details as possible.

The hall advisor/security guard is responsible for contacting the local law enforcement agency and seizing the suspect bill(s). He or she will also be responsible for notifying the bingo chairperson of the occurrence, notifying the police of details (suspect, possible vehicle and licence number, when possible). The hall advisor/security guard has no authority to detain the suspect.

Volunteer Positions

Volunteer and Paid Positions at a Bingo Association (Class A Facility)

Several positions outlined in the BTCOG are deemed volunteer or paid positions. In these cases, Bingo associations will determine whether a position will be filled by group’s volunteers or if paid staff will be hired.

Key Positions Mandatory Volunteer Positions	Volunteer or Bingo Association Paid Staff Positions	Bingo Association Paid Staff Position Only
<ul style="list-style-type: none"> bingo chairperson paymaster bonanza game controller special games controller 	<ul style="list-style-type: none"> seller/checker pull ticket seller bingo coordinator satellite game controller cashier* caller* hall advisor* hall manager* pull ticket manager* bookkeeper* 	<ul style="list-style-type: none"> security guard

* paid position at most bingo associations

NOTE

Positions titles are outlined in the BTCOG, however different job titles are often used at bingo events, for example:

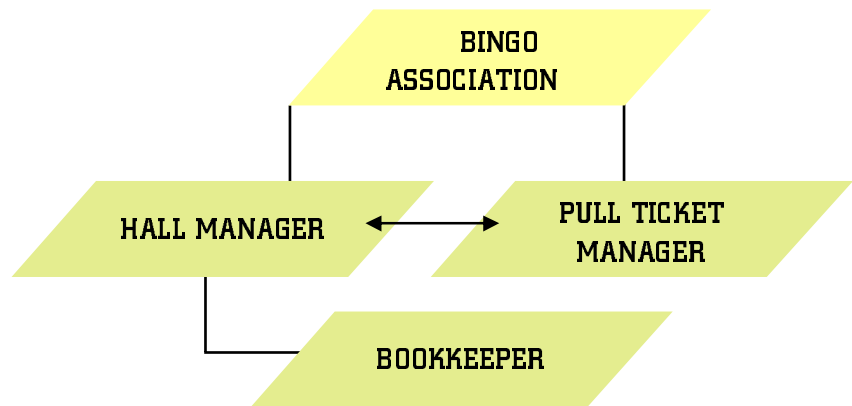
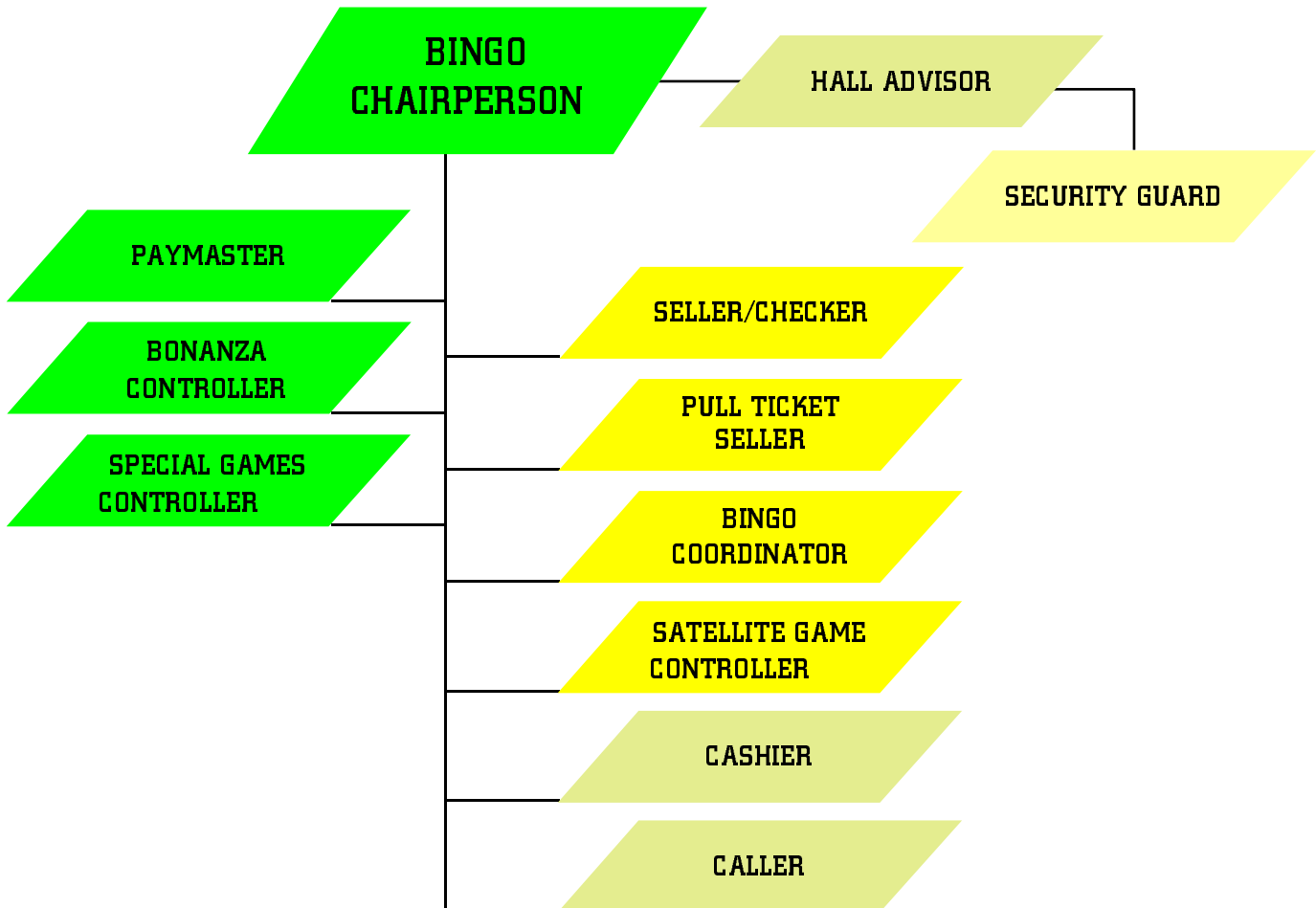
seller/checker = usher = floor walker

-or-

bingo coordinator = floor manager

Bingo associations may assign the pull ticket manager duties to the hall manager position.

Bingo Association Positions



Detailed Volunteer Position Descriptions

General Skills for Bingo Volunteers:

- good communication, listening, and organizational skills;
- able to delegate tasks (where applicable);
- able to follow rules and regulations;
- able to handle conflict situations effectively and promote a positive image of the group;
- able to conduct math-related tasks;
- competent in handling money;
- good attention to detail;
- able to function in a potentially noisy and smoky environment;
- able to maneuver around the facility to ensure customers are served promptly.

The following are job descriptions for positions that volunteers may hold in an association bingo event.

N O T E

For a complete listing of all position duties, consult the BTCOG.

Position: Bingo Chairperson

The bingo chairperson is a mandatory volunteer position filled by a bona fide member of the charitable group, as defined by its bylaws. This position is ultimately responsible for, and in control of, the bingo event. These duties are performed in consultation with the hall advisor (usually a paid position in a bingo association).

The bingo chairperson's main responsibilities include:

- supervising all staff;
- training all volunteers;
- assigning duties to all volunteer staff;
- ensuring the secure handling of cash; and
- complying with the Financial/Inventory Control System.

Bingo Chairperson Duties:

- | | |
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| <ul style="list-style-type: none"> • ensuring all volunteer and paid staff print and sign an attendance form (first and last name) before starting work; • confirming the identity and source of all volunteers; • confirming that all volunteers are assigned to positions for which they are qualified; • verifying, recording, and signing for the cash float and cards that are issued from, and transferred to, the hall advisor; • checking bingo equipment with the caller, hall advisor, paymaster, or a player to ensure it is operating properly; | <ul style="list-style-type: none"> • in conjunction with the hall advisor and/or the caller, ensuring the rules are followed regarding the payment of prizes; • in conjunction with the hall advisor, ensuring the required financial/inventory control system forms are completed; • retaining a copy of the completed "event summary" and forms and leaving all other original financial/inventory control system forms with the hall advisor; • advising the AGLC, Regulatory Division, of any cheating, or other problems; |
|--|--|

-continued- Bingo Chairperson Duties:

- transferring and verifying cash and cards to and from the paymaster, cashier, and controller(s);
- where there is no verification unit (a device which helps verify declared bingos), verifying with the master book, winning card(s) for major prizes (\$500 or more), and games with separate sales;
- preparing cash for bank deposit and ensuring the safe delivery of cash to the bank or securing the sealed bank deposit in the facility safe;
- in consultation with the hall advisor, resolving complaints from the public;
- completing discrepancy reports as required;
- ensuring the name, address, and telephone number of each winner of a major prize (\$500 or more) or Bonanza game, is recorded on the back of the winning card, and that the card is attached to the control sheet for the game the prize relates to;
- ensuring all Financial/Inventory Control System responsibilities for this position are carried out in compliance with the BTCOG.

Bingo Chairperson Pull Ticket Duties:

- witnessing the issue of the pull ticket float and new pull ticket units to paid pull ticket sellers or the hall advisor if the pull ticket sellers are volunteers;
- counting and signing off the revenue received from the pull ticket sales from paid sellers or the hall advisor, and when unit sales have been completed, ensuring the deposits are made in accordance with the process stated for bingo deposits.

Position: Paymaster

The paymaster is a mandatory volunteer position filled by bona fide member of the charitable group, as defined by its bylaws. This position reports to the bingo chairperson and is responsible for supervising the awarding of prizes.

Paymaster Duties:

- verifying and recording all cash transfers to and from paid staff and volunteers;
- checking bingo equipment with the caller, hall advisor, bingo chairperson, or player to ensure it is operating properly;
- transferring cash prize(s) for each game to sellers/checkers for awarding to player(s) or to the player directly;
- recording all prize payouts;
- completing and signing Financial/Inventory Control System form(s);
- ensuring that the name, address, and telephone number of each winner of a major prize (\$500 or more), or Bonanza game, is recorded on the back of the winning card, and that the card is attached to the control sheet for the game the prize relates to;
- completing discrepancy reports as required;
- ensuring that all Financial/Inventory Control System responsibilities for this position are carried out in compliance with BTCOG; and
- returning the paymaster's cash tray to the cash cage when not in use.

Position: Bonanza/Special Games Controller

The Bonanza/special games controller is a mandatory volunteer position filled by a bona fide member of the group, as defined by its bylaws. This position reports to the bingo chairperson and supervises card sales for games with separate sales, i.e. Bonanza or Odd & Even. This position may be combined into one or more positions depending on the number of sellers supervised.

Bonanza/Special Games Controller Duties:

- | | |
|---|---|
| <ul style="list-style-type: none"> • in conjunction with the bingo chairperson and hall advisor, supervising card sales for Bonanza games and games with separate card sales and calculating their prize payouts; • verifying and recording the number of cards received from the bingo chairperson and hall advisor; • verifying and recording the cash float received from the bingo chairperson; • issuing cards and floats to sellers, making proper entries on Financial/Inventory Control System forms and ensuring seller(s) has signed for the cards and float; • In conjunction with the bingo chairperson and hall advisor, verifying the receipt of cash/cards from sellers and making proper entries on financial control forms; | <ul style="list-style-type: none"> • verifying the number of unsold/returned cards with the bingo chairperson; • in conjunction with the bingo chairperson and hall advisor, balancing all cash and cards and ensuring correct percentage of sales is paid to winners; • in conjunction with the bingo chairperson and hall advisor, completing financial control forms for reconciliation of cash cards; • transferring all cash and completed forms to the bingo chairperson; • completing discrepancy reports as required; and • ensuring that all Financial/Inventory Control System responsibilities for this position are carried out in compliance with BTCOG. |
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Position: Sellers/Checkers

These are volunteer or paid positions, as designated by the bingo association, which report to the bingo chairperson. These positions perform duties of a seller, checker or both and are responsible for float/cash procedures, selling cards and verifying winning cards. A seller/checker can sell up to three types of game cards at one time: Bonanza, Odd/Even, and Satellite.

Seller/Checker Duties:

- counting and signing for acceptance of the float from the controllers and the returning of the float to the controller;
- accepting and verifying cards received from the controller for sale to players;
- selling cards to players;
- accounting for cash from sales;
- returning and verifying cash and unsold cards to the controller;
- ensuring the caller is aware of the bingo the seller/checker has recognized;
- verifying declared bingo winners through the verification/call-back procedure;
- receiving prize(s) from the paymaster for award to winner(s);
- where there is no verifier, verify major prizes (\$500 or more) by taking winning card(s) to the paymaster or the bingo chairperson to verify the card face and card number with the master book;
- completing discrepancy reports as required; and
- ensuring that all financial/inventory responsibilities for this position are carried out in compliance with BTCOG.

Position: Pull Ticket Seller

The pull ticket seller position can be a paid position (from the pull ticket administration fee) or a volunteer position. When this position is deemed volunteer, the volunteer must be a bona fide member of the group. This position reports to either the pull ticket manager or hall advisor and is responsible for the sale of pull tickets from a specific location in the bingo facility.

Pull Ticket Seller Duties:

- | | |
|---|--|
| <ul style="list-style-type: none"> • if a volunteer — obtaining tickets and float from the hall advisor; counting and signing for the tickets and the float; • if a paid seller — obtaining complete ticket units and the float from the pull ticket manager; counting and signing for the pull ticket units and the float; • conducting ticket sales from the specific area(s) approved on the pull ticket licence; • verifying winning tickets, paying prizes, defacing all winning tickets of a value of \$5.00 or more immediately after they are redeemed by the winner; | <ul style="list-style-type: none"> • balancing and verifying sold unit(s) ; • if a volunteer — transferring revenue from sales of pull tickets to the hall advisor; • maintaining pull ticket financial records as required; • completing discrepancy reports as required; and • ensuring that all Financial/Inventory Control System responsibilities for this position are carried out in compliance with BTCOG. |
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Position: Bingo Coordinator

The bingo coordinator is a volunteer or paid position, as designated by the bingo association, which reports to the bingo chairperson. When this position is deemed volunteer, the volunteer must be a bona fide member of the group. Bingo associations may use this position to assist with the overall management of a bingo event. The duties of the position are flexible; however, if it is a paid position, the position must not assume responsibility for any of the duties performed by specified volunteer positions.

Bingo Coordinator Duties:

May include ...

- providing direction to volunteers to assist them with their duties;
- assisting customers with card purchases and interpreting the bingo program, bingo games, rule of play and house rules;
- assisting the Bonanza/special games controller, satellite controller and sellers with card reconciliation, cash-out and cash reporting procedures; and
- assisting the bingo chairperson with training volunteers and in managing the flow of volunteers and card sales on the gaming floor.

Must include ...

- completing discrepancy reports as required;
- ensuring that all Financial/Inventory Control System responsibilities for this position are carried out in compliance with BTCOG.

Position: Satellite Game Controller

The Satellite game controller can be either a volunteer or paid position, as designated by the bingo association. When this position is deemed volunteer, the volunteer must be a bona fide member of the group. This position reports to the bingo chairperson and is responsible for the control and reconciliation of the satellite game sales and reporting sales to the network studio. When this position is filled by a volunteer, the hall advisor can assist with the Satellite Game Management System.

Satellite Game Controller Duties:

- complying with the approved *Alberta Satellite Bingo Operations Manual*;
- controlling and reconciling the Satellite game sales and reporting the sales to the network studio;
- ensuring cards received from the bingo chairperson and/or hall advisor are counted and signed for;
- verifying, recording, and entering on the Satellite Game Management System, the cash float received from bingo chairperson;
- as needed, using the Satellite Game Management System to scan trays of Satellite game cards to be issued to sellers; issuing and recording cards and floats transferred to sellers; making proper entries on Satellite control forms; and, ensuring the seller(s) has signed for cards and float;
- counting and balancing all cash and cards returned by each seller and making the proper entries on the satellite control forms;
- balancing sales of sellers by verifying the number of unsold/returned cards, cash, float and by making appropriate entries on Satellite control forms;
- on an on-going basis, using Satellite Game Management System, entering card sales update reports for the network studio;
- ensuring that the seller witnesses, verifies, and signs off on all transactions;
- verifying the final main prize and consolation prize contributions as per the amount of cards sold;

-continued, next page-

-continued- Satellite Game Controller Duties:

- printing a copy of the final game worksheet from Satellite Game Management System, and with the bingo chairperson:
 - verifying the printed copy of the game worksheet with the information that appears on the Satellite Game Management System screen;
 - verifying all unsold cards, cash and the float to the bingo chairperson;
 - signing off the printed copy of the game worksheet, and ensuring the bingo chairperson and hall advisor also sign the worksheet.
- if all the duties of this position have been completed and the respective counts balanced, and all the funds and unsold cards have been transferred to the bingo chairperson, this position may perform the duties of a Satellite game verifier/number recorder as described in the *Alberta Satellite Bingo Operations Manual*;
- completing discrepancy reports as required;
- ensuring that all Financial/Inventory Control System responsibilities for this position are carried out in compliance with BTCOG.

Position: Cashier

This position is a volunteer or paid position, as designated by the bingo association, which reports to the bingo chairperson. When this position is deemed volunteer, the volunteer must be a bona fide member of the group.

Cashier Duties:

- accepting and verifying, by counting and signing for, the cash float and bingo card inventory from the bingo chairperson for sale to players;
- processing card sales to customers through the cash register, and issuing receipts for regular game cards, loonie pots, and special game cards as applicable;
- balancing cards and cash by recording overages/shortages; and
- bringing any discrepancies in cash or cards to the attention of the bingo chairperson and hall advisor.

Position: Caller

This is a volunteer or paid position, as designated by the bingo association, which reports to the bingo chairperson. The caller is responsible for conducting the approved bingo program.

Caller Duties:

- | | |
|--|---|
| <ul style="list-style-type: none"> • announcing and recording on the video camera recording (VCR) tape the date, type of event (morning, afternoon, evening, or late night), name of the group, and the caller’s first name (last name optional); • checking bingo equipment with the bingo chairperson and hall advisor, paymaster or player, to ensure its proper operation; | <ul style="list-style-type: none"> • recording prize payouts and number of winners on “Bingo Caller’s Check Sheet”; • submitting a signed “Bingo Caller’s Check Sheet” to the bingo chairperson at end of the event; and • announcing and verifying valid bingos according to BTCOG. |
|--|---|

Position: Hall Advisor

(formerly titled: Association Representative Operational)

A volunteer or paid position, as designated by the bingo association, this position is responsible for operational aspects of bingo events. This position reports to the bingo chairperson.

Hall Advisor Duties at each event:

- | | |
|---|--|
| <ul style="list-style-type: none"> • transferring opening float and bingo card inventories to the bingo chairperson; • assisting the bingo chairperson in completing required Financial/ Inventory Control System forms; • monitoring the cashier(s) and caller during the event to ensure compliance with BTCOG; • assisting in training volunteer workers prior to or during the event; | <ul style="list-style-type: none"> • receiving payment for bingo expenses from groups; • receiving the float and unsold bingo card inventory from the bingo chairperson at the end of the event; • providing guidance to the bingo chairperson regarding disputes during the event; |
|---|--|

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-continued- Hall Advisor Duties at each event:

- | | |
|--|--|
| <ul style="list-style-type: none"> • assisting the bingo chairperson, to ensure that all of the rules are followed regarding the payment of prizes; • transferring pull tickets or pull ticket units to volunteer or paid sellers as may be requested by the pull ticket manager; • reviewing event Financial/Inventory Control System forms for completeness and accuracy; | <ul style="list-style-type: none"> • completing discrepancy reports as required; • ensuring that all Financial/Inventory Control System responsibilities of this position are carried out according to the BTCOG; • ensuring the Event Management System (EMS) computer system supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures. |
|--|--|

Position: Hall Manager

(formerly titled: Association Representative Administrative)

This position is responsible for assisting the bingo association with its operations. The hall manager is a volunteer or paid position, as designated by the bingo association, and reports to the association executive.

Hall Manager Duties:

- | | |
|--|---|
| <ul style="list-style-type: none"> • allocating bingo events to groups according to the bingo association's approved event allocation method; • ensuring groups are informed of the dates and times for their bingo events, the number of volunteers required, and times the volunteers must attend; • scheduling paid staff to assist groups in the conduct of their bingo events; | <ul style="list-style-type: none"> • submitting bingo program amendments to the AGLC, Regulatory Division, for approval if authorized by the bingo association; • incorporating any approved amendments into the bingo association's rules of play and house rules, as appropriate; • reconciling monthly bank statements; |
|--|---|

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-continued- Hall Manager Duties:

- | | |
|---|---|
| <ul style="list-style-type: none"> • maintaining pooling account(s) and disbursement of pooled funds as directed by the bingo association executive, and subsequent reporting to the AGLC as required; • performing duties of pull ticket manager as directed by the bingo association executive; | <ul style="list-style-type: none"> • reviewing event Financial/Inventory Control System forms for completeness and accuracy; and • ensuring the Event Management System (EMS) computer system supplied by the AGLC is maintained and/or operated in accordance with the approved user manual and AGLC procedures. |
|---|---|

Position: Pull Ticket Manager

The pull ticket manager can be a paid position (from the pull ticket administration fee) or a volunteer position. This position is responsible for the day-to-day control and administration of pull ticket sales on behalf of, or as an agent for, the bingo association's groups. The executive may assign these duties to the hall manager position resulting in a combined hall manager/pull ticket manager position.

Pull Ticket Manager Duties:

- | | |
|--|---|
| <ul style="list-style-type: none"> • ordering and controlling pull ticket inventory; • issuing pull ticket float and units to paid pull ticket sellers, or to the hall advisor if the seller(s) is a volunteer; • receiving revenue from pull ticket sales from paid sellers or hall manager, and ensuring deposits are made in accordance with the process stated for bingo deposits; • completing quarterly "Pull Ticket Sales (deposit) Report" and quarterly bank reconciliation, and forwarding it to the AGLC; | <ul style="list-style-type: none"> • calculating licence fees to be forwarded to the Regulatory Division with the monthly "Pull Ticket Sales Report;" • immediately reporting discrepancies in inventory and sales to the AGLC; • preparing the quarterly pooling report; • maintaining pull ticket records; • completing discrepancy reports as required; and • ensuring that all the Financial/Inventory Control System responsibilities of this position are carried out according to the BTCOG. |
|--|---|

The Bingo Program

Rules of Play

- A ball is randomly selected from 75 ping-pong type balls.
- Each ball is printed with a letter from the word BINGO and a number from 1 to 75.
- One additional ball may be added to the blower for the purposes of conducting fireball prize schemes.

B I N G O				
1	16	31	46	61
-to-	-to-	-to-	-to-	-to-
15	30	45	60	75

Before a game starts, the bingo chairperson, caller, hall advisor or player checks the bingo equipment to ensure:

- the bingo equipment is operational;
- no duplicate balls exist; and
- all bingo balls are in play.

Only players with proof of admission may play. Proof of admission must be visible at all times. The group's volunteers must request proof of admission before allowing a player to continue to play or claim a prize.

Before a game is played, the caller announces the type of game being played.

Types of Games

Bingo is a game for which a prize is awarded if the player achieves the specified card pattern and winning criteria for the game in play. There are several types of bingo games played on specific types of cards. Bingo cards on paper are referred to as a single, 3 Up, 9 Up or 12 Up, which indicates the number of cards on each sheet.

Sellers/checkers should be familiar with the types of games and schemes played at their bingo association.

REMEMBER

Groups will be given this information by facility staff during facility training.

Examples of Common Games

Regular Game Series

- is a series of games played on 3 Up cards (3 bingo cards per sheet) to 12 Up cards (12 bingo cards per sheet). Each series is composed of approximately 3-5 games that generally progress from one pattern to the next. Some examples of game patterns are:
 - one line or four corners;
 - two lines;
 - letter X;
 - picture frame; and
 - full card.

Early Bird

- is a special game for patrons who arrive early. Due to the flexibility in this game, bingo associations will highlight the specific details for groups.

Bonanza

- is one or two special games played during the course of the bingo event. A Bonanza pre-call generally takes place just before the start of the Regular Series Game, and for the second Bonanza, usually just at the end of the intermission. This game is usually played on sealed 3 Up cards and a win requires a full card.

Odd/Even

- is a single special game played on sealed 3 Up cards. A win requires a full card and is generally the last game of the night. The game is determined odd or even by either the date or by a random draw from the ball blower.

Satellite

- is a game linked with participating bingo association halls and community bingos across Alberta. The caller and equipment are at one location and are linked by satellite to all other locations. This game is played on sealed single cards via teleconference communications.

DIGI

Many licensed bingo halls now have electronic bingo equipment known as DIGI bingo. This is an electronic device that allows a player to play multiple bingo cards electronically. The player inputs the number that was announced by the caller, and the device automatically marks all corresponding numbers on the bingo cards that are being played. The facility will provide training and information to seller/checker volunteers who will be assisting the caller in verifying bingos on a DIGI unit.

Minors are restricted from bingo facilities that have DIGI. DIGI is not available at community bingo events.



Keno



Keno is a provincial lottery ticket gaming product where draws are held every five minutes.

Players pick from one (1) to ten (10) numbers from a field of one (1) to eighty (80). Twenty (20) winning numbers are drawn and broadcast to playing locations.

Winnings are distributed based on the number of matches between the player's picks and the 20 random selections. The top prize is capped at \$100,000, and draws occur every five minutes.

Minors are restricted from bingo facilities that have Keno. Keno is not available at community bingo events.

Pull Ticket



Many bingo associations will sell pull tickets in conjunction with their bingo events. In this case, a single licence is issued in the name of all groups conducting pull ticket sales in the licensed facility. Licences are usually issued for 24 months and tend to correspond with the bingo licence. All proceeds from pull ticket sales are pooled.

Volunteers (bona fide members of the group) may fill the pull ticket seller position and will be issued a float. The pull ticket manager is a paid position responsible for the day-to-day control and administration of pull ticket sales on behalf of the association's groups.

NOTE

All references to pull tickets in this section refer to groups that apply for a pull ticket licence in conjunction with their bingo association. The "Pull Ticket" section of this manual (pages 199-205) provides information about pull ticket licences available to licensed groups that are not issued in conjunction with an association bingo event.

House Rules

Each bingo association must follow mandatory house rules. A bingo association has the authority to establish optional house rules within guidelines provided in the BTCOG. Volunteers should be aware that bingo facilities must have house rules regarding:

- what time the doors and cashiers open, and what time early birds (if applicable) and regular games start;
- age limit for bingo workers and non-playing minors to be in the hall;
- minimum purchase of regular game cards for paper and electronic games;
- receipts or bingo cards are not transferable from player to player;
- what time the reading is taken to determine regular game payouts;
- that players may not purchase special game cards or play special game cards without a valid cash register receipt for regular cards;
- players caught playing more cards than paid for;
- that only cards issued by the bingo association are eligible to be played and recognized for a prize;
- what games half-time patrons are eligible to play (if half-time sales are available);
- players playing on the wrong series or colour of card;
- how bingos are verified;
- how Braille cards are sold and verified (if Braille cards are available);
- exchange and/or refund of bingo cards;
- policy on workers and/or volunteers playing bingo cards for a player temporarily absent;
- time cards sold or attendance and prize payout will be announced by the caller prior to the start of the regular games;
- players found cheating;
- details on distribution of free cards on a good neighbour basis (if free cards are available).

Optional House Rules may address:

- players saving seats for friends;
- whether cards not in play have to be face down on the table;
- all cards must be marked with ink pen or a dauber or they will be disqualified for a prize
- cards are the responsibility of the player, and whether or not lost cards will be replaced;
- policy on workers and volunteers smoking, eating/drinking while selling cards or verifying a bingo; and
- foul language being used by patrons, or patrons who are intoxicated or causing a disturbance.

Declaration of Bingo

When a bingo is called it is a player's responsibility to make him or herself heard by the caller in order to stop the game. When a caller stops the game, he or she will acknowledge the player(s) bingo and call for further bingos.

The caller will verify each bingo called with the seller/checker. Usually sellers/checkers are required to hold one hand up and stand beside the bingo player. Once the caller begins verifying the bingos that are called, it is the responsibility of the seller/checker to ensure the caller verifies his/her player's bingo.

Two common problems arise during the process of declaring a bingo. They may be resolved as follows:

- ① The caller did not acknowledge a declared bingo (because he or she could not hear the player declare the bingo), and proceeded to call another number. In this case, the next number which was called is valid. The player who had binged on the previous number may declare bingo again (last number not required). However, the player may have to share the prize if another player declares bingo on the next number which was called.
- ② If the caller did not acknowledge one of the bingos in a multiple bingo situation, the caller must clarify with the seller/checker and other players in the vicinity whether the player's bingo was declared on time or was late. Once clarified, the caller must refer and explain the matter to the bingo chairperson, who must decide whether the player will receive a portion of the prize.

In a situation where a player declared bingo and the bingo was determined not to be a valid bingo, the caller may re-open the game and, prior to calling another number, ask if any other player has a bingo to declare. This includes a player whose bingo was initially disqualified due to a late announcement of their bingo.

NOTE

If a complaint is registered with the AGLC, the bingo chairperson's decision may be subject to review. If it is determined that the complaint was valid, the bingo licensee and/or the bingo association must pay the player the amount owing as recommended by the AGLC.

Verification Procedures

Where a bingo verifier is used, it is recommended that all paper and electronic bingos be verified through the verification unit. However, at a minimum, the caller must ensure that all electronic bingos, and a minimum of five (5) paper bingos selected at random, must be verified through the verification unit. Paper bingos exceeding the five (5) to be put through the verifier may be verified using the manual process.

VERIFICATION UNIT CALL BACK PROCEDURE

Each seller/checker responsible for a declared bingo:

- identifies the declared bingo to the caller;
- for regular games, verbally gives the caller the card number and the card colour; colour determines the level of prize payout;
- for all special games, the seller/checker must give the caller the card number, card colour, and serial number.

Then:

- the caller keys the card number(s) into the verifier to display the card face on the TV;
- the seller/checker compares the player's card to that displayed on the monitor, confirming both card face and card number; and
- all displayed cards must be left on the monitor.

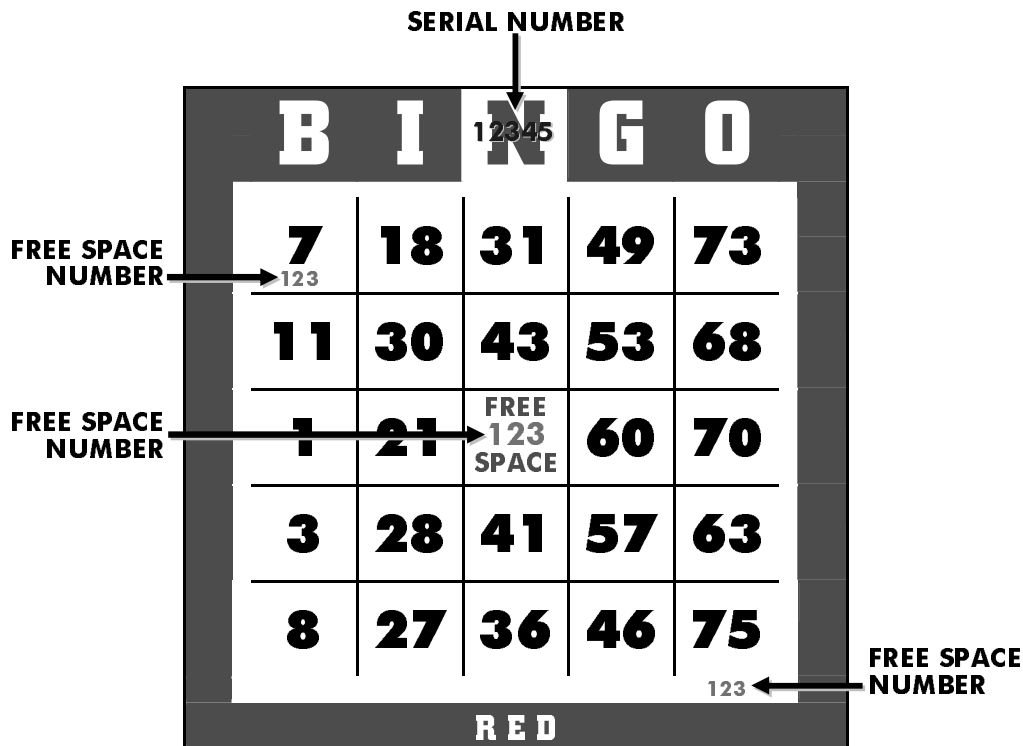
Manual Call Back Procedure:

When the bingo verification unit cannot be used, a manual call back must take place:

- The seller/checker takes the bingo card to another table and asks another player to assist in verifying that the numbers called back by the caller from the winning pattern on the patron's card.
- For special games, the seller/checker must tell the caller the card colour and serial number.
- Where the prize value of the game exceeds five hundred dollars (\$500) or where there is a pre-call, the bingo card(s) must be checked against the master book, by the bingo chairperson, paymaster or hall advisor.

- The chairperson or paymaster ensures that the name, address, and telephone number of each winner of a major prize (\$500 or more) or Bonanza game is recorded on the back of the winning card (for paper card winners), or on the back of the payment verification receipt (for electronic card winners), and that the card is attached to the control sheet of the game to which the prize relates.
- After all bingos are checked and verified, the caller must clearly state that the game series is closed, and return the balls to the blower.

Where to find the Free Space card number and the Serial card number:



REMEMBER

Each bingo association will provide training.



Gaming Information
for Charitable Groups

Section 5

Casino



Casino

Casino gaming typically includes both table games and slot machines. A casino is held in a facility licensed by the AGLC.

Generally, casino events last two days. Casino facilities are allowed to operate seven days a week and must be closed Christmas Day.

Casino TABLE GAMES	Casino SLOT MACHINES
<p>Are allowed to operate:</p> <ul style="list-style-type: none"> • a maximum of 14 consecutive hours, • starting no earlier than 10:00 a.m., • ending no later than 2:00 a.m. <p>(except poker rooms)</p>	<p>Are allowed to operate:</p> <ul style="list-style-type: none"> • a maximum of 17 consecutive hours, • starting at 10:00 a.m., • ending no later than 3:00 a.m.

In some cases, a casino event licence may be issued to eligible charitable organizations that intend to operate a relatively small number of table or wheel games in an unlicensed facility, such as a small agricultural fair or rural community hall. Casinos operated in conjunction with agricultural fairs and exhibitions may operate a maximum of 16 consecutive hours daily.

Casino Gaming Model

There are four components to the casino gaming model in Alberta. Each one has different roles, authority and responsibilities.

① The Group:

- is licensed by the AGLC to conduct a casino;
- hires the facility to provide staff to operate table games on the group's behalf; and
- provides volunteers responsible for cash and financial controls.

② The Casino Facility Operator:

- is an independent, for-profit business;
- provides gaming expertise, a facility, and gaming materials, i.e. chips, cards, etc.;
- supplies staff to operate table games and manage specific casino positions; and
- is paid by the charity to operate table games and by the AGLC to operate slot machines.

③ Casino Advisors:

- ensure the licensed group operates the casino event according to the *Casino Terms & Conditions and Operating Guidelines* (CTCOG);
- are independent persons hired by the group to assist in the conduct of a casino event;
- are gaming workers registered with the AGLC; and
- are required to be on site until the casino closes.

④ The AGLC:

- is authorized to regulate gaming activities in Alberta, including casino events;
- supplies an eligible group with a casino licence;
- supplies the operator with a facility licence;
- conducts and manages electronic gaming; and
- directs slot machine proceeds (less commissions and expenses) into the Alberta Lottery Fund.

Alberta’s Casino Gaming Model – Roles and Responsibilities

GROUP	CASINO FACILITY	ADVISORS	AGLC
<ul style="list-style-type: none"> • Eligibility • General Manager • Volunteers • Casino bank account • Funds for expenses • Report on use of funds 	<ul style="list-style-type: none"> • Building • Patrons • Professional dealers • Float • Hospitality • Security 	<ul style="list-style-type: none"> • Assistance • Experience • Checks and balances • Follow up 	<ul style="list-style-type: none"> • Licence • Procedures • Regulations • Monitor for accountability

Casino Gaming

There is an important distinction between the conduct and management of casino table games and that of slot machines in casino facilities.

TABLE GAMES

Groups are licensed specifically to conduct and manage table games in Alberta casinos.

The licensed group receives all table game net sales revenue and pays the facility operator a fixed fee that reflects space and services provided. The maximum amount for the fixed fee varies throughout the province and is based on the amount of table game play at the facility.

At the completion of the casino event, it will be determined if the total of the fixed fees and charges of the casino facility licensee exceeds:

- a) 50% of the net table game proceeds for Edmonton and Calgary casinos,
- b) 65% of the net table game proceeds for the St. Albert casino,
- c) 65% of the net table game proceeds for casinos outside Edmonton and Calgary with 300 to 400 slot machines, and
- d) 75% of the net table game proceeds for casinos outside Edmonton, Calgary, and St. Albert.

If the fees exceed the net proceeds noted above, the casino will only be entitled to payment of an amount equal to 50%, 65%, or 75% of the net table game proceeds.

The differences in fixed fees among casinos in various locations throughout the province are a direct result of the high operating cost of the table games and the lower revenue generated from the table games in certain locations.

POKER

Casino poker rooms may operate 24 hours a day. Poker rooms are managed in a separate room at a casino facility. The room requires additional access via a separate outside entrance during extended hours. The AGLC's goal in approving these rooms is to discourage illegal poker rooms from operating. Licensed groups retain a minimum of 25% of poker net sales throughout the province.

SLOT MACHINES

Under the *Criminal Code*, only a provincial government may conduct and manage electronic gaming devices like slot machines. The *Gaming and Liquor Act* authorizes the AGLC to fulfill this role on behalf of the province. In that regard, the AGLC enters into an agreement with the casino facility to provide various services to operate slot machines during licensed casino events.

Services and space provided for the operation of slot machines are the sole responsibility of the casino facility licensee and do not involve the licensed charity’s volunteers. Fifteen percent (15%) of net sales generated by slot machines is allocated for licensed charities. These revenues are collected by the AGLC and pooled separately from the casino pool, on a facility basis, or in the case of cities with two or more casinos, on a city-wide basis, for each pooling period.

Percentages of slot machines net sales are allocated as follows:

Charitable Group	15%
Casino Facility Operator	15%
Alberta Lottery Fund (after expenses)	70%

Two Categories of Casino Facility

MINOR Casino	MAJOR Casino
<ul style="list-style-type: none"> • 1-15 table games 	<ul style="list-style-type: none"> • 16 or more table games
<ul style="list-style-type: none"> • group provides a minimum of 15 volunteers 	<ul style="list-style-type: none"> • group provides a minimum of 25 volunteers

www.aglc.gov.ab.ca

See the web site for up-to-date information on:

- all licensed casino facilities in Alberta;
- the status of new casino facility applications (8-step process); and
- the status of casino expansions and relocations (3-step process).

Designated Casino Regions

A group is required to hold casino events in a casino facility that is within its designated region in the province. For example, only licensed groups based in Edmonton and Calgary may access casino events in those cities or regions. Groups outside Edmonton and Calgary may only conduct events in the nearest regional casino facility. It must be a facility other than one located in Edmonton or Calgary. An exception is the Silver Dollar Casino in Calgary which, because no casino facility exists in proximity outside the city limits, is designated to serve groups in rural communities around Calgary.

Wait Times to Hold Casinos

The wait time for a group to hold a casino event at a permanent casino varies by community based on the demand for casino event licences. The wait time in most communities is considerably longer than one year.

Wait times to hold casino events are determined by these factors:

- the number of licensed casino facilities in Alberta;
- the number of eligible groups trying to secure casino dates; and
- the size and boundaries of the designated casino regions.

Groups may check with a casino licensing clerk or the nearest casino facility for current wait times in a region.

Licensing Information

Information necessary to apply for a casino licence is available on the web site at www.aglc.gov.ab.ca or by contacting the Regulatory Division (see “Contact Information,” pages 1, 2).

ELIGIBILITY/APPLICATION FORMS

A casino licence authorizes charitable or religious organizations to conduct casino events.

Casino Eligibility

This application is assessed to determine if a group meets the eligibility requirements for a casino licence. (LIC/GAM 5426)

Casino Licence Application

To obtain a casino licence after eligibility and slotting for a casino event have been established, a group must complete and submit this application at least 60 days prior to its casino event. (LIC/GAM 5420)

Request for Casino Licence

Once a casino event has been completed, a group may submit this request for a future casino event. (LIC/GAM 5431)

TERMS and CONDITIONS

Terms and Conditions ensure the integrity of licensed casinos in Alberta and maximize the financial returns to charitable organizations.

Casino Terms & Conditions and Operating Guidelines

The *Casino Terms & Conditions and Operating Guidelines* (CTCOG) provide information to help casino facility licensees and casino licensees meet AGLC requirements.

Casino Licensee Terms & Conditions and Operating Guidelines

These Terms and Conditions govern licences issued to charities conducting a casino event.

Conducting a Casino Event

Once a group has been found eligible, there are several processes involved in conducting a casino event.

1. Slotting Casino Event Dates;
2. Choosing and/or Contacting a Casino Facility;
3. Securing Casino Advisors;
4. Receiving Notification of the Specific Casino Dates;
5. Obtaining a Casino Licence; and
6. Conducting the Casino Event.

① Slotting Casino Event Dates

The AGLC's Licensing Support Section sends a slotting letter to each group found eligible to conduct a casino event. The letter and attached information include:

- the quarter and year the casino event will occur;
- a date when the computerized random slotting draw for specific casino dates is scheduled;
- who will contact the group to provide specific casino dates:
 - either the casino facility for casinos in Edmonton and Calgary; or
 - the AGLC for casinos in all other areas;
- a "List of Elected Executive" form to update the AGLC on any changes to a group's elected executive;
- a list of Alberta casino facilities and their contact information; and
- a list of approved and registered casino advisors and their contact information.

② Choosing and/or Contacting a Casino Facility

Once a group receives slotting information, it may contact a casino facility in its area to make arrangements for the casino event. Groups may choose a casino facility to hold their events if they are in a location with more than one facility. For all other groups, the slotting letter advises which casino facility to contact.

Groups may consider the following when choosing a facility:

- parking
- volunteer lounge area
- proximity to volunteers
- volunteer hospitality
- volunteer security
- relationship with facility staff
- helpfulness, responsiveness of facility
- atmosphere of facility
- size of facility

Casino facilities cannot offer groups a guaranteed minimum return, nor any financial inducement to sign a “Casino Facility and Service Agreement” with them.

R E M E M B E R

Your group contracts the casino facility to conduct and manage the table games with you. The facility is there to assist you.

The PHYSICAL ENVIRONMENT

Volunteers planning to work a casino event may wish to be aware of the casino environment. Casinos today are considered to be part of the entertainment industry. While each casino facility is distinct, volunteers can expect to find:

- possible smoking areas (check municipal bylaws)
- noise
- activity
- some quiet periods when volunteers must be standing by
- a variety of lighting, lots of flashing lights
- varying room themes and décor
- food and beverage service areas
- entertainment areas
- electronic surveillance equipment

After choosing and/or contacting a casino facility, the facility will forward a package of information to each group slotted for a casino event in the quarter. Casino facility material varies but will normally include:

- “Casino Facility and Service Agreement” form;
- “Assignment and Appointment of Attorney” form;
- “Float Agreement” form;
- Promissory Note for float loan;
- “Casino Pooling Trust Agreement;”
- Information sheet(s);
- Volunteer job descriptions;
- “Volunteer Schedule” form;
- Restaurant food and beverage service available;
- Catered food and beverage service available;
- Hotel information for groups that are traveling.

The CASINO FACILITY and SERVICE AGREEMENT

The “Casino Facility and Service Agreement” confirms the casino booking. It also establishes fixed fees or charges, excluding the GST, for the operation of the casino as follows:

- it must include a provision that, at the end of the casino, it will be determined if the total fixed fees and charges of the casino facility exceeds:
 - 50% of net table game proceeds — Edmonton and Calgary casinos;
 - 65% of net table game proceeds — St. Albert casino;
 - 65% of net table game proceeds — casinos outside Edmonton and Calgary with 300 to 400 slot machines; and
 - 75% of net table game proceeds — for casinos outside Edmonton, Calgary, and St. Albert with 299 or less slot machines.
- if the fees and charges exceed the net proceeds above, the casino facility will only be entitled to payment of an amount equivalent to the 50%, 65% and 75% of the net casino proceeds identified;
- GST (if applicable) is paid only on the actual revenue received by the casino operator and is calculated on the total amount retained by the casino operator at the end of the quarter. The charity pool pays a portion of this using the same formula as is used to calculate the charity’s portion of the proceeds (50%, 35% or 25%);
- the group’s portion of the GST will be paid out of the pool to the casino facility at the end of the pooling period.

A group’s previous casino chairperson may have already signed an agreement with the casino facility where it held its last event. In this case, a group will want to check its records to avoid placing itself in jeopardy by signing contracts at two different facilities.

The group’s casino chairperson signs and returns the agreement to the casino facility a minimum of 30 days before the casino date draw.

③ Securing Casino Advisors

Advisors are independent registered gaming workers directly accountable to the AGLC. They ensure licensed groups comply with policies related to cash cage and count room activities.

The AGLC provides groups with a list of advisors. Licensed groups hire advisors to assist them in the conduct of a casino event. Advisors are responsible for providing relevant information, assistance, and guidance to a group so that all required financial controls are met, including completion of the financial control forms.

Casino advisors are licensed as:

1. cash cage advisor; or
2. count room advisor; or
3. dual — advisors employed in minor casinos where only one advisor is present must hold both cash cage and count room registrations

Casino Advisor Duties:

- ensure the group conducts the casino event in accordance with the CTCOG;
- identify and report circumstances surrounding any shortages by submitting a Discrepancy Report;
- work cooperatively with the casino facility licensee and volunteers to ensure a professional casino operation for the overall benefit and integrity of charitable gaming;
- train volunteers in position duties and prescribed procedures;
- report directly to the general manager (volunteer position filled by a bona fide member of the licensed group); and
- remain in the casino facility while on duty and be available to the group at all times.

Additional Duties of the CASH CAGE ADVISOR:

- train volunteers in:
 - position duties;
 - security awareness and practices including chip handling, alarm and counterfeit procedures;
 - cashier's prescribed procedures;
- provide an independent check on cash cage operations, procedures and security;
- ensure volunteers complete the duties of payouts, fills, credits, opening and closing procedures;
- record transactions of \$10,000 and more; and
- witness, assist or verify various cash cage transactions.

Additional Duties of the COUNT ROOM ADVISOR:

- provide an independent check on count room procedures and security;
- witness rake and drop box count and direct procedures to be followed to isolate any discrepancy; and
- witness various count room transactions.

ADVISOR FEES

Advisor fees are typically paid by cheque (from the group's casino account) at the conclusion of the casino event. The AGLC sets the maximum fee from gaming funds that advisors may charge a group. Advisors set their own fees within the maximum.

Advisor fees from gaming funds to a maximum of:

1. Cash Cage Advisor
 - a) Edmonton, St. Albert and Calgary casinos: **\$1380** (GST included)
 - b) All others: **\$739** (GST included)
2. Count Room Advisor
 - a) Edmonton, St. Albert and Calgary casinos: **\$573** (GST included)
 - b) All others: **\$535** (GST included)

An advisor with dual registration used at a minor casino is entitled to charge both the cash cage and count room advisor fee.

Groups are required to secure the following advisors:

MINOR Casinos (except Silver Dollar)	MAJOR Casinos and Silver Dollar
<ul style="list-style-type: none"> • one cash cage advisor; and • one count room advisor <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • one advisor with dual registration with the AGLC in both the cash cage and count room 	<ul style="list-style-type: none"> • one cash cage advisor; and • one count room advisor

Advisors may present a contract for a group to sign.

NOTE

Your organization's previous casino chairperson may have signed a contract with the casino advisors at your last casino obligating your group to use them again.

The AGLC does not recommend advisor contracts that obligate a group to use a specific advisor for its next casino where the duration of the contract exceeds one year. If this occurs, you may want to seek your own legal advice on the legality and enforceability of such a contract.

④ Receiving Notification of Specific Casino Dates

The AGLC normally conducts a randomized computer draw for groups' specific casino dates five months prior to the start of the assigned quarter. For example, a slotting draw in August assigns dates for the January, February, March quarter of the following year.

Groups slotted in the same quarter are then notified by mail of their specific casino dates. If the group's event is in Edmonton or Calgary, the casino facility sends the notice. For most other areas in Alberta, the AGLC sends the notice. Groups with casino events in Fort McMurray or Medicine Hat may already know their casino dates through direct contact with the casino facilities in those areas.

Along with notification of specific event dates, each group receives a package of information from the AGLC that normally includes:

- a calendar showing all casinos booked within the same quarter, names of the groups, and their casino dates;
- "Casino Licence Application" form;
- "Casino Volunteer Worker Application" forms.

CASINO OPEN DATES

Historically, many groups have had difficulty recruiting volunteers for casino events during Easter and Christmas holidays. These dates are known as "open" dates and vary from year to year based on the days of the week the holidays occur.

The AGLC works with individual groups, which have indicated their availability on these holidays, to fill casino open dates ensuring that equal opportunity is granted to all charities.

⑤ Obtaining a Casino Licence

Groups slotted for casino event dates must submit the following completed forms to the AGLC's Licensing Support Section a minimum of 60 days prior to the casino:

- "Casino Licence Application" form; and
- appropriate "Casino Volunteer Worker Application" forms (see below)

"CASINO VOLUNTEER WORKER APPLICATION" FORMS

Casino Facilities Not Using CasinoTrack

Check with your casino facility if you are uncertain whether it has CasinoTrack. Information about CasinoTrack can be found on page 180.

"Casino Volunteer Worker Application" forms for all casino volunteers must be submitted to Licensing Support at least 60 days prior to the event. Additional completed forms will be accepted up to one week prior to the event for rural casinos. Groups must submit forms for the required number of volunteers — a minimum of 15 for a minor casino or 25 for a major casino.

Casino Facilities Using CasinoTrack

Check with your casino facility if you are uncertain whether it has CasinoTrack. Information about CasinoTrack can be found on page 180.

"Casino Volunteer Worker Application" forms must be submitted to Licensing Support at least 60 days prior to the event for volunteers filling the following four key positions:

- general manager
- alternate general manager
- banker
- count room supervisor

For any changes to the key positions on the previous page, groups must advise the AGLC directly by faxing the volunteer worker application form to Licensing Support.

The names of all other casino volunteers will be entered directly into the CasinoTrack system on site during the casino event, by a key position volunteer or the advisor.

NOTE

All volunteers are required to have photo identification with them at all times during the casino event. To ensure integrity, the advisor will authenticate that identification with the individual.

CASINO LICENCE APPLICATION CHECKLIST

To eliminate processing delays for the issuance of a casino licence, groups must ensure they can answer each item in the following checklist affirmatively:

- Application and required minimum number of volunteer forms are completed and submitted 60 days prior to event days.
- Both president and treasurer have signed the application.
- Casino bank account number and name of financial institution are included.
- A minimum of one (1) and a maximum of four (4) volunteers are indicated for each of the key volunteer positions.
- An individual that is paid by the organization cannot work in a key position.
- Each form is completed in full (incomplete forms will be returned).
- Workers assigned to one position at the beginning of the casino cannot change to another position during the event. (See page 177 for an exception.)
- All required supporting documentation has been included.

NOTE

You must take the casino licence to the casino facility before opening on day one. The facility cannot operate without a licence.

Licensing Support will process the group's "Casino Licence Application" and issue a casino licence approximately one (1) to four (4) weeks prior to the casino dates.

Included with the licence are some essential documents and information:

- Casino Information Sheet;
- "Casino Volunteer Worker Approval" forms and "Sign-In" sheets ("Sign-In" Sheets are not required at casinos using CasinoTrack). These indicate who Licensing Support has approved to work the casino; they must be at the casino on day one for volunteers to sign;
- "Attachment A" indicating approved and rejected use of proceeds for a specific group;
- various guideline sheets expanding on allowable use of proceeds and corresponding forms;
- the *Casino Licensee Terms & Conditions and Operating Guidelines*;
- any relevant updates to the licensing process;
- "Request for Casino Licence" for groups choosing to apply for a future casino licence.

NOTE

Groups who choose to apply for a future casino licence may submit a "Request for Casino Licence" form immediately after the current casino event has been completed. It must be signed by a member of the group with signing authority.

⑥ Conducting the Casino Event

EVENT EXPENSES

Groups must deposit sufficient funds in the casino bank account before the casino to cover approved expenses (advisor fees, volunteer food costs, etc.) that must be paid at the end of the last day of the event. Consult with the advisor as to an appropriate balance to have in the casino account.

DOCUMENTS for the FACILITY

The group must bring the following documents to the casino facility:

- the Casino Licence
- "Casino Volunteer Worker Approval" and "Sign-In" sheets ("Sign-In" sheets are not required at casinos using CasinoTrack.)
- Casino gaming account cheques for payment of event expenses; check with the casino advisor on the number required;
- the Casino Gaming Account deposit book;
- the advisors' contact information;
- some blank "Casino Volunteer Worker Application" forms (for non-CasinoTrack facilities)

Volunteer Requirements

There are two key areas within the casino that depend on volunteer workers:

① Cash Cage

② Count Room

Each volunteer position works within, or directly in relation to, these two areas. The operating procedures for these areas are described in detail in the CTCOG.

The following positions at a casino event must be filled by volunteers:

- general manager(s) and alternate
- banker
- cashier
- count room supervisor
- chip runner
- count room staff:
 - sorter
 - counter
 - recorder
 - amalgamator

Only bona fide members of the licensed group, as defined by its bylaws, may work the positions of:

- general manager(s) and alternate
- banker
- cashier
- count room supervisor or advisor (where performed by a volunteer)

The group may recruit non-members on a volunteer basis to fill other positions as required.

A group's paid staff must be members of the group and volunteer their services outside normal working hours. Paid staff may work any position except:

- general manager(s) and alternate,
- banker, or
- count room supervisor.

Groups whose members are disabled may recruit non-member volunteers for all positions.

NOTE

Volunteers with special needs should check with the advisor and the casino facility staff to ensure their needs may be accommodated.

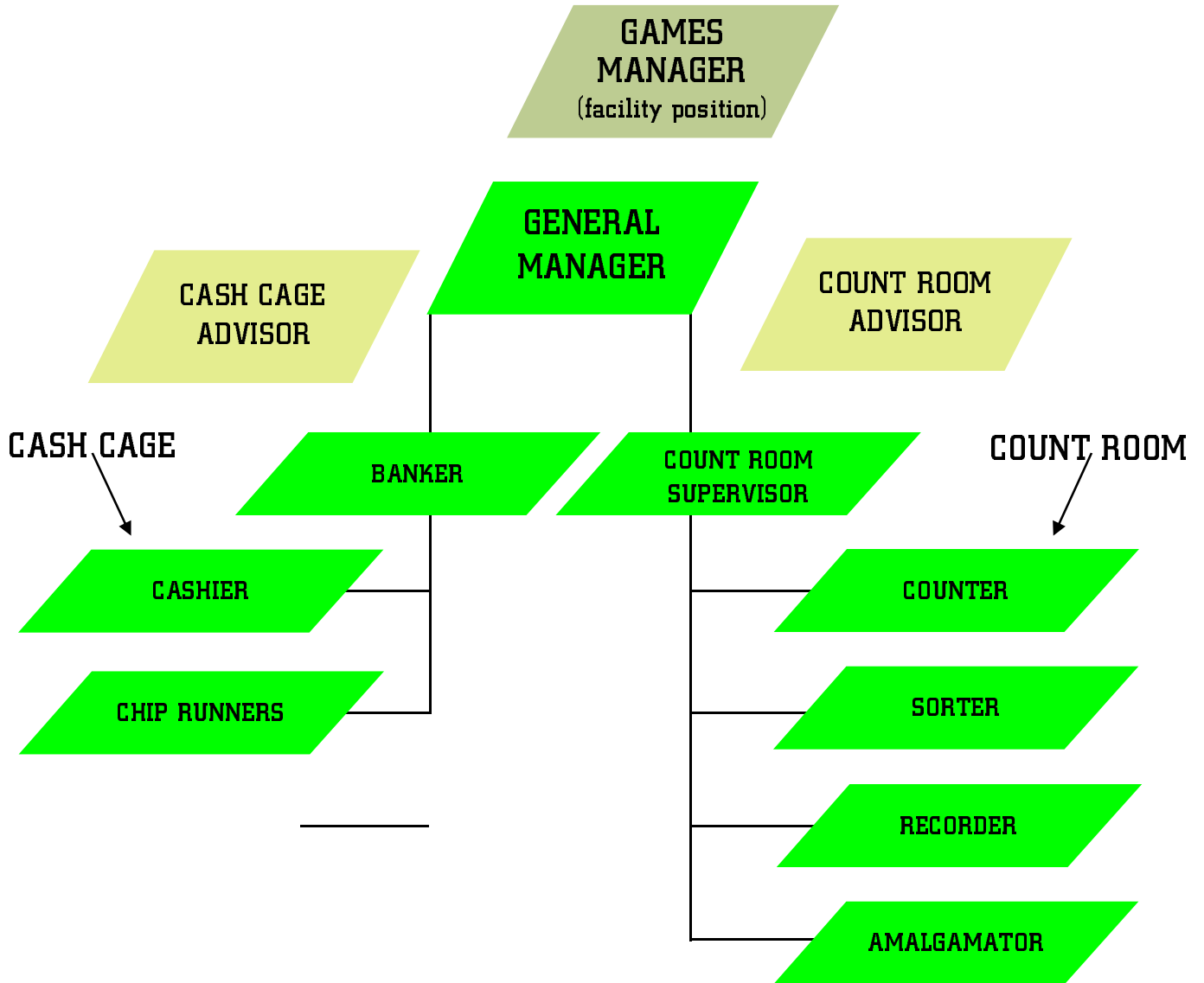
NOTE

No individual volunteer may work more than one position during the casino licence period except:

- The general manager may assign a count room worker to witness table closing chip counts. This must not interfere with count room duties.
- In casinos outside of Edmonton, Calgary, and St. Albert, those individuals assuming the positions of banker, cashier(s) and chip runner may, once their cash cage duties have been concluded, also work in the various count room positions. One exception is the banker, who must not be allowed to assume the position of count room supervisor.

Volunteers must work only in positions specified on the "Casino Volunteer Worker Approval" and "Sign-In" form. Backup volunteers are assigned by the general manager as needed.

Casino Positions



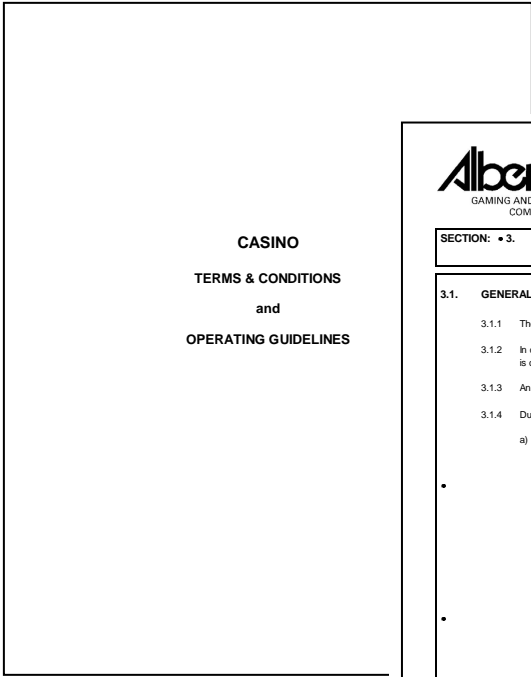
NOTE

The recommended numbers of each volunteer position and their corresponding shift times may vary from facility to facility. Check with your advisor for requirements at your facility.

The FACILITY GAMES MANAGER

The games manager, a registered gaming worker employed by the casino facility, reports to the general manager. The games manager supervises the games area in the casino and ensures that it operates in accordance with the CTCOG.

The games manager must be present from the verification of the casino float and chip inventory through to the return of the float and chip inventory on the second day. The games manager works in cooperation with the advisors, the general manager, and the group's volunteers. The games manager is a good source of information and assistance for groups conducting a casino event.



CASINO
TERMS & CONDITIONS
and
OPERATING GUIDELINES

		CASINO PAGE 1 OF 7
SECTION: • 3. VOLUNTEER/CHARITY WORKERS DUTIES AND RESPONSIBILITIES		
3.1. GENERAL MANAGER AND ALTERNATE GENERAL MANAGER		
3.1.1 The General Manager is responsible for all aspects of the casino.		
3.1.2 In consultation with the Games Manager, the General Manager shall ensure the casino is conducted in accordance with Casino Terms & Conditions and Operating Guidelines.		
3.1.3 An Alternate General Manager shall be on duty in the General Manager's absence.		
3.1.4 Duties are as follows:		
a) Operational Functions		
i) Ensures that a General Manager or Alternate, a Banker and one cashier are at the facility a minimum of one hour prior to casino opening.		
ii) Ensures that the rest of the required staff is at the facility a minimum of 60 minutes prior to casino opening.		
iii) Ensures that the count room staff is present a minimum of 15 minutes prior to scheduled shift.		
iv) Ensures designated staff is in place, and have signed in at the beginning and signed out at the end of the shift with system access cards on CasinoTrack system.		
v) Commence the casino event by entering the appropriate information from the licence into the CasinoTrack system.		
vi) Witnesses interim and final pull of drop boxes;		
vii) May perform duties of other volunteers or charity workers following all procedures for the position as required on a temporary basis; shall fill in for no more than one period. Assumes duties to allow a volunteer to take a break or eat a meal or, to fill a position that becomes vacant because of unforeseen circumstances which shall be recorded on a Discrepancy Report.		
DATE ISSUED: Feb. 28, 2002		AUTHORITY: Original signed by NORM PETERSON

		CASINO PAGE 2 OF 7
SECTION: • 3. VOLUNTEER/CHARITY WORKERS DUTIES AND RESPONSIBILITIES		
viii) May assign another volunteer or charity worker to fill a vacant position for the duration of the licence period; and		
ix) Shall sign all Discrepancy Reports in addition to the Advisor or the Games Manager.		
b) Financial Transactions		
i) Counts and verifies the opening cash bankroll and the opening chip inventory received from the casino facility licensee or his designate each day;		
ii) Witnesses transfer of cash from Count Room Supervisor to Banker;		
iii) Ensures closing cage bankroll, next day's opening float and chips are in secure overnight storage;		
iv) Maintains control and ensures secure transfer of deposits to bank;		
v) Ensures all entries into the CasinoTrack system are completed as required;		
vi) Investigates fully any error, procedural irregularity or other breach of Casino Terms & Conditions and Operating Guidelines and reports to the Regulatory Division. (Refer to Section 5.7);		
vii) Reports immediately to the Investigations Branch any volunteer in personal possession of casino chips; and		
viii) Returns remaining chips to the facility operator and enters the information on the CasinoTrack system;		
ix) Returns and signs, after the close of the event, to the casino facility licensee or his designate, cash, and equal to the opening cash bankroll received the morning of each day. In the event of a loss returns all cash remaining except Caribbean Poker hard count and chip overage/shortage.		
x) After the conclusion of all related tasks cash equal to the opening bankroll is to be returned to the casino facility licensee. Verification of the return of this bankroll is to be obtained from the operator's designated individual. Alternate		
SUED: Feb. 28, 2002		AUTHORITY: Original signed by NORM PETERSON

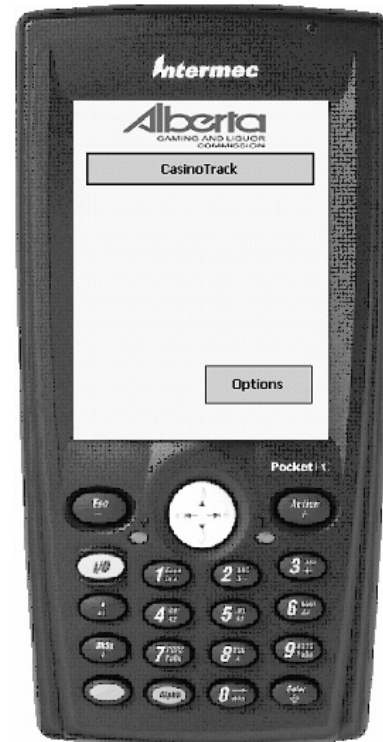
CasinoTrack

Developed, installed, and maintained by the AGLC, CasinoTrack is a software system that electronically tracks all casino table game transactions for audit control purposes and gaming integrity. It is used by facility staff and volunteer workers in the conduct of a gaming event. CasinoTrack hardware consists of handheld personal computers that are used on the casino floor by volunteers and casino staff and desktop personal computers in the cash cage and count room.

The transactions that volunteers need to enter on CasinoTrack are simple. Advisors and casino staff will train and assist volunteers to use the system throughout their event.

In facilities using CasinoTrack, the names of volunteers filling key positions are entered prior to the casino event. Volunteers in non-key positions are required to produce picture identification at the start of their first shift. The advisor will use this to enter personal information into CasinoTrack to record activity detail during the event.

Manual transactions by paper are used in casinos which do not have the CasinoTrack system. Eventually, all Alberta casinos will be using this system.



General Requirements for Casino Volunteers

- possess picture identification at all times during the casino event;
- competent in handling money;
- able to hear, see, speak or have an attendant with these capabilities;
- alert and observant;
- able to maneuver in the casino facility for the duration of the shift;
- able to function in a noisy and possibly smoky environment;
- able to use CasinoTrack system for certain positions; (more information about CasinoTrack is on page 180);
- able to pass a security clearance check; and
- be a minimum of 18 years of age.

N O T E

Minors are not permitted within a casino, or other premises where a casino has been authorized, and is being conducted. Minors may not be employed in the casino facility when a casino is being conducted, nor are groups allowed to use minors as volunteers for a casino.

Volunteer Attributes and Conduct

Volunteers MUST:

- arrive on time for shift;
- sign in at the start of shift and out at the end of shift;
- work the position specified on the Casino Volunteer Schedule; and
- wear a name tag while on duty showing the first or common name and position.

Volunteers MUST NOT:

- be paid;
- play casino games or gaming terminals during their group's casino event;
- consume liquor or illicit substances during their group's casino event;
- cash cheques or extend credit; or
- possess gaming chips.

NOTE

Count room volunteers must be prepared to stay late. Casino security staff will be available to ensure volunteers reach their vehicles safely.

Volunteer Positions

Position: General Manager or Alternate General Manager

The role of the general manager is to supervise all aspects of the casino, ensuring the casino is conducted according to CTCOG.

The general manager works closely with the casino facility games manager, and alternate general manager who assumes duties in the absence of the general manager.

GENERAL MANAGER/ALTERNATE GENERAL MANAGER DUTIES:

Operational Functions

- ensures a general manager or alternate, a banker and one cashier are at the facility a minimum of one (1) hour prior to casino opening;
- ensures the remainder of the required volunteers are at the facility a minimum of one (1) hour prior to casino opening;
- ensures count room staff are present a minimum of 15 minutes prior to scheduled shift;
- ensures designated staff are in place and that they signed in and out at the start and end of their shifts with system access cards on the CasinoTrack system.
- begins the casino event by entering the appropriate information from the licence into the CasinoTrack system;
- witnesses interim and final pull of drop boxes;
- fills in for other positions as required on a temporary basis; assumes duties to enable a volunteer to take a break or to fill a position that becomes vacant;
- assigns another volunteer to fill a vacant position for the duration of the licence period; and
- signs all "Discrepancy Reports" in addition to the advisor or the games manager.

GENERAL MANAGER/ALTERNATE GENERAL MANAGER DUTIES:**Financial Transactions:**

- counts and verifies the opening cash bankroll and the opening chip inventory received from the casino facility each day;
 - witnesses transfer of cash from count room supervisor to banker;
 - ensures closing cage bankroll, next day's opening float and chips are in secure overnight storage;
 - maintains control and ensures secure transfer of deposits to bank;
 - ensures all entries into the CasinoTrack system are completed as required;
 - investigates fully any error, procedural irregularity, or other breach of CTCOG and reports to the Regulatory Division;
 - reports immediately to the Regulatory Division, any volunteer in personal possession of casino chips;
 - returns remaining chips to the facility operator and enters the information on the CasinoTrack system;
 - returns and signs, after the close of the event, to the casino facility licensee or designate, cash, equal to the opening cash bankroll received the morning of each day;
- returns all cash remaining except Caribbean Poker hard count and chip overage/shortage, in the event of a loss;
 - returns cash equal to the opening bankroll, after the conclusion of all related tasks, to the casino facility licensee; verification of the return of this bankroll is to be obtained from the operator's designate; alternate arrangements, once approved by the AGLC, could include:
 - original casino float is deposited to the licensed group's designated bank account and the operator is issued a cheque for the total amount at the conclusion of the event; the operator must acknowledge receipt of same; or
 - original casino float, once verified by the operator or designate, is individually packaged and dropped through into the bona fide courier services safe; this float would be turned over by the courier service to the operator on the morning of the first day of a casino event.

GENERAL MANAGER/ALTERNATE GENERAL MANAGER DUTIES:

Security:

- | | |
|--|--|
| <ul style="list-style-type: none"> • ensures secure handling and storage of chips and cash at all times during the casino event; • enforces access provisions to restricted areas; | <ul style="list-style-type: none"> • keeps the safe combination confidential, or maintains possession of safe keys (if applicable); and • ensures adequate security personnel are on duty. |
|--|--|

Position: Banker

The role of the banker is to supervise the cash cage. This includes documenting all cash cage transactions, ensuring the security of the chips and cash in the cash cage, and holding the cashiers accountable for the chips and cash they manage while on duty. The banker reports to the general manager and is responsible for cashiers and chip runners.

Banker Duties:

- | | |
|---|---|
| <ul style="list-style-type: none"> • receives and counts opening chip inventory and cash bankroll with general manager; records and maintains a running inventory of both; • issues opening inventory of chips to games where required; • documents transactions as required and maintains security and control of chips/coin inventory during shift; • supplies games with chips/coin as requested on CasinoTrack system; • receives excess chips/coin from games as requested on CasinoTrack system; | <ul style="list-style-type: none"> • verifies opening inventories on CasinoTrack system each day; • issues opening cash fill and subsequent cash fills to cashiers; • obtains cash transfers from count room supervisor as required; • receives inventory of chips/cash from cashiers; • counts, amalgamates and records all chips and cash in cash cage at the end of the day; • transfers chips to custody of general manager; • prepares bank deposits; and • transfers cash to general manager for secure overnight storage or deposit. |
|---|---|

Position: Cashier

The cashier's role is similar to a bank teller's. The cashier interacts directly with casino players. Any transactions over \$200 must be witnessed by the general manager, banker or cash cage advisor. The cashier reports to the banker and works with the general manager, banker, financial control supervisor, advisor, and casino players.

Cashier Duties:

- receives and counts opening cash fill from banker;
- maintains security of chips and cash; retains personal control at all times of cash and chips for which they are responsible while on duty in the cash cage;
- redeems players' chips for cash; must not sell chips;
- ensures the general manager, banker, or advisor witnesses all player cash-outs over \$200;
- ensures trays are put in cash drawers and drawers are locked when leaving cash cage;
- exchanges travelers' cheques and U.S. currency for Canadian currency; and
- accounts for and transfers all chips and cash for which they were responsible to the banker at the end of a shift.

Position: Chip Runner

The chip runner opens, distributes, maintains, and closes an inventory of chips and credits. The chip runner reports to the banker, and works with the general manager, banker, and gaming table personnel.

Chip Runner Duties:

- participates in the opening and closing of games with facility personnel;
- transfers fills from the banker to games tables and credits from games tables to the banker;
- verifies accuracy of these transactions;
- witnesses chip count, and verifies on the CasinoTrack system at closing each day; and
- may assist the general manager during the pull of drop boxes.

Position: Count Room Supervisor

The count room supervisor is responsible for all count room staff and procedures.

The count room supervisor reports to the general manager, and works with the general manager and banker. This position is responsible for the sorter, counters, and amalgamator.

Count Room Supervisor Duties:

- ensures the count room is secured;
- records the number of bills, coins and chips (if any) counted by the amalgamator, on the CasinoTrack system;
- verifies the information entered by the recorder;
- supplies cash to the banker as required;
- ensures that rake boxes are counted first and chips are transferred to the banker before continuing the count;
- prepares the float and bank deposits; and
- generates "Master Revenue Report" and "Count Room Drop Box Verification" on the CasinoTrack system.

Position: Count Room

Count room volunteers take on one of four possible jobs:

Sorter: Sorts all cash or chips by denomination

Counter: Counts the sorted cash or chips, by denomination

Recorder: Records the number of bills, coins, and chips counted

Amalgamator: Verifies the cash or chips counted and groups them into bundles and summarizes the cash and chips with the count room supervisor

Sorter Duties:

- empties contents of the drop box, and shows open box to camera to ensure that it is empty;
- sorts cash or chips into denominations and places them into money bin with a "Box ID Card," and passes the bin to the counter;
- witnesses the count by the counter;
- may witness table chip count, if required, at the close.

Recorder Duties:

- enters the table number from the "Box ID card" into the CasinoTrack system; and
- enters the number of bills, coins, and chips (if any) counted by the counter into the CasinoTrack system.

Counter Duties:

- counts the contents of money bin using money counting machine;
- places contents of the drop box back into the money bin along with the "Box ID Card" and passes bin to the amalgamator;
- assists sorting of chips and cash as needed.

Amalgamator Duties:

- receives cash or chips from counter in money bin;
- verifies that all bills are of the same denomination;
- uses a counting machine to verify contents of the money bin and advises count room supervisor of the amount by denomination;
- amalgamates all cash or chips in count room by denomination into bundles of one hundred after receiving confirmation from the count room supervisor that the totals from both counts match.

Casino Event Opening and Closing Procedures

There are several important procedures that occur for opening and closing the casino event. The following information is general and may vary somewhat among facilities. Advisors and casino facility staff will assist volunteers with all procedures.

First Day Opening Procedures

The advisor, general manager, and banker start between 10:00-10:30 a.m. Where applicable, start-up is initiated for CasinoTrack, CasinoTrack server and hand-held units. The following cash cage operating procedures are completed:

- the general manager initializes the event by:
 - entering licence information and the group’s casino bank account number;
 - preparing volunteer ID cards from the list of approved volunteers;
 - assigning volunteer positions;
 - verifying the table game mix;
- the games manager (or designate) transfers the cash float, counts, records, and chip float to the banker;
- the banker opens table games by:
 - transferring chips to the chip runner to each table;
 - transferring cash to the cashiers.

Cash/Chip Transfers for Both Days:

- chips from the cashier to the banker;
- chips and cash from the banker to the banker at shift change;
- chips from the banker to a games table (fill):
 - chip runner delivers chips/coin from the banker (cash cage) to a games table;
- chips from a games table to the banker:
 - when a game has an excess of chips/coin;
 - chip runner delivers chips/coin from a games table to the banker (cash cage);
- chips from the count room supervisor to the banker (fill);
- cash from the count room supervisor to the banker.

Closing Procedures

- the general manager, or designate, along with the games manager, or designate, close the games:
 - verify the count;
 - secure the inventory in overnight storage;
- transfer cash and chips from the cashier to the banker (credit)
- transfer chips from the banker to the games manager to be locked in overnight security;
- closing cage bankroll:
 - the banker and general manager verify cash required for the next day's opening bankroll; and
 - the banker secures the cash in overnight secure storage until the arrival of the next day's opening banker;
- the banker:
 - deposits all remaining cash not required for the next day's opening bankroll in a bank;
 - ensures the deposit is safely secured in overnight storage;
 - shift ends on CasinoTrack (entered by the general manager); a non-zero account balance will either be an overage or shortage;
 - the general manager receives, retains, and reviews all reports from the banker.

Second Day Opening Procedures

- transfer of reports, opening chip inventory/cash bankroll from the games manager to the banker and general manager;
- transfer of cash from the banker to cashiers;
- distribution of chips to the games where closing chip trays are in overnight chip storage.

Cash Cage Closing Procedures on the Final Day

- the general manager, with involvement from the chip runners and casino facility staff, counts, verifies, and records the chip/coin count;
- transfer chips and cash from the cashier to the banker (credit)
- the banker closes the bankroll:
 - prepares the next day's float;
 - prepares the bank deposit;
- transfer chips from the banker to the games manager, or designate;
- the general manager receives, retains, and reviews all reports.

Count Room Operating Procedures

The general manager, in consultation with the banker and advisor, may order a pull of drop boxes when 60% of the opening cash bankroll has been paid out, or four (4) hours prior to close, whichever comes first. (If cash is required before either of these criteria is met, an emergency pull may be done. Consult with the CTCOG for details if this should occur).

To pull the drop boxes, the general manager must:

- ensure the count room staff and the advisor are in position, and are supplied with keys to drop boxes;
 - with a security guard, accompany and witness the games manager conduct the pull of drop boxes assisted by chip runners, if necessary; and
 - with a security guard, deliver all drop boxes to the count room.
- Procedures for an interim count are detailed in the CTCOG.

CLOSING PROCEDURES on the FIRST DAY

- final pull of drop boxes;
- closing count procedures as detailed in the CTCOG;
- chip transfer from rake boxes to the banker;
- count room supervisor transfers cash to the safe;
- count room supervisor deposits to an outside bank;
- closing accounting records are prepared by the count room supervisor;
- the general manager receives and reviews all reports with the count room supervisor and advisor.

CLOSING on the FINAL DAY

These procedures are the same as procedures for closing on the first day except that the:

- next day's opening bankroll is not required;
- the general manager returns the keys for the drop boxes to the casino facility representative;
- the general manager receives all completed and voided reports from the count room supervisor and the advisor; and
- the count room supervisor and the advisor print the "Reconciliation of Casino Win/Loss and Pool Contributions" reports and have them witnessed and verified by the general manager and distributed to the licensed group, the facility, the AGLC, and the original to the pooling trustee.

Advisors are obliged to guide and assist groups in closing procedures at the end of the casino event:

- all paperwork pertaining to the casino must be completed and balanced at close of the casino event prior to the advisor's departure;
- it is the responsibility of the advisor to identify circumstances surrounding any shortages and report them on a "Discrepancy Report;"
- where applicable, every transaction of the casino event has been tracked electronically by CasinoTrack (with CasinoTrack, closing the event takes considerably less time than it did prior to the system's implementation);
- the advisor leaves after the casino event is balanced.

Casino Event Expenses

At the end of the casino event, the licensed group needs to pay casino expenses by cheque. These include:

- food and refreshments for volunteers while working at the casino to a maximum (from gaming revenue) of:
 - Edmonton, St. Albert and Calgary casinos — \$750 (GST included)
 - All others — \$375 (GST included)

NOTE

Groups should check with the casino facility and review the facility's service and facility agreement to see if they may bring in volunteer food and/or drinks from outside sources.

Some casino facilities set up an account at their restaurant/concession for volunteers over the two-day casino. Volunteers sign for their food at the restaurant/concession. The facility then totals all volunteer food receipts at the end of the second day of your casino to determine the group's total food costs.

- cash cage advisor and count room advisor fees (see page 169 for amounts);
- payment to the trustee, by cheque, the same amount that was deposited into the casino bank account from the event.

The noted amounts may vary over time with changes to policy. Consult the CTCOG for current figures.

Licence Fees

The fee for a casino event licence is calculated by multiplying the number of table games open each day by \$15, and then adding those daily totals together. Poker tables are excluded from the calculation.

EXAMPLE

A two-day casino event at a minor casino with 15 table games operated as follows:

DAY 1: had 8 table games open X \$15 per game = \$120

DAY 2: had 9 table games open X \$15 per game = \$135

TOTAL LICENCE FEE = **\$255**

Licence fees are not submitted for casino events in licensed casino facilities. The licence fee and trustee pooling fees are taken out of the casino pool after the casino event and before the final casino proceeds cheque is issued to the group.

For casino events in an unlicensed casino facility (e.g. banquet room, community hall), licence fees must be submitted with the application.

End of Casino Event Report

At the end of the casino event, the casino advisor will produce two copies of the “End of Casino Event Report.” One copy is forwarded to the AGLC.

The second copy is given to the general manager. The general manager, with assistance from the advisor, gathers the required accompanying records and reports. The group is required to submit this report with accompanying documents to the AGLC within seven days of the casino event.

NOTE

Before leaving the casino building, the group must obtain the following reports from the games manager:

- final pit staff schedule;
- “Pit Supervisor’s Games Report;”
 - yellow copies of all “Fill/Credit Slips” (if applicable); and
 - all “Discrepancy Reports.”

You will need them for the “End of Casino Event Report” (due within seven [7] days of your casino event).

Casino Pooling

All licensed groups conducting casino events are required to pool net proceeds and losses within a calendar year quarter. Pooling is a fair system of dividing net revenue and losses regardless of which days the casino event was held. The following conditions apply:

- For casinos conducted in cities with two or more casino facilities, groups must pool net casino proceeds with all groups licensed in the same city and within the same pooling period.
- The pooling periods are the same as the quarterly casino draw period.

CASINO DRAW SCHEDULE/POOLING PERIODS	
QUARTER	MONTHS IN QUARTER
1ST	January, February and March
2ND	April, May and June
3RD	July, August and September
4TH	October , November and December

Trustees

The casino pool is managed by an independent third party trustee. Neither the casino facility licensee nor any registered gaming worker has any influence over the activities of the trustee, who works directly with the AGLC.

The casino facility ensures all groups sign a “Casino Pooling Trust Agreement” with the trustee. The casino facility submits a copy of the master agreement to the AGLC for approval before the pooling period begins.

Balancing the Quarterly Pool

- Licensed groups must submit net casino proceeds to the trustee at the end of each casino event; daily interest is paid on funds in trust.
- Within seven days of each calendar month end, the trustee submits an interim statement to the AGLC, indicating which funds have been received from which groups during the month.
- After the pooling period is over, the trustee will submit a final statement to the AGLC; the final statement will include all funds received from all groups.
- The trustee will not release funds until the AGLC authorizes the release; the AGLC indicates what final payments must be made (e.g. licence fees, GST) and then approves release.
- The AGLC must verify the casino transactions from CasinoTrack and reconcile any errors.
- The casino pool must cover any losses before the groups' portions can be determined, e.g. counterfeit money.
- Once the AGLC approves the records of the quarter, the trustee forwards a cheque to the person named by the group on the signed "Trustee Agreement."
- Each licensed group must deposit these funds into its approved casino bank account.
- The trustee will, after disbursing the funds, provide a final accounting of the disbursement, including interest earned and trustee fees deducted.
- No advances to any licensed group will be made from the pool prior to the end of the pooling period, unless approved by the AGLC, e.g. losses.

Issuing the Pooling Cheques

Pooling cheques are issued and handled by the trustee. The casino facility cannot influence this timeframe. Each group that has conducted a casino event will receive two pooling cheques which include:

- **table games proceeds:** the trustee will send the cheque and final statement of payout for table games proceeds to the identified member of the group approximately six to eight weeks after the pooling quarter end date;
- **slot machine proceeds:** this cheque comes from the AGLC selected trustee approximately six to eight weeks after the pooling quarter end date.

Typically, groups receive the two pooling cheques within a week of each other. Questions related to pooling may be directed to the AGLC's Financial Review Section (see "Contact Information," page 1).



Gaming Information
for Charitable Groups

Section ⑥

Pull Ticket



Pull Ticket

Pull tickets are a type of instant-win ticket with sealed windows or pull tabs that open to reveal symbols, letters or numbers that correspond to a specific prize.

Pull tickets are also known as Nevadas or break-open tickets.



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

PULL-TICKET LICENCE APPLICATION
Check Type of Licence: Tracking Standard

Phone: (780) 447-8050 TDD/Fax: (780)212-5276
Fax: (780) 447-8912 or 447-8911
Website: www.aglc.gov.ab.ca or www.gaming.gov.ab.ca

BEFORE FILLING OUT THIS APPLICATION, READ ATTACHED INFORMATION.

PLEASE PRINT CLEARLY

Application Date Completed: ____/____/____ AGLC ID #: _____
 Formal/Legal Name of Applicant: (if applicable, as it appears on the Certificate of Incorporation) _____
 Group's Legal Address: _____ Mailing Address: (if different than legal) _____
 Incorporated Under: Societies Act Companies Act Other specify _____ Postal Code: _____
 Incorporation Number: _____ Incorporation Date: _____ How long has group existed? _____ # of Board Members: _____ # of Org. Members: _____

PULL-TICKET CHAIRPERSON (For Correspondence)
 Print Full Name: _____ Date of Birth: ____/____/____
 Mailing Address: _____
 Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
 () () () () () () () ()

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 and/or licence. This includes the approved pull-ticket bank account(s) at any financial institution(s).
President Signature: _____
 Print Full Name: _____ Date of Birth: ____/____/____
 Mailing Address: _____
 Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
 () () () () () () () ()
Treasurer Signature: _____
 Print Full Name: _____ Date of Birth: ____/____/____
 Mailing Address: _____
 Residence Phone: _____ Business Phone: _____ Fax: _____ Postal Code: _____
 () () () () () () () ()

Page 1 FORM LICGAM 1420 (09/08)

Alberta
GAMING AND LIQUOR
COMMISSION

Pull-Ticket Terms & Conditions

The role of the Alberta Gaming and Liquor Commission and the intent of these Terms & Conditions is to ensure the integrity of licensed pull tickets in Alberta and to maximize the financial returns to charitable organizations.

A. ELIGIBILITY GUIDELINES

- Nature of the Group: Only charities and religious groups are licensed. A charitable or religious organization must provide a program that benefits the community, such as:
 - Relief of the aged and disadvantaged
 - Advancing education and learning
 - Making improvements to the quality of health, supporting medical research, or aiding medical treatment programs.
 - Providing a facility for the community's use.
 - Supporting competitive amateur athletics.
 - Providing places for public worship and other religious programs.
- Membership, Programs and 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. Programs must benefit the community, not the members' self-interest.
- The group must be not-for-profit, and have a broad-based volunteer membership. The volunteers must establish, maintain control of and deliver the group's programs.
- Groups licensed to sell pull tickets must be incorporated. Acceptable forms of incorporation include:
 - Societies Act.
 - Part 9, Companies Act.
 - Part II, Canada Corporations Act.
 - Other Alberta Statutes.
 - Charter from a recognized international governing body, e.g., service club charter.

B. COMPLYING WITH THE LEGISLATION AND LICENCE

- Pull-tickets shall be sold according to the *Criminal Code of Canada, Gaming and Liquor Act, Gaming and Liquor Regulation, AGLC policies, the licence and these Terms & Conditions*. Note: licence requirements may show changes from original application.
- Pull-tickets shall not be sold to, or encashed for, persons under the age of 18 years.
- Unless otherwise approved, licensees must pay a licence fee of \$10.00 per unit of pull-tickets directly to the AGLC at the time of application for licence.

FORM LICGAM 5430 (9/07)

Licensing Application Process

Information necessary to apply for a pull ticket licence is available on the web site at www.aglc.gov.ab.ca or by contacting the Regulatory Division (see “Contact Information,” page 1).

ELIGIBILITY/APPLICATION FORMS

Pull Ticket Licence Application

The purpose of this form is to determine a group’s eligibility for a pull ticket licence and, if eligible, to issue a pull ticket licence. A group must complete and submit this application at least four weeks prior to the first event. (LIC/GAM 5429)

TERMS and CONDITIONS

Terms and Conditions ensure the integrity of licensed pull ticket events in Alberta and maximize the financial returns to charitable organizations.

Pull-Ticket Terms & Conditions

“Pull-Ticket Terms & Conditions” outlines the policies governing the operation of pull ticket licences.

NOTE

For pull ticket sales in conjunction with association bingo events, consult the pull ticket section of the *Bingo Terms & Conditions and Operating Guidelines* (BTCOG).

Pull ticket licences are issued to eligible groups for a series of dates. The maximum term of a pull ticket licence is 24 months. Pull ticket sales are normally restricted to a specified area within an organization’s facility.

Licence Fees

Groups interested in a pull ticket licence must submit a “Pull Ticket Licence Application” form and indicate a licence type. The licence type determines when the licence fees will be submitted. Pull ticket licence fees are \$10 per unit.

TWO TYPES of LICENCES:

Standard

- type of tickets and number of units are indicated on the application;
- fees are calculated and submitted with the application.

Tracking

- pull tickets are purchased at a registered supplier;
- the supplier calculates and collects the fees;
- the supplier forwards the fees to the AGLC.

Conducting Pull Ticket Sales

Licensed groups must ensure:

- all pull tickets are purchased from registered gaming suppliers;
- all purchases are paid for by cheque and include the following information:
 - group's name
 - pull ticket licence number
 - type of unit/colour/serial number
 - number of units bought
 - price per unit
 - total amount of purchase
- only pull tickets approved by the AGLC are sold;
- tickets are not sold to anyone under 18 years of age;
- minors under the age of 12 are prohibited from selling pull tickets; no person under the age of 18 may purchase or play pull tickets or be awarded a pull ticket prize;
- tickets are sold for cash only;
- ticket sales are not delegated to another group;
- pull ticket sales are restricted to the specific area approved on the licence;
- sellers do not purchase tickets while on duty; off-duty sellers do not buy tickets from units they have sold or from any other unit of which they may know the status;
- winning tickets are paid when presented for payment;
- pull tickets are redeemed at the location where they were purchased; all pull tickets have an identifiable number that can be used to confirm that the ticket was sold at that facility;

- the number of major winners remaining in a unit is not disclosed;
- sellers permanently deface all winning tickets of a value of \$5 and over, once the prize has been paid; use of a permanent marker or a hole punch is recommended; if all tickets in a unit are sold, and the seller has balanced, winning tickets can be destroyed;
- changes to a licence are approved by the AGLC.

The pull ticket licence and house rules must be displayed. The house rules must include notice:

- that pull tickets will not be sold to or encashed for persons under the age of 18 years;
- that pull tickets are sold for cash only; cashing cheques or extending credit is prohibited;
- that sellers are not permitted to purchase tickets while selling;
- of the number of major winners remaining in or sold from a unit in play shall not be disclosed to anyone;
- that disputes over tickets will be settled by management; unresolved disputes may be referred to the AGLC;
- that winning tickets will be redeemed only if identifiable with a unit sold by the licensee;
- of procedures used when seal card winner cannot be located;
- that additional house rules may be established and submitted to the AGLC for approval.

NOTE

Please consult the *Pull Ticket Terms & Conditions* (LIC/GAM 5430) on the AGLC web site at www.aglc.gov.ab.ca for complete requirements.

Special Events

Groups can be licensed to sell pull tickets at special events, such as sports events or an arts or cultural festival, under the following conditions:

- The sales are restricted to the premises or area specified on the pull ticket licence.
- The hours of sale conform to the hours of the special event.
- The group has a written agreement with the event operators, a copy of which must be submitted to the AGLC upon request.
- No new units are to be opened unless there is a reasonable expectation they will be sold before the event ends.
- All other terms and conditions are met.

Security

Winning pull tickets are the equivalent of cash at the facility from which they are sold; consequently, procedures need to be in place to ensure security. Each pull ticket seller must store his or her cash box and partially sold units in a locked storage area. The seller and pull ticket manager should be the only people with access to the locked storage area.

NOTE

Any questions, concerns, and/or discrepancies should be directed to the pull ticket manager.

Financial Records

Groups must ensure that accurate financial records are kept. The following forms must be used to keep accurate records:

- “Pull Ticket Reconciliation;” and
- “Pull Ticket Inventory and Record of Sales.”

All pull ticket records must be kept for two years after the licence expires (excluding defaced winning tickets).

Financial Reports

Groups have 60 days from the mail out date to submit the following financial report, with supporting documents, to the AGLC:

- “Yearly Pull Ticket Financial Report”— licence greater than 12 months;
- “Final Pull Ticket Financial Report”— licence less than 12 months.

NOTE

Consult the “Financial Reporting” section in this manual for detailed information on reports.

Pull Tickets at Bingo Events

Bingo associations may choose to apply for a pull ticket licence in conjunction with their bingo events. When approved, this type of pull ticket licence is issued in the name of all groups conducting pull ticket sales. The pull ticket manager (usually a paid position) is responsible for the day-to-day control and administration of pull ticket sales for its groups. The volunteer's role may be to fill a pull ticket seller position, if that position is deemed a volunteer position in the hall.

Groups should be aware that:

- pull ticket licences normally correspond with the bingo licence;
- all pull ticket proceeds are pooled quarterly; and
- the bingo association is responsible for dealing with licence fees.

For complete requirements on pull ticket licences in conjunction with bingo events, consult the pull ticket section of the BTCOG.

NOTE

Groups conducting pull ticket sales in conjunction with their bingo association events do not receive a "Pull Ticket Financial Report." In this case, the "Bingo Financial Report" will contain a section to report on pull ticket revenue.



Gaming Information
for Charitable Groups

Section 7

Raffle



Raffle

A raffle is a lottery scheme in which prizes are awarded based on a random draw of tickets purchased by players. Only licensed charitable or religious organizations can conduct raffles.

If the following three elements are present, a raffle licence is required:

- ① tickets are sold (consideration);
- ② random chance to win (chance); and
- ③ prizes are awarded (prize).

Some common examples of raffles requiring a licence are:

- 50/50 draw
- meat draw
- lottery

A licence is required for a gaming activity even if:

- a group is selling tickets in its own clubhouse or facility to its own members;
- the prize is of a low retail value; or
- the group sells only a small number of tickets.

If any of the three required elements (consideration, chance, and prize) is not present, the contest or draw may not require a licence and is not under AGLC jurisdiction. A group may still want to obtain legal advice before proceeding. For example, the following do not require a raffle licence because skill is involved, rather than a random chance to win:

- silent auction
- jelly bean counting contest
- hole-in-one putting contest

Some considerations before embarking on a raffle:

- What other raffles are scheduled in the community at the same time?
 - Will there be too much competition resulting in poor ticket sales?
- Is a joint venture with another group or groups an option?
- Does the group's membership support the raffle, and will they sell raffle tickets voluntarily?
- Is the ticket price affordable?
 - Will printing fewer tickets and increasing the buyer's odds of winning offset a higher ticket price?
- Are the prizes desirable enough to make people want to buy a ticket?
 - Are cash prizes a good option?
- Will unclaimed prizes be available in a year?
- Are sound financial controls in place?
- Can tickets, stubs and cash be secured?
- Are volunteers accountable for tickets they take?
- Can the raffle chairperson get these items back from the volunteers in a timely fashion?

Volunteer Information

Raffles require volunteers committed to plan, organize, and sell tickets. One key to a successful raffle is recruiting the right volunteer for the right job.

Skill sets and attributes of effective raffle volunteers:

- money handling experience;
- reliable;
- alert, approachable and observant;
- able to handle any physical set up and tear down requirements of sales and display area;
- knowledge of the group's mission, programs, and stakeholders;
- and
- personal commitment to the raffle assignment and the group's mission.

NOTE

Recruit enough raffle ticket sellers early enough in the raffle timeline to sustain the duration of ticket sales.

Minors

A minor is a person less than 18 years of age. Minors may sell raffle tickets, but they may not purchase them.

If someone purchases a ticket for a minor and that minor wins a prize, the group must deliver the prize:

- to the Office of the Public Trustee if the prize has a fair market value of \$5,000 or more; or
- to the minor's legal guardian if the prize has a fair market value less than \$5,000.

It is highly recommended an adult purchasing a ticket use his/her own name and not the name of a child. If an adult wins a prize, the ticket purchaser may certainly choose to give the prize to another person, including a minor.

NOTE

The Office of the Public Trustee can be reached at:

- 780-427-2744 (Edmonton)
 - 403-297-6541 (Calgary)

Licensing Application Process

Information necessary to apply for a raffle licence is available on the web site at www.aglc.gov.ab.ca or by contacting the Regulatory Division (see "Contact Information," page 1).

ELIGIBILITY/APPLICATION FORMS

A raffle licence authorizes charitable or religious organizations to conduct a lottery scheme in which tickets or prize bonds are sold for a chance to win prizes.

Eligibility for Raffle Licence Application

(Total Ticket Value \$10,000 and Less) LIC/GAM 5416

The purpose of this application is to determine a group's eligibility for a raffle licence. If the AGLC finds the group eligible, the licence is purchased from any Alberta registry agent.

Raffle Licence Application and Guidelines

(Total Ticket Value More than \$10,000) LIC/GAM 5427

The purpose of this application is to determine a group's eligibility for a raffle licence. If the AGLC finds the group eligible, a licence is issued. A group must complete and submit this application at least eight weeks prior to the planned print date of tickets.

TERMS & CONDITIONS

Terms & Conditions ensure the integrity of licensed raffles in Alberta and maximize the financial returns to charitable organizations.

"Raffle Terms & Conditions

(Total Ticket Value \$10,000 and Less)" LIC/GAM 5416-2

"Raffle Terms & Conditions

(Total Ticket Value More than \$10,000)" LIC/GAM 5428

"Sports Drafts Terms & Conditions" LIC/GAM 5441

NOTE

Raffle Terms & Conditions (Total Ticket Value \$10,000 and Less) LIC/GAM 5416-2, may also be obtained from any Alberta registry agent.

Total Ticket Value

The AGLC authorizes raffle licences based on total ticket value. A group applying for a raffle licence will need to know:

1. the number of tickets it will be selling; and
2. the price per ticket.

Total ticket value is calculated by multiplying the number of tickets available to be sold (which should equal the number of tickets printed) by the price per ticket, to give a total ticket value.

RAFFLE TICKET TYPES

① Regular Raffle Tickets:

- are single tickets sold at a fixed price;
- can be purchased in multiples but with no reduction in price.

② Discount Raffle Tickets:

- are optional;
- are sold in multiples at a lower price per ticket than regular tickets;
- the total number of tickets printed must be evenly divisible by the multiple in which they will be sold (see example);
- must be a different colour than regular tickets.

For total ticket value, the ticket values of both regular and discounted tickets are calculated separately then added together, as in the following example.

Total ticket value is important for all raffle licence applications, particularly if a group is licensed for a raffle total ticket value \$10,000 and less. If the total ticket value was miscalculated and it exceeds \$10,000, a group is required to pay a licence fee. Moreover, prizes must be a minimum of 20% of the total ticket value for all raffles. Miscalculation of the total ticket value may affect the value of prizes the group is required to offer.

CALCULATING TOTAL TICKET VALUE

Regular tickets @ \$3 each
 500 tickets X \$3/ticket = \$1,500
 plus (+)
 Discounted tickets @ 2 for \$5
 3,000 tickets X \$2.50/ticket = \$7,500
TOTAL TICKET VALUE = \$9,000

Remember, the planned number of discounted tickets must be evenly divisible by the number a buyer must purchase to obtain the discounted price.

CALCULATING DISCOUNTED TICKETS:

Regular tickets are \$2 each, discounted tickets are 3 for \$5.

The total number of discounted tickets printed should be evenly divisible by 3.

If 5,000 is divided by 3, the result is not a whole number:

$$5,000 \div 3 = 1,666.6666$$

If 5,001 is divided by 3, however, the result is a whole number:

$$5,001 \div 3 = 1,667$$

The planned number of discount tickets in this example, therefore, would be 5,001.

Regular and discounted tickets must be different colours to:

- assign a specific value to each ticket;
- simplify accounting for the group;
- assist ticket sellers by ensuring that tickets are sold for the correct price;
- establish accountability, i.e. the correct amount of cash is turned in with corresponding colour ticket stubs;
- provide instant reconciliation of “bank balance” to “number of tickets sold;”
- ensure honesty/integrity of the raffle through established procedures; and
- assist AGLC inspectors/auditors to review raffle financial records quickly.

Raffle Licence Period

The licence is effective from the date the raffle application is approved to the date of the final draw.

Each raffle, regardless of total ticket value, requires its own separate raffle licence. If a licensed group wants to conduct a second raffle before the final draw date of the first raffle, the group needs to submit another raffle application. Percentage draws, commonly called 50/50 draws, are an exception to this. Refer to page 236.

Extensions to the licence period are only granted under extraordinary circumstances. Requests for extensions must be submitted in writing to the AGLC.

Proceeds and Expenses

- proceeds can only be spent on AGLC approved uses;
- no revenue can be spent, including raffle expenses and approved use of proceeds, until funds are available to pay for the prizes;
- only approved expenses required to operate the raffle may be deducted from gaming revenue; expenses must not exceed 30% of approved total ticket value.

Approved Expenses

Approved expenses that may be deducted from raffle proceeds:

- licence fee or registry agent fee;
- ticket printing;
- advertising;
- commercial outlet handling fees;
- raffle ticket manager fees;
- appraisal fees for prizes;
- other expenses relating to raffle conduct, with prior AGLC approval; and
- the GST on the above items.

Types of Raffle Licence

There are two types of raffle licence (each with a sub-category) based on total ticket value. Eligibility for both types of licence is determined by the AGLC.

1. Total ticket value \$10,000 and less
 - Total ticket value \$5,000 and less
2. Total ticket value more than \$10,000
 - Total ticket value more than \$100,000

① Total Ticket Value \$10,000 and Less

For a licence with a total ticket value \$10,000 and less, the AGLC requires one to two weeks to determine a group's eligibility. If a group is found eligible, a copy of the "Eligibility for Raffle Licence," is mailed to the group, and the raffle licence may then be obtained from any Alberta registry agent.

ALBERTA REGISTRY AGENTS

Alberta registry agents are a network of community-based service centres, offering one-stop shopping for a wide range of registration, information, and licensing services on behalf of Alberta Government Services. Services provided include motor vehicle registration, driver licensing and testing, personal property (lien) searches and registrations, land title searches, Corporate Registry searches, and Vital Statistics searches. For more information about registry agents, contact the Alberta Government Services web site at www3.gov.ab.ca.

Eligible groups who have already obtained a licence may proceed directly to any Alberta registry agent for subsequent licences.

Raffle licence eligibility is granted for two years. If a group does not have any correspondence with the AGLC during those two years, its name will be removed from “Organizations Eligible for a Raffle Licence,” the list used by all Alberta registry agents when issuing raffle licences. The group must then contact the AGLC for a further eligibility review.

If a group is listed, the registry agent can issue the licence. The AGLC maintains the “List of Organizations Eligible for Raffle Licences” used by the registry agents. In some cases, the agent must verify with the AGLC by telephone before issuing the licence, even though the group’s name is noted in the list. If a licence is issued, the registry agent forwards a copy of the raffle licence to the AGLC for review. If a group is not listed, the group must submit a raffle licence application to the AGLC for a determination of eligibility.

The LIST of ORGANIZATIONS ELIGIBLE for RAFFLE LICENCES TOTAL TICKET VALUE \$10,000 and LESS

- The list is organized alphabetically by location (town/city) of program delivery.
- If your group serves clients province wide, your group’s name should be found under “Alberta.”
- If your group serves clients locally, it should be under the town name.
- If the group’s programs or services are available in several towns, the listing could be under any of the town names, or the mailing address of your office.
- If you are an all-volunteer group, the listing could be under the mailing address of your president or treasurer or other executive member.
- You or the registry staff can call Licensing Support, Raffle Section, to verify that your group is eligible for a raffle licence.

RESOURCE MATERIALS

- Ask your registry agent for a copy of “Raffle Terms & Conditions.”
- Ensure you receive this with your licence.
- If your group is not listed as an eligible group at the registry agent, ask them for the “Eligibility for Raffle Licence” and a copy of the “Raffle Terms & Conditions.”

NOTE

The AGLC uses the licence copy forwarded from the Alberta registry agent to monitor the group's noted use of proceeds.

RAFFLE LICENCE FEES

For a raffle licence with a total ticket value of \$10,000 or less, the AGLC does not charge a licence fee; however, Alberta registry agents will charge a non-refundable fee for service. This service fee is not regulated by the AGLC and may vary among registry agents.

BANK ACCOUNT

For a raffle with a total ticket value of \$10,000 and less, the group:

- may operate the raffle through its general account;
- is not required to open a separate raffle gaming account;
- must keep records of raffle activities and spend raffle proceeds only on approved uses;
- must complete the "Financial Summary" (part of the raffle licence) and send the AGLC the original within 60 days of the final draw date; and
- is not required to provide the AGLC any supporting documents.

RAFFLE 207(1)(d) for NON-PROFIT GROUPS

There is a special type of licence issued under Section 207(1)(d) of the *Criminal Code of Canada* which allows a non-profit group, that does not qualify for a gaming licence as a charity, to be eligible for a licence to conduct a small raffle. The group is not required to be incorporated, but it must be non-profit and have an elected executive. Approval for these raffles is granted in writing by the AGLC.

Groups licensed under this section are not eligible for any other type of gaming licence. Any raffle proceeds must be spent according to the AGLC's guidelines. The raffle must be structured as follows:

1. The total ticket value must be \$5,000 or less.
2. The ticket price cannot exceed \$2.
3. The retail value of a prize may not exceed \$500.
4. 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.
5. The raffle must meet all other requirements of the "Raffle Terms & Conditions Total Ticket Value \$10,000 and Less" and groups must submit a financial summary.

② Total Ticket Value More than \$10,000

A raffle licence application in this category must be submitted to the AGLC for determination of eligibility at least eight weeks prior to the planned print date of tickets. The application must be complete with current and accurate information to minimize any potential delay in processing.

If the group has recently submitted required documents like a “Certificate of Incorporation” and bylaws to the AGLC for another gaming licence, the group may not need to re-submit these documents.

Applicant groups may check with the AGLC regarding the status of the application (see “Contact Information,” pages 1, 2).

For a licence with a total ticket value more than \$100,000, a group must be able to demonstrate at least one year of program delivery at the time of licensing application.

RAFFLE LICENCE FEE

The fee structure for a licence for a raffle with a total ticket value more than \$10,000 is graduated based on the raffle’s total ticket value:

Total Ticket Value	Licence Fee
more than \$10,000 and less than \$100,000	\$150
\$100,000 or more and less than \$1,000,000	\$500
\$1,000,000 or more	\$1000

The licence fee is payable to the AGLC with the application.

The raffle application fee will be refunded to the group if the raffle application is denied.

REMEMBER

Initial expenses, like the licence fee, must come from non-gaming revenue because there will not yet be ticket sales money in the raffle gaming account.

On the licence application, be sure to indicate the source of funds for start-up expenses like the licence fee.

BANK ACCOUNTS

A separate raffle gaming account is required. Refer to page 234 for financial reports and records information.

Groups conducting a raffle with a total ticket value more than \$10,000 for the first time are required to establish a lawyer's trust account in the name of the raffle ticket holders to secure all ticket revenue until all prizes have been paid in full. The lawyer is an independent third party who receives and deposits all ticket sales revenue into the trust account and ensures no revenue is spent until enough funds are secured to cover prize costs.

The group must establish and supply documented confirmation of the lawyer's trust account to the AGLC before it can begin to sell raffle tickets. This account is required in addition to a dedicated raffle gaming account.

If the group decides to conduct subsequent raffles in this same category, it is usually not required to establish a lawyer's trust account.

Raffle Terms and Conditions

TOTAL TICKET VALUE

- \$10,000 and Less

TOTAL TICKET VALUE

- More than \$10,000

This information summarizes the terms and conditions for both types of raffle licence. Similarities and distinctions for each type of licence are noted in the categories that follow. For the complete Terms & Conditions, consult the web site at www.aglc.gov.ab.ca.

Complying with the Legislation and Licence

For BOTH TYPES of LICENCE:

1. Amendments to the licence may only be made by the AGLC. An executive officer must make the request in writing. If the approved change affects prizes, the group must:
 - a) advise ticket holders through advertising; and
 - b) amend unsold tickets.
2. Draw date extensions will only be approved under extraordinary circumstances. If a draw date is changed and a ticket buyer requests a ticket price refund, the group must issue a full refund to the ticket buyer.
3. All partners in a joint venture raffle must be eligible and must be licensed by the AGLC.
4. All partners are responsible for the costs/liabilities of the raffle, or have an agreement specifying the liabilities and distribution of the revenues.
5. No group with a licensed raffle can transfer or assign its licence.
6. All municipal, provincial and federal laws must be adhered to.
7. The AGLC reserves the right to restrict the total ticket value of any raffle prior to issuing a licence.

For RAFFLES MORE than \$10,000:

A change to the start date of ticket sales may not be considered after a licence is issued if there are other raffles within the same geographical region which might be impacted.

Raffle Rules**For BOTH TYPES of LICENCE:**

1. The group must establish and maintain rules to govern the conduct of the draw, and awarding of prizes. The rules must comply with the relevant "Raffle Terms & Conditions." Rules must be available to ticket buyers if requested and be read out immediately before the draw(s).
2. The raffle rules should include:
 - a) raffle tickets cannot be sold to a person under 18 years of age;
 - b) a requirement that the group's raffle ticket sellers advise adult ticket buyers not to write the name of a person under 18 years of age on the ticket due to the requirements of the *Public Trustee Act*;
 - c) location of the draw and how it will be conducted;
 - d) any restrictions on the group's members, or their families, buying tickets;
 - e) minimum number of tickets that must be sold before requesting a draw date extension, or cancelling the raffle.
Note: A draw date extension is unlikely to be approved if the break-even point is passed, i.e. enough tickets are sold to cover prize costs and expenses.
 - f) order in which prizes will be awarded and whether prize winning tickets will be returned to the draw to be eligible for other prizes;
 - g) cash alternatives for any of the prizes;

- h) any restrictions that apply to prizes, e.g. when trips must be taken or what products may be purchased with gift certificates;
 - i) the condition of prizes being offered, e.g. new, used, requiring repair, etc.;
 - j) procedures taken if a winner cannot be located;
 - k) for sports lotteries, an alternate method of awarding prizes if:
 - i. the winning ticket is not sold;
 - ii. the score exceeds the highest score printed, or
 - iii. the game goes into overtime.
 - l) procedures for handling ticket buyer requests to cancel their raffle ticket for a refund of the purchase price.
3. Employees of companies contracted to provide management of a raffle and members of their immediate family are not eligible to receive raffle prizes.
4. For percentage draws (e.g. 50/50 draws), provide the following rules:
- a) the date(s) and time(s) of the draw(s);
 - b) the purchase price of each ticket, and the percentage to be awarded as a prize. Although percentage draws are commonly known as 50/50 draws, the prize value may be a minimum of 20% of gross raffle revenue, and all charity references to the raffle shall accurately reflect the actual percentage payout, e.g. 40/60 or 30/70 draw. Prize payouts must be based on ticket sales, and not cash retained by sellers;
 - c) the method by which the draw(s) will be announced and the location of the announcement;
 - d) number of tickets printed for each event (different colors);
 - e) the time limit for the ticket buyer to claim a prize;
 - f) the means by which a winning ticket buyer will be awarded the prize on the last day of the draw; and

- g) a contact name and telephone number in the event of a complaint or dispute.
- h) Will the prize be paid by cheque or cash?; and
- i) procedure for identifying an alternate prizewinner if a winner cannot be located within the time limit for claiming prizes specified in the raffle rules.

Ticket Requirements and Sales

For BOTH TYPES of LICENCE:

1. The group must provide a copy of each ticket type printed to the AGLC, if requested.
2. The group can print only the number of tickets indicated at the price indicated and approved on the licence application.
3. Discount tickets sold in multiples must be a different colour than regular tickets.
4. When a series of draws occurs according to a fixed schedule, e.g. cash calendar:
 - a) the ticket price can be reduced based upon the percentage of prize value remaining, (for a cash calendar, each month the ticket price can be reduced by 1/12th);
 - b) the group must include the discount procedure in the raffle rules; and
 - c) at the time of sale, each ticket would have to show the reduced price and eligible draw date(s).
5. Raffle tickets may be sold for cash, cheque, money order or credit card voucher made payable to the licensed group. If accepting non-certified cheques or credit card payments, the ticket stub cannot be included in any draws until the cheque clears the bank.
6. Unsolicited tickets cannot be distributed to the public.
7. Groups cannot sell portions or shares of individual raffle tickets.

8. Tickets must be consecutively numbered.
9. Tickets must be in two parts:
 - a) On the stub kept by the charity (except for 50/50 draws):
 - i. buyer's name, address and telephone number;
 - ii. ticket number; and
 - iii. licence number.
 - b) On the part given to the buyer (except for 50/50 draws):
 - i. group's name and address;
 - ii. location(s) and date(s) of draw(s);
 - iii. description and value of prize(s);
 - iv. ticket number;
 - v. total number of tickets printed;
 - vi. ticket price;
 - vii. licence number;
 - viii. the notice: "Restrictions apply to prizes" (if applicable);
 - ix. the notice: "Must be 18 years of age or over to purchase."
10. Bearer Ticket Draws (e.g. 50/50 draws):

Bearer tickets are allowed only under the following circumstances:

 - a) sales are limited to a specific entertainment activity and sales only occur over a few hours during the activity;
 - b) sales occur in the confined area in which the entertainment activity takes place;
 - c) the draw is announced to the public and occurs before the end of the entertainment activity when individual ticket buyers are likely to be present and can claim their prize.
11. Sports Lotteries:
 - a) where tickets are issued in a series related to the outcome of a sporting event, each series must be a different color;
 - b) rules must be printed on the ticket, which must be in two parts:

- i. on the stub kept by the charity:
 - buyer’s name, address and telephone number
 - score or time; and
 - licence number.
- ii. on the part given to the buyer:
 - group’s name, address or contact phone number;
 - description and value of prize(s);
 - total number of tickets printed;
 - ticket price;
 - sporting event, and date of event;
 - score or time;
 - licence number;
 - alternate method of awarding the prize if:
 - the winning ticket is not sold;
 - the winning score exceeds the highest score printed; or
 - the game goes into overtime.
 - the notice: “Restrictions apply to prizes” (if applicable); and
 - the notice: “Must be at least 18 years of age to purchase.”
- c) all tickets must be sold on the basis of pure chance. The specific score/time is unknown until after the sale.

12. Sports Drafts:

Separate “Sports Drafts Terms & Conditions” are in effect.

Sports Drafts

Sports drafts are raffles that require a raffle licence for the corresponding total ticket value, i.e. \$10,000 and less or more than \$10,000.

The **key differences for sports drafts** are:

1. The group must post a complete list of rankings, points and names of prizewinners for viewing by contestants. The information has to be updated at least monthly for the regular season and at least biweekly for playoffs.

2. Under its own raffle rules, the group has to specify:
 - a) if any limit will be placed on the number of entries permitted per individual or household;
 - b) a date by which entries must be received by the group to be eligible;
 - c) how ties are resolved;
 - d) how contestants select players and make trades; and
 - e) how prizes are awarded.
3. The group can use corporate endorsements if any promotional material indicates profits raised are used for charitable purposes. The promotional material must clearly indicate the raffle is operated by the licensed group.
4. All sales of sport draft entry forms must cease by the third Friday after the regular season begins or, for a playoff draft, before the playoffs begin.
5. The group must submit with its application an operation plan that gives the following details:

Procedures for:

 - a) the review of each sold entry form, to ensure compliance with draft rules;
 - b) notifying contestants as to the public location where information on rankings, points, and prizewinners can be viewed and when that information may be viewed; and
 - c) draft data entry, the data system used, and checks that will be used to confirm the accuracy of the information.
6. An outside firm may be used to post and verify standings.
7. Final prizewinners' names and point standings must be published in a local newspaper; to allow for any challenge to the standings, prizes cannot be awarded for two weeks after publication.

Operation and Payment

For BOTH TYPES of LICENCE:

1. The raffle cannot be delegated to another group or person who is not a member of the licensed group.
2. Other charities or religious groups may be paid a commission to sell tickets. They can only use the funds for approved purposes.
3. The group may use a maximum of 5% of gross ticket sales revenue to pay a commission or a handling fee to a commercial outlet to sell raffle tickets. The group must have a letter of agreement with any commercial outlet used to distribute raffle tickets.
4. 50/50 draws and other percentage draws must have a record or control system that shows:
 - a) how tickets are allocated to sellers, sellers' names and the name of the individual that allocates the tickets;
 - b) how cash is returned by sellers to the main bank and who is responsible for the collection of the total sum of cash and calculating the prize amount;
 - c) the number of sellers expected to work each event; and
 - d) the winner's name, address and telephone number.

Advertising

For BOTH TYPES of LICENCE:

1. Raffle advertising must include:
 - a) raffle licence number; and
 - b) total number of tickets printed.
2. Advertising the odds of winning is permitted, provided the group ensures the method of calculating the odds is accurate and is approved by the AGLC. All advertising about odds of winning must clearly identify the category of prize referred to, e.g. "any prize."

CALCULATING the ODDS of WINNING

If you decide to advertise the odds of winning, you must first provide, with your licence application, the mathematical calculation used to determine the odds, and the name and qualifications of the person providing the mathematical calculation and subsequent odds.

3. Tickets cannot be advertised or sold outside of Alberta. Internet advertising and other advertising that may inadvertently appear outside of Alberta must specify that tickets will be sold within Alberta only.
4. Advertised descriptions and values of prizes must accurately match prizes described in the “Raffle Licence Application” and all prizes must be awarded as described and approved in the application.
5. Raffle advertisements cannot explicitly or implicitly state that some raffle tickets or raffle ticket buyers may be eligible for more draws/prizes than any other raffle tickets or raffle ticket buyers. Advertisements may state that tickets purchased prior to a specific cut off date are eligible for early bird draws.
6. Advertising a list of prizewinners is not required. A list of winners must be kept with the raffle records and the list of winners must be provided at no cost to any ticket holder that requests it.

Cancellation Procedures

For BOTH TYPES of LICENCE:

1. To cancel a raffle the group must:
 - a) submit a written request to the AGLC stating:
 - i. reason for cancelling;
 - ii. number of tickets sold;
 - iii. total cash received from ticket sales; and
 - iv. total expenses incurred up to the date of the request for cancellation.
 - b) once cancellation is approved, advertise that the raffle has been cancelled and that the ticket purchase price will be refunded. Approval for cancellation will not normally be granted if the raffle has reached the break-even point;
 - c) refund the total ticket purchase price to all ticket buyers; and
 - d) send a letter to the AGLC signed by two executive members stating that all refunds have been made, and listing all expenses incurred in the operation of the raffle.

Draw Procedures

For BOTH TYPES of LICENCE:

1. All draws must be open to the public. At least two executive members of the group and one member of the public who is not a member of the group must be present to witness each draw.
2. The AGLC recommends that tickets be drawn from a container that is transparent or constructed with mesh so that tickets can be seen from the outside. If the container is not transparent or constructed of mesh, the inside of the container must be inspected by one of the witnesses, other than the person making the draw, immediately prior to the draw to ensure the container and stubs have not been tampered with to affect the outcome of the draw.
3. Tickets must be manually drawn from the container in a random manner. Winning tickets cannot be randomly drawn by computer or other random-number-generating device.

4. A ticket stub containing the ticket number of each sold ticket must be placed in the draw container. Only the ticket number can be used to determine a winner. Secondary numbers cannot be used in the draw to determine winners. Prior to the draw, the group must reconcile the number of sold and unsold tickets, as indicated in the sales record, with the number of ticket stubs in the draw container to ensure that all eligible tickets are included.
5. Each sold ticket is eligible to participate in each draw conducted under the authority of the raffle licence. "Previous Supporter Draws" that exclude tickets sold to non-previous ticket buyers are not allowed. Appreciation for previous ticket buyers' support may be shown through early or advance advertising of the raffle.
6. Prior to each drawing of a ticket or set of tickets, the ticket container must be rotated or the contents of the container agitated a minimum of three times. Anti-static spray may be used to facilitate the rotation of tickets.
7. The arm of the person making the draw must be bare of clothing below the elbow. He or she must exhibit the draw arm and both sides of the open hand to the draw witnesses, immediately prior to making the draw.
8. Only the person making the draw may put his or her arm/hand in the draw container.
9. When drawing tickets, the person making the draw must look away from the container in the direction of the witnesses.
10. A record of each ticket drawn shall be made indicating:
 - a) the ticket serial number;
 - b) the name, address, and phone number of the prizewinner; and
 - c) the time and date the ticket was drawn.
11. Winning tickets must be immediately shown to witnesses and held open for inspection until the end of the draw or until returned to the draw container to be eligible for additional prizes.

The group must keep all tickets with the raffle records for two years after the last draw date.

For RAFFLES OVER \$10,000:

The draw may be made by any person who does not own a ticket or own a share of a ticket.

For RAFFLES OVER \$100,000:

The group must videotape the raffle ticket draw(s) and retain the tape with the raffle records for two years after the last draw date.

Prizes**For BOTH TYPES of LICENCE:**

1. All approved prizes must be awarded. The group is responsible for contacting prizewinners.
2. The total purchase price of all prizes must be at least 20% of the approved total ticket value. The retail value of each individual prize must be equal to, or greater than, the individual price.
3. Stated prize values must be equal to, or less than, the manufacturer's suggested retail price.
4. Cash alternatives must equal the stated value of the prize or be fully disclosed at the time of the application.
5. When the retail value of a merchandise prize exceeds \$5,000, independent confirmation of the prize value acceptable to the AGLC must be provided, e.g. an invoice from the supplier.
6. Where secondhand merchandise, collectibles or antiques are offered as prizes, the group must submit with its application, two independent appraisals from qualified appraisers stating the appraised value of the prize merchandise.
7. All "Calls for Tender" letters inviting vendors to submit quotations to supply prizes must be submitted with the raffle application along with responses to "Calls for Tender."

8. Prizes must be immediately transferable, without encumbrances on the title, to the winner. No costs, including taxes, may be charged to the winner(s) for the transfer of property or title into the winner's name.
9. The group must make every reasonable effort to notify prizewinners.
10. Except for bearer ticket draws, all raffle winners have one year from the date of the draw to claim their prize. The group must secure or place in safekeeping unclaimed prizes for a period of one year from the date of the draw. If, at that time, the prize still has not been claimed, the prize, or cash equivalent to the fair market value of the prize, must be donated to a charitable beneficiary approved by the AGLC. Or, with AGLC approval, unclaimed prizes or cash of equivalent value may be donated to the group's own approved use of proceeds.
11. The group must submit a list of unclaimed prizes to the AGLC with the "Raffle Financial Summary."

Proceeds and Expenses

For BOTH TYPES of LICENCE:

1. No revenue may be spent until funds are available to pay for prizes. This includes raffle expenses and approved uses of proceeds.
2. Only approved expenses required to operate the raffle may be deducted from gaming revenue. Expenses must not exceed 30% of approved total ticket value.

Financial Reports and Records

(also refer to the Financial Reporting section of this manual)

For BOTH TYPES of LICENCE:

1. The group must keep a serial number record for the raffle. The record must show the distribution of ticket stubs and cash or unsold tickets. It should show enough detail to account for all tickets and cash and to reconcile totals at the raffle's finish.
2. All raffle records must be kept for two years after the last draw. AGLC Inspectors must be allowed to see and make copies of all records. This includes any location or financial institution where records may be kept. Inspectors may remove all records for further examination.

For RAFFLES \$10,000 and Less:

The Financial Summary Section on the face of the original licence must be completed and submitted to the AGLC 60 days after the last draw.

For RAFFLES MORE than \$10,000:

1. A separate raffle bank account must be established. The account must have chequing privileges and monthly return of cancelled cheques. All raffle revenue must be deposited into this account and all payments must be made by cheque.
2. Proceeds must be left in the raffle account until spent on approved uses.
3. The Raffle Financial Report is forwarded to the group by the AGLC and must be completed and returned to the AGLC within 60 days from the mailout date.

RAFFLES with TOTAL TICKET VALUE of \$100,000 and MORE

In addition to meeting raffle licence requirements in the “Raffle Terms & Conditions for Total Ticket Value More than \$10,000,” groups applying for a raffle licence with a total ticket value greater than \$100,000 must demonstrate they have delivered a charitable program or service to the community in the twelve-month period prior to the application.

Other requirements specific to this type of raffle are listed:

Monitor:

1. The AGLC will assign an inspector to the raffle. The inspector monitors the raffle to ensure its integrity.
2. The inspector will contact the group within 30 days of the date the raffle licence is issued and provide regular and ongoing contact up to, and including, the draw date.

Draw:

The raffle ticket draw(s) must be videotaped, and the tape retained with the raffle records for two years after the last draw date.

Controls:

1. Financial and security control plans must be submitted with the licence application. The plans should specify procedures for:
 - a) secure storage, distribution, and return of ticket inventory;
 - b) stubs from sold tickets;
 - c) unsold tickets; and
 - d) the secure receipt and deposit of cash proceeds.

Prizes:

1. Groups may be required by the AGLC to guarantee raffle prizes. If required, the group must submit an irrevocable letter of credit in favour of the AGLC in the amount equal to the value of the total prize package before the raffle licence is issued.
2. Where secondhand merchandise, previously used show home furniture, collectibles or antiques are offered as prizes, the group must submit with the application, two independent, third-party appraisals from qualified appraisers stating the appraised value of the prize merchandise.
3. For home raffles, the advertised value of the lot must reflect the average selling price of similar lots in the same subdivision or area at the time the application is submitted.
4. For home raffles, a complete list of appliances, furniture and decorations per room identifying the individual cost of each item must be submitted with the application.

Percentage Draws

Percentage draws are commonly known as 50/50 draws. These draws are licensed for either a specific event or a series of events such as a hockey or football season. Groups are required to follow the appropriate terms and conditions for the anticipated total ticket value of their licence.

For a percentage draw with a total ticket value \$10,000 and less, the group:

- obtains the licence from any Alberta registry agent;
- notes all planned draw dates, locations and anticipated ticket sales on the licence form; and
- monitors the actual ticket sales, ensuring the total ticket value does not exceed \$10,000.

For a percentage draw with a total ticket value more than \$10,000, an eligible group receives its raffle licence from the AGLC.

Percentage draws are the only type of draw where a group may obtain one raffle licence to cover multiple draws.

Additional Information for all Raffle Licences

Financial Controls

In addition to meeting relevant terms and conditions, a group must establish financial controls for ticket distribution and sales and handling cash receipts.

1. Ticket sellers must be accountable for the tickets they sell by signing for the tickets they are issued.
2. The security of tickets, stubs, and cash must be ensured.
3. A plan must be in place for collecting sold ticket stubs, cash, and unsold tickets in a timely manner so that ticket reconciliation can be completed before the first draw date.
4. A clear assignment of who is responsible for cash and deposits must be in place. Verification by a second party is recommended.

Lost or Stolen Tickets/Stubs

Any case of loss and/or theft of raffle tickets, stubs, or cash must be reported to the AGLC immediately.

The following procedures describe how groups must address lost or stolen tickets/stubs at five different stages of the raffle:

1. Loss of tickets prior to any tickets being sold:
 - a) The group must submit a written report to the AGLC explaining how the tickets were lost or stolen, the total number lost or stolen, and the serial numbers of lost or stolen tickets. If applicable, the group must supply the police file number.
 - b) Normally, if more than 10% of tickets are lost or stolen, the group must print new raffle tickets in a different color.

- c) If less than 10% of tickets are lost or stolen, the group must advertise in the local newspaper, including the ticket serial numbers, that tickets were lost or stolen and will not form part of the draw, are not eligible for prizes, and anyone holding such tickets should contact the group.
 - d) The group is allowed to print the same number of tickets that were lost/stolen using different serial numbers.
 - e) At the draw date, but prior to the draw taking place, the group must announce that the lost or stolen tickets will not form part of the draw.
2. Loss of unsold tickets after sales commence but prior to the draw taking place:
- a) The group must submit a written report to the AGLC explaining how the tickets were lost or stolen, the total number lost or stolen, and the serial numbers of lost or stolen tickets. If applicable, the group must supply the police file number.
 - b) The group must advertise in the local newspaper that tickets, including serial numbers, were lost or stolen and will not form part of the draw, are not eligible for prizes, and anyone holding such tickets should contact the group.
 - c) The group is allowed to print the same number of tickets that were lost or stolen using different serial numbers.
 - d) At the draw, but prior to the draw taking place, the group must announce that the lost or stolen tickets will not form part of the draw.
3. Loss of unsold tickets after draw takes place: no action required.
4. The AGLC is notified of the loss of sold ticket stubs prior to the draw taking place:
- a) The group must submit a written report to the AGLC explaining how the tickets were lost/stolen, total number lost/stolen, and serial numbers of lost/stolen tickets. The police file number must be supplied, if applicable.

- b) If the names of ticket holders are known (due to computer backup), the group must print new ticket stubs and enter them for the draw.
 - c) If the names of ticket holders are not known, the group must advertise in the local newspaper that ticket stubs, including serial numbers, were lost or stolen and will not form part of the draw, are not eligible for prizes, and anyone holding a matching ticket should contact the group for a new ticket or a refund. Replacement stubs are to be placed in the draw.
 - d) If no one comes forward with a matching ticket, the group must provide replacement stubs for those lost/stolen. If a replacement stub is drawn and the purchaser is not known, the group will advertise the ticket stub number in the local newspaper. The winner must produce a matching ticket number to be eligible for the prize.
5. The AGLC is notified after the draw date of ticket stubs lost or stolen prior to the draw taking place:
- a) The group must submit a written report to the AGLC explaining how the tickets were lost or stolen, the total number lost or stolen, and serial numbers of lost or stolen tickets. If applicable, the group must supply the police file number.
 - b) The group must advertise in the local newspaper that tickets, including serial numbers, were lost or stolen and not included in the draw. Ticket purchasers may present matching tickets for a refund.
 - c) If the names of the ticket holders of the lost or stolen stubs are known, a refund must be sent to each ticket purchaser with a letter explaining why the ticket stub did not form part of the draw.

Raffle Ticket Manager

Licensed groups have the option of hiring a raffle ticket manager to assist them in conducting their raffles. Raffle ticket managers are individuals registered with the AGLC as gaming workers.

Groups may use up to a maximum of 5% of total ticket value to hire and pay the fees of a registered raffle ticket manager. The group must provide both draft and signed copies of the raffle management contract with the raffle application for the AGLC to review. The contract must:

- specify all services and fees provided; and
- include a business plan for the raffle and a requirement that the management company provide each group with a monthly summary of all raffle income and expenses.

Raffle management contracts must be between a registered raffle ticket manager and the group licensed to conduct the raffle. Only individuals are eligible to be registered with the AGLC as gaming workers; therefore, the raffle ticket manager contract can only be made between the licensed charity and an individual, not the licensed charity and a corporation.

Raffle ticket manager contracts may outline the following services:

- **Administrative:**
 - Provides liaison, application, documentation, financial report preparation, and filing with the AGLC;
 - Ensures the raffle is conducted in compliance with the terms and conditions of the licence;
 - Provides ticket buyer inquiry and public complaint responses
 - Provides liaison and negotiation with all parties contracted by the group, e.g. home builders, graphic designers, service providers, media, printers, distribution of brochures, prize suppliers, etc; and
 - Develops raffle rules.

- **Marketing:**
 - Develops the marketing plan for raffle ticket sales: target markets, promotion strategies, message positioning, timing, etc;
 - Implements a telemarketing program;
 - Designs and/or produces services for raffle promotion materials: brochures, ticket order forms, raffle tickets, advertising for paper, radio, television, and Internet;
 - Manages the production of all promotional materials (the raffle ticket manager subcontracts promotion design and production services to related or unrelated entities); and
 - Purchases advertising.

- **Prizes:**
 - Develops the prize structure;
 - Obtains prizes, i.e. solicits tenders from suppliers and negotiates subsequent supplier contracts;
 - Arranges insurance services (cash prizes and liability);
 - Supervises construction of prize homes in accordance with specifications contracted between the raffle licensee and the home builder;
 - Facilitates the prize draw(s) and notifies prizewinners; and
 - Organizes prize distribution, presentation, and follow up with prizewinners.

- **Financial Services:**
 - Arranges ticket sales handling (this may be subcontracted to an accounting firm although some raffle ticket managers provide this service for an additional cost (See the note on the following page.);
 - Prepares the budget and timelines;
 - Reports on budget updates, expenditures, commitments, ticket sales variances and recommends modifications to each budget line; and
 - Completes financial reports required by the AGLC.

NOTE

Costs are paid by the raffle ticket manager from the management fee and then billed back to the group for reimbursement. These are allowable expenses that may be reimbursed using gaming funds. In addition, the raffle ticket manager may bill the group for transportation, meals, lodging and office and equipment expenses. Check contract details.

A group choosing a raffle ticket manager may wish to:

- check with other groups who have used the services of a raffle ticket manager.
- interview a number of candidates before making a choice.
- check your group's records to see who you used before and if there is a record of the service they provided.

When choosing a raffle ticket manager, a group may also consider:

- fees
- availability
- reputation or past service
- knowledge of financial controls
- references
- experience
- communication style

REMEMBER

Even though you may secure the services of a raffle ticket manager, your group is still responsible for how the raffle is conducted.

The raffle ticket manager is accountable to your group.



Gaming Information
for Charitable Groups

Section 8

Alberta Lottery Fund



Alberta Lottery Fund

What is it all About?

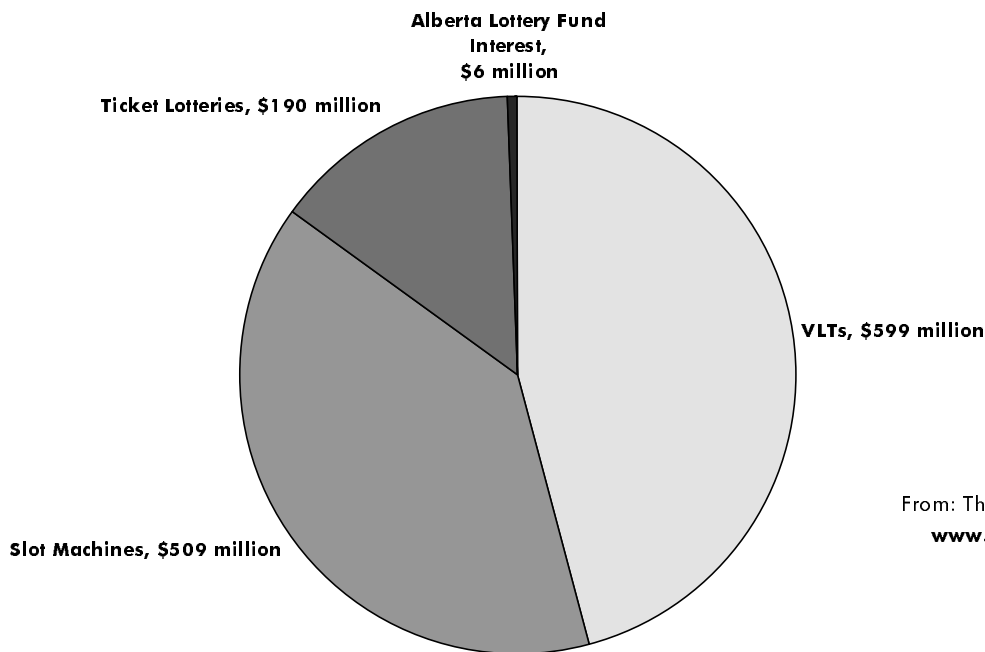
Each year, thousands of volunteer, public and community-based initiatives receive financial support from the Alberta Lottery Fund.

Although you may not be aware of the Alberta Lottery Fund's positive impact in your community, chances are that it directly or indirectly touches your life. No matter what your age, whenever you visit a local library or museum, attend a cultural or athletic event, or participate in a conservation project, lottery dollars are often at work behind the scenes.

In 2003-2004, a total of \$1.1 billion was invested into Alberta communities, through the Fund, which is made up of the government's share of net revenues from VLTs, slot machines and ticket lotteries.

WHERE the MONEY COMES FROM

Alberta Lottery Fund Revenues 2004/2005 Budget



From: The AGLC web site,
www.aglc.gov.ab.ca

TOTAL \$1.168 BILLION

(Less \$136 million for gaming and lottery operations of the AGLC)

The Alberta Lottery Fund is administered by the AGLC, including the collection of revenues and the disbursement of funds. Alberta Lottery Fund dollars are distributed to specific ministries and through those ministries to public initiatives, foundations and grant programs, according to their respective mandates. This allows lottery dollars to be directed to thousands of volunteer, public and community-based groups and initiatives throughout the province each year.

Examples of the types of initiatives that are supported include:

- Community facilities,
- Libraries,
- Museums,
- Sports and athletic events,
- Agricultural societies,
- Major exhibitions,
- Arts and culture groups,
- Wildlife and conservation projects,
- Seniors' groups,
- Recreation,
- Tourism, and
- Historical resources.



Granting Programs and Foundations

The Alberta Lottery Fund also funds seven granting programs and foundations, two of which are administered by Alberta Gaming and five are administered by Alberta Community Development. The two granting programs administered by Alberta Gaming are the Community Facility Enhancement Program (CFEP) and the Community Initiatives Program (CIP).



CFEP was introduced in 1988 to help foster the unique characteristics of Alberta's many communities by providing financial assistance to build, purchase, repair, renovate or upgrade public-use facilities. To accomplish this, the program typically provides matching grants, up to a maximum of \$125,000 per project each year, to registered community non-profit groups, municipalities, and Indian Bands and Métis Settlements. In 2003-2004, the Community Facility Enhancement Program provided 624 grants totalling \$38.5 million to communities throughout Alberta.



Introduced in 2002, **CIP** supports project-based initiatives in areas such as community services, seniors' services, libraries, arts and culture, sports, education, health and recreation. The maximum grant amount is \$75,000 per project per year, and applications can be submitted anytime throughout the year.

There is a matching requirement for CIP funding. The matching requirement may be met in the form of any contribution of money, volunteer labour, services, or donated materials or equipment for the project.

NOTE

As a not-for-profit group, properly registered, the Alberta Lottery Fund can have a direct impact on your bottom line. You are eligible to apply for an Alberta Lottery Fund grant by using the revenues from your charitable gaming event to meet the grant's matching funds requirement. For more information on what grants are available and how to apply, visit our website at:

albertalotteryfund.ca/grants

Those eligible for funding through CIP include:

- Registered community not-for-profit groups*,
- Social services sector and regional Children's Authorities,
- Municipalities, and
- First Nations and Métis Settlements.

*Community organizations that are not registered may have a sponsor apply on their behalf.

In 2003-2004, the Community Initiatives Program (CIP) provided \$30 million in funding for 1,294 volunteer and community-based initiatives in communities throughout Alberta.




The five foundations administered by Alberta Community Development also direct lottery revenues to support Alberta's volunteers and communities and are:


- Alberta Foundation for the Arts
- Alberta Sport, Recreation, Parks and Wildlife Foundation
- Wild Rose Foundation
- Alberta Historical Resources Foundation
- Alberta Human Rights, Citizenship and Multiculturalism Education Fund

The combination of the 13 ministries and the seven granting programs and foundations allows lottery revenues to make a difference in the lives of Albertans by enhancing our communities.


**Information
and Application
Package**



**Community Facility
Enhancement Program**



**ALBERTA
LOTTERY FUND**



**Community Facility
Enhancement Program**

STRENGTHENING ALBERTA'S COMMUNITY

The Community Facility Enhancement Program (CFEP) builds on the achievements of communities across Alberta and recognizes the volunteer spirit in our province.

The central purpose of CFEP is to continue to improve the public-use facilities that are important to our communities. The expansion and upgrading of Alberta's extensive network of community-use facilities will continue to enrich the quality of life in our province.

The success of the CFEP program is based on a grass roots, needs-driven, partnership approach to funding. Under CFEP, Albertans will have access to a matching-grant program which is responsive and relevant to their particular facility development needs.

Program Aims

Intended to be broad in its coverage, CFEP has the following basic aims:


- To enhance and protect the existing community facility infrastructure in Alberta, in partnership with Albertans;
- To assist in the development of community public-use facilities which are required to respond to the expressed needs of Alberta citizens.
- To encourage Alberta communities to build on their strong tradition of volunteerism.
- To empower local citizens to work together in responding to local needs; and
- To facilitate and promote investment by Albertans in local projects.

Organizations Eligible for Funding

The following organizations are eligible to apply for CFEP:


- municipalities (a city, town, village, rural specialized municipality, summer village, Parka Towns Act)
- First Nations and Metis settlements
- community not-for-profit groups who are good standing under one of the following:
 - Societies Act
 - Agricultural Societies Act
 - Part 9 of the Companies Act
 - Part 21 of the Business Corporations Act
 - Cemetery Companies Act/Cemeteries Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
- Foundations established under and regulated by the Regional Health Authorities Act, Universities Act, Colleges Act and Alberta Housing Act

1




**Community
Initiatives Program**

APPLICATION AND GUIDE



**ALBERTA
LOTTERY FUND**



ALBERTA

WHAT IS THE COMMUNITY INITIATIVES PROGRAM (CIP)?

The Community Initiatives Program (CIP) provides funds from the Alberta Lottery Fund to enhance and enrich project-based community initiatives throughout Alberta. Funding is based on local needs and priorities, in accordance with provincial guidelines.

WHO MAY APPLY FOR CIP FUNDING?

Eligible applicants include:

1. Community and for-profit groups registered under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
 - Part 9, Companies Act
 - Part 21, Business Corporations Act
 - Special Act of the Parliament of Canada
 - Special Act of the Alberta Legislature
 - School Act
 - Regional Health Authorities Act, University Act, Colleges Act, Alberta Housing Act, and Foundations established under and regulated by these Acts
2. Municipality (e.g. city, town, village, municipal district, special area municipality, summer village or town under the Park Towns Act)
3. First Nations and Metis Settlements
4. Social Services Sector and Regional Children's Authorities

Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under CIP funding criteria, and must take full legal and financial responsibility for the grant funds approved.

WHAT PROJECTS MIGHT BE FUNDED?

CIP is intended to support project-based initiatives in the areas of:

- community services
- parks
- recreation and sport
- arts and culture
- health
- education
- social services
- children's services
- seniors' services
- environmental protection

Other Alberta Lottery Fund Programs

Major Fairs and Exhibitions

The Alberta Lottery Fund provides financial assistance to nine major fairs and exhibitions across Alberta located in Edmonton, Calgary, Lethbridge, Camrose, Grande Prairie, Lloydminster, Medicine Hat, Olds and Red Deer. These fairs and exhibitions provide opportunities for agricultural and trade exhibits in the various regions.

OPERATING EXPENSES FUNDED BY LOTTERIES

	2004-5 Estimates	2003-4 Budget
Edmonton Northlands	\$ 7,100,000	\$ 7,100,000
Calgary Exhibition and Stampede	7,100,000	7,100,000
Major Fairs and Exhibitions	2,660,000	2,660,000

Excerpt from the Government of Alberta Lottery Fund Estimates 2004-5



Alberta Lottery Fund Web Site

The Alberta Lottery Fund web site at albertalotteryfund.ca, provides additional information on the Alberta Lottery Fund and also includes a searchable database (Who Benefits – Searchable Database), that enables users to view lottery-funded projects by organization, community or type of grant. In addition, volunteer community organizations interested in applying for a grant can obtain more information regarding granting programs, as well as downloadable application forms for some programs.

Informing Albertans about the Alberta Lottery Fund

Albertans have told us they want to know how gaming revenue is spent. The Government of Alberta is listening to Albertans and is always looking for ways to share information about the Alberta Lottery Fund. A key part of this is the Alberta Lottery Fund web site, providing information on the lottery fund and its programs and foundations, a searchable database for lottery-funded groups and initiatives, application forms for CIP and CFEP, and links to related websites. The web site is updated on a regular basis and we will continue to find ways to keep Albertans informed about the lottery fund and its benefits all across the province.



Gaming Information
for Charitable Groups

Section ⑨

Glossary



Glossary

<p>50/50 DRAW</p>	<p>A raffle where the prize is usually 50% of the gross raffle revenue is called a 50/50 draw. The percentage split may be other than 50%, e.g. winner may take 40% of gross raffle revenue, group 60%.</p>
<p>AADAC</p>	<p>The Alberta Alcohol and Drug Abuse Commission (AADAC) is an agency of the Government of Alberta that operates and funds information, prevention and treatment services to help Albertans with alcohol, other drug and gambling problems.</p>
<p>ACCOUNTANT</p>	<p>A professional accountant, a member in good standing of:</p> <ul style="list-style-type: none"> • The Institute of Chartered Accountants of Alberta (CA); or • The Society of Certified Management Accountants of Alberta (CMA); or • The Certified General Accountants Association of Alberta (CGA).
<p>ACTIVE DELIVERY of a PROGRAM or SERVICE</p>	<p>The volunteer membership of the applicant or a licensed group establish, maintain control of and deliver the group’s programs to the community.</p>
<p>ADVISOR (BINGO)</p>	<p>See Hall Advisor.</p>
<p>ADVISOR (CASINO)</p>	<p>Licensed groups hire advisors to assist them in the conduct of a casino event. Advisors are registered gaming workers directly accountable to the AGLC. They must ensure licensed groups comply with legislative, regulatory, and policy provisions related to cash cage and count room activities.</p>
<p>AGLC</p>	<p>Alberta Gaming and Liquor Commission</p>

ALBERTA LOTTERY FUND	The Alberta Lottery Fund is made up of the government's share of net revenues from VLTs, slot machines, DIGI bingo, and ticket lotteries and totals more than \$1 billion each year. The Alberta Lottery Fund is used to support thousands of volunteer, public and community-based initiatives annually. Refer to www.albertalotteryfund.ca for more information.
ALBERTA REGISTRY AGENT	Alberta registry agents are a network of community-based service centres, offering one-stop shopping for a wide range of registration, information, and licensing services on behalf of Alberta Government Services. An eligible group obtains its raffle licence with a total ticket value of \$10,000 and less from an Alberta registry agent.
ALTERNATE GENERAL MANAGER (CASINO)	Casino volunteer position that assumes the duties of the general manager in his/her absence.
AMALGAMATOR (CASINO)	Casino volunteer position that verifies, bundles and summarizes cash and chips in the count room.
ASSOCIATION BINGO	Bingo events held in a facility where several charities are licensed. Association bingo operates more than three (3) days per week and is governed by a bingo association.
ASSOCIATION REPRESENTATIVE-ADMINISTRATIVE (BINGO)	Old terminology; see Hall Manager.
ASSOCIATION REPRESENTATIVE-OPERATIONAL (BINGO)	Old terminology; see Hall Advisor.
ATTACHMENT A	A current use of proceeds list specific to a group that is mailed to each group along with its licence (except for raffles with a total ticket value \$10,000 and less).
BANKER (CASINO)	Casino volunteer position that supervises the cash cage.

BINGO ASSOCIATION	An incorporated, not-for-profit entity that represents or acts as the agent for its members, which are licensed charities. A bingo association is a Class A facility licensee and coordinates activities related to bingo and pull ticket sales (if applicable) on behalf of or as agent for all of the licensed charities conducting bingo events in its licensed facility.
BINGO ASSOCIATION EXECUTIVE	The volunteer executive members of a bingo association.
BINGO CHAIRPERSON	The Bingo Chairperson is a mandatory volunteer position and is ultimately responsible for and in control of a bingo event.
BINGO COORDINATOR	Bingo coordinator assists with the overall management of a bingo event. This position reports to the bingo chairperson.
BINGO EVENT	All bingo games and related bingo promotions or schemes conducted during a specified period of time during the day (for example, morning event, afternoon event, evening event or late night event).
BINGO FLOAT	The funds provided by the facility licensee at the beginning of a bingo event. The float must be returned to the facility immediately following the event.
BINGO GAME	A game in which the player pays to play and for which a prize is awarded if the player meets the pattern and winning criteria.
BINGO PRIZES	Cash, merchandise or other award(s) given to winning bingo players in a licensed facility in conjunction with an approved bingo program.
BINGO PROGRAM	A series of games played over the period of a bingo event.
BINGO SCHEME	A bingo related scheme in which the player may pay to participate (or it may be included in the price of the bingo cards) and be awarded a prize if the winning criteria is met.

BINGO SOCIETY	An incorporated, not-for-profit entity that represents or acts as the agent for its licensed charities, primarily to allocate bingo events among them at a designated licensed facility operated by a Class B facility licensee.
BINGO TERMS & CONDITIONS and OPERATING GUIDELINES	The AGLC's set of policy requirements and operating guidelines that apply to bingo events held in a licensed bingo facility.
BOARD	The Board of the Alberta Gaming and Liquor Commission (AGLC).
BOARD of DIRECTORS	Executive members of a charitable group, e.g. president or treasurer.
BONA FIDE MEMBER of a LICENSED CHARITY	An individual who is listed or named in the licensed charity's official records as a current member in good standing of the licensed charity. Membership is defined within a group's bylaws.
BONANZA	A special bingo game with separate card sales and involving a pre-call of bingo numbers.
BONANZA/SPECIAL GAMES CONTROLLER	Bonanza/special games controller supervises card sales for games with separate sales. This position reports to the bingo chairperson.
BROAD-BASED MEMBERSHIP	<ul style="list-style-type: none"> a) membership is open to the general public; b) membership does not depend on an individual's 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.
BTCOG	<i>Bingo Terms & Conditions and Operating Guidelines</i>

BYLAWS	Fundamental governing rules and regulations of any society. Bylaws state how the society is to be governed and how the powers of the society are to be exercised. Also known as the constitution, charter or rules and regulations.
CALLER (BINGO)	The caller is responsible for conducting the approved bingo program. This position reports to the bingo chairperson.
CANADA CORPORATIONS ACT	Not-for-profit organizations that are national in scope and operate in many provinces may consider incorporating under this act.
CASHIER (BINGO)	A volunteer or paid position responsible for processing bingo card sales.
CASHIER (CASINO)	Casino volunteer position that works in the cash cage in a role similar to a bank teller.
CASINO FACILITY LICENSEE	The individual, partnership or corporation holding a casino facility licence which authorizes the operation of a facility in which a casino event may be conducted.
CASINO TERMS AND CONDITIONS AND OPERATING GUIDELINES	The AGLC's set of policy requirements and operating guidelines that apply to casino events held in a licensed casino facility.
CASINOTRACK	An online, real-time, data base application connected to the AGLC through a wide area network. Tracks all casino financial transactions and produces reports based on these transactions for audit control and gaming integrity.
CHARITABLE COMMUNITY BENEFIT	A benefit delivered to the community or a significant segment of the community in one of the areas recognized as charitable by the AGLC.

CHARITABLE GAMING	Bingo, casinos, raffles and pull-ticket sales conducted and managed by eligible charitable and religious groups licensed by the AGLC. The proceeds from the charitable gaming must be used for approved charitable or religious purposes.
CHARITABLE GROUP	A non-profit group determined by the AGLC to meet licensing eligibility requirements. The AGLC is not bound by the definition of “charity” used by other authorities or jurisdictions.
CHARITABLE or RELIGIOUS PURPOSE	A purpose recognized as charitable by the AGLC and includes the following: <ol style="list-style-type: none"> 1. relief of poverty; 2. advancement of education; 3. advancement of religion; and 4. other purposes beneficial to the community.
CHARITY	For purposes of gaming licensing, a charity is a non-profit organization determined by the AGLC to meet licensing eligibility requirements in terms of organizational structure and in serving a charitable or religious object or purpose. A charity does not necessarily include an organization that may be recognized as charitable under other provincial or federal statutes, such as the <i>Charitable Fund-Raising Act</i> (Alberta) or the <i>Income Tax Act</i> (Canada).
CHIP RUNNER (CASINO)	Casino volunteer position that maintains and transports an inventory of chips and credits.
CLASS A LICENSED BINGO FACILITY	A licensed facility whose licence is held by a bingo association.
CLASS B LICENSED BINGO FACILITY	A licensed facility whose licence is held by an entity other than a bingo association, i.e. private operator.

COMMON LAW	The body of law developed over time and found in the opinions and principles of court decisions.
COMMUNITY BINGO	Bingo events held at a non-designated bingo facility that operates three (3) days or less per week. The charitable group is issued the bingo licence.
COMPANIES ACT	Part 9 of the <i>Companies Act</i> allows not-for-profit organizations to become incorporated. Organizations incorporated under this act are allowed to engage in business activities (The <i>Societies Act</i> restricts this activity.).
CONSIDERATION	The payment of anything of value to qualify to become eligible to secure a chance to win, e.g. money is exchanged for a raffle ticket.
COUNT ROOM SUPERVISOR (CASINO)	Casino volunteer position that supervises count room staff and procedures.
COUNTER (CASINO)	Casino volunteer position that counts sorted cash and chips by denomination in the count room.
CRIMINAL CODE	The federal statute which, under Section 207(1)(b), authorizes a province to issue a licence to a charitable or religious organization to conduct and manage a lottery scheme such as bingo, casino table games, raffles and pull-tickets sales, but only if the proceeds are used for a charitable or religious purpose.
CTCOG	<i>Casino Terms & Conditions and Operating Guidelines</i>
DIGI	Electronic bingo is a new way to play traditional bingo. An electronic device has the bingo card configurations in its memory. The player inputs the number that was announced by the caller, and the device will automatically mark all the corresponding numbers on the bingo cards that are being played.

DISCOUNT TICKET	Raffle tickets typically sold in multiples at a price lower than the regular single raffle ticket price, e.g. 3 tickets for \$5.
DISCREPANCY REPORT	A report prepared by the facility licensee, licensed charity, registered worker and/or volunteer regarding a breach of the terms and conditions, security breach, or any other illegal activity.
DRAW	Approved selection process by which the winner(s) are determined on a random basis.
DUE DILIGENCE	Measures or practices to prevent criminal activity, abuse, or other activity that is a detriment to gaming or the integrity of gaming in licensed facilities.
DUE DILIGENCE INVESTIGATION	A background investigation intended to determine the suitability of an applicant or any person associated to the applicant in order to ensure the integrity of gaming, and that the involvement of the applicant or associated person is not a detriment to the lawful conduct of gaming, and includes a records check and corporate and personal financial investigation.
ENDOWMENT FUND	A fund where the principal is not normally disbursed and only the investment income, or a portion thereof, is expended.
EXPENSES	The direct costs incurred by a licensed charity to hold a gaming event. Such costs may include rent, supplies, advertising, meal costs incurred by volunteers to work at the event, etc.
EXTERNAL ENTITY	Any individual, organization or government body other than the applicant group.

EVENT MANAGEMENT SYSTEM (EMS)	The facility licensee uses the Event Management System (EMS) computer system provided by the AGLC to automate and account for business functions in licensed bingo facilities.
FABA	The Federation of Alberta Bingo Associations.
FACILITY LICENSEE (BINGO)	The entity that holds a bingo facility licence issued by the AGLC.
FACILITY LICENSEE (CASINO)	The entity that holds a casino facility licence issued by the AGLC.
FIXED FEE (BINGO)	The facility licensee's fee for providing the licensed charity with the space and services to conduct its bingo event.
GAMES MANAGER (CASINO)	A casino facility employee who supervises the games area in the casino.
GAMING AND LIQUOR ACT	The provincial statute which governs gaming, including charitable gaming, in the province.
GAMING AND LIQUOR REGULATION	Regulations made pursuant to the <i>Gaming and Liquor Act</i> for the governance of gaming, including charitable gaming, in the province.
GAMING ID NUMBER	An AGLC-issued unique 4- or 5-digit ID number that the AGLC uses to identify a specific charity and access its organization's records.
GAMING WORKER	A person who is paid to assist either a gaming licensee in the conduct or management of a gaming activity, or facility licensee in the operation of a licensed facility.
GENERAL MANAGER (CASINO)	Casino volunteer position that supervises all aspects of the two-day casino event ensuring the casino is conducted according to the AGLC <i>Casino Terms & Conditions and Operating Guidelines</i> .

GROSS BINGO REVENUE	The funds raised from a bingo event through the sale of bingo cards or other schemes conducted with a bingo game.
GROSS RAFFLE REVENUE	Total funds raised from a raffle's ticket sales.
HALL ADVISOR	The hall advisor position is responsible for operations of the bingo event. This position works closely with, and reports to, the bingo chairperson.
HALL MANAGER	The hall manager position is responsible for assisting the bingo association with its operations.
HOUSE RULES (BINGO)	The rules governing the operation of a bingo event, adopted specifically by a facility licensee, and which must be consistent with the <i>Bingo Terms & Conditions and Operating Guidelines</i> .
INCORPORATION	An incorporated organization becomes a separate and distinct entity, with its own powers, right and privileges. The incorporated organization is the one liable for contracts and debts entered in or incurred in its name. Provides some protection from debt and obligations to members of incorporated organizations.
INSPECTOR	An inspector of the AGLC, police officer as defined in the <i>Police Act</i> , or someone designated by the AGLC as an inspector under the <i>Gaming and Liquor Act</i> .
JOINT VENTURE	Two or more groups conduct a raffle or casino event as partners. Each group must be eligible separately. One licence would be issued in the name of the groups involved.
KENO	A provincial lottery ticket gaming product where draws are held every five minutes. Players pick from one (1) to ten (10) numbers from a field of one (1) to eighty (80). Twenty (20) winning numbers are drawn and broadcast to play locations.

LICENCE	A licence issued by the AGLC 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.
LICENSED CHARITY	The charitable or religious organization holding a licence authorizing a gaming event within a licensed facility or other approved location.
LICENSED FACILITY	A facility in which bingo or casino events may be conducted.
LICENSEE	The charitable or religious group or the board of a fair or exhibition holding a valid licence issued by the AGLC.
LINKED BINGO	A bingo game played simultaneously by participants at different locations in which the locations are linked by a communication system, i.e. Satellite Bingo.
LOONIE POT	A progressive prize scheme played with regular bingo games in a bingo program.
MINOR	A person under the age of 18 years.
NET (EVENT) REVENUE	Gross event revenue less event prizes and expenses.
NETWORK STUDIO	The studio from which linked bingo is transmitted to subscribing bingo locations.
NEVADA	Another term for pull ticket.
PAID STAFF (FACILITY)	Registered gaming workers pursuant to the <i>Gaming and Liquor Regulation</i> .
PAYMASTER (BINGO)	The paymaster is responsible for supervising the awarding of prizes. This position reports to the bingo chairperson.
PIT (CASINO)	A group of table games organized in a configuration conducive to supervision.

PIT BOSS (CASINO)	A casino facility employee responsible for supervising no more than three types of table games. This position is responsible to the pit supervisor.
PIT SUPERVISOR (CASINO)	A casino facility employee who supervises a pit. This position is responsible to the games manager.
POOLING (CASINO and BINGO)	<p>The collecting and disbursement of all net revenue over a specified regular period of time from events held in a licensed facility according to a pooling agreement approved by the AGLC.</p> <p>Note: Pooling does not exist in community bingo.</p>
PRIZES	Cash, merchandise or other award(s) given to winners who paid to participate in a gaming event(s).
PROBLEM GAMBLING	<p>Refers to any form of gambling behaviour that adversely affects family, personal or vocational pursuits. It is a recognized psychiatric disorder characterized by:</p> <ol style="list-style-type: none"> a) continuous or periodic loss of control over gambling behaviour; b) preoccupation with gambling and obtaining money to gamble; c) irrational thinking; and d) continuation of gambling behaviour despite negative consequences.
PROCEEDS	The gross gaming revenue less gaming prizes and expenses, and the commission paid to charities at whose licensed gaming events the AGLC conducts provincial lotteries. Proceeds also includes all interest, dividends or other income earned on gaming proceeds deposited in interest accounts or held, with AGLC approval, in deposit certificates or investments made by a trustee.
PROFITS	Old terminology; see "Proceeds."

PULL TICKET	A type of instant-win ticket with sealed windows or pull tabs that open to reveal symbols, letters, or numbers that correspond to a specific prize.
PULL TICKET MANAGER	A registered position, pursuant to the <i>Gaming and Liquor Regulation</i> , responsible for the control and sale of pull tickets in a licensed bingo facility.
PULL TICKET SELLER	A pull ticket seller responsible for the sales of pull tickets from a specific location in a bingo facility. This position reports to either the pull ticket manager or hall manager.
RAFFLE	A lottery scheme where tickets are sold for a random chance of winning a prize(s).
RAFFLE TICKET MANAGER	An individual authorized by, and registered with, the AGLC to manage a raffle.
RANDOM	Chance, indiscriminate, without method or conscious choice.
REGISTERED GAMING WORKER	A paid position registered with the AGLC to perform a function(s) at licensed gaming events, for example, casino dealers, bingo callers, and raffle ticket managers etc.
REGULAR TICKET	A raffle ticket at the highest price that can be sold alone or in any number.
REGULATORY DIVISION	The Regulatory Division of the AGLC.

RESPONSIBLE GAMBLING	Means KNOWING YOUR LIMITS and GAMBLING WITHIN YOUR MEANS. In the individual context, it implies individual responsibility for one's own gambling behaviour and carries the expectation that the individual must manage this activity in a safe manner, consistent with how other activities that involve a level of risk are managed, i.e. driving, using alcohol, participating in sports. In the broader industry context, it refers to those programs and services designed to prevent gambling-related problems by supporting and enabling individuals to gamble responsibly or to get help if he/she has a problem.
RULES of PLAY (BINGO)	The rules of play governing the operation of bingo games and schemes that must be consistent with the <i>Bingo Terms & Conditions and Operating Guidelines</i> .
SATELLITE BINGO	A linked bingo game approved by the AGLC and conducted under a bingo licence issued to a licensed charity.
SATELLITE GAME CONTROLLER	Satellite game controller is responsible for the control and reconciliation of the Satellite game sales and reporting sales to the network studio. This position reports to the bingo chairperson.
SELLER/CHECKER (BINGO)	Performs duties of a seller, a checker, or both, and is responsible for their float/cash procedures, selling cards and verifying winning cards. This position reports to the Bingo Chairperson.

<p>SIGNIFICANT SEGMENT of the COMMUNITY</p>	<p>a) programs and services are reasonably available to all members of the general public who qualify and wish to participate;</p> <p>b) the beneficiaries are not numerically insignificant relative to the community to which the programs and services are provided; and</p> <p>c) membership or participation does not depend on a personal relationship to any particular individual or individuals.</p>
<p>SLOT MANAGER</p>	<p>The registered gaming worker having the responsibility of managing slot machines.</p>
<p>SOCIETIES ACT</p>	<p>A not-for-profit group may become incorporated under this Act.</p>
<p>SORTER (CASINO)</p>	<p>Casino volunteer position that sorts all cash and chips by denomination in the count room.</p>
<p>STUB</p>	<p>The part of a raffle ticket containing the purchaser's name, address and telephone number that is retained for the prize draw(s).</p>
<p>SURPLUS (BINGO)</p>	<p>The amount by which the fixed fee exceeds actual expenses.</p>
<p>TOTAL TICKET VALUE</p>	<p>Calculated by multiplying the number of tickets available to be sold (printed) by the price per ticket. Remember to add together the ticket values of both regular and discount tickets.</p>
<p>USE of PROCEEDS</p>	<p>The AGLC provides charitable groups with requirements for using proceeds pursuant to the <i>Criminal Code</i> dictates that say proceeds must be used for charitable or religious objects or purposes.</p>
<p>USE of PROFITS</p>	<p>Old terminology; see "Use of Proceeds."</p>

USHER (BINGO)	Another term for the position of seller/checker.
VERIFIER (BINGO)	A device that helps verify declared bingos.
VOLUNTARY SELF-EXCLUSION (VSE)	A program developed by the AGLC and AADAC that assists problem gamblers who choose to exclude themselves from a licensed gaming facility.
VOLUNTEER	An individual who works without remuneration for a licensed charity.



Gaming Information
for Charitable Groups

Section 10

Frequently Asked Questions



Frequently Asked Questions

Eligibility

Q? How does my organization register as a charitable or not-for-profit organization?

A. Contact Corporate Registries at 780-427-2311 -or- Toll Free 310-0000
...ask to be connected to 427-2311
web site: www3.gov.ab.ca/gs

Q? What is an AGLC gaming ID number?

A. The AGLC issues a unique identification number to each charitable or religious group applying for a gaming licence. This number helps the AGLC to identify a specific group among thousands on the AGLC database.

Q? Are non-profit daycares eligible for gaming licences?

A. Yes. Non-profit, government licensed childcare groups that provide educational, health, and developmental services to children, a charitable benefit to the community may be eligible for licensing.

Q? How does the AGLC distinguish between:

- non-profit arts groups who are eligible; and
- commercial art groups?

A. Any non-profit group that delivers art programs to the public on a free or cost-recovery basis is eligible. A commercial group that delivers art to the community for profit is not eligible, e.g. a group making pottery for sale to a retail outlet that generates income for the personal gain of the group's members is **not** eligible. However, a group that does not generate income for the personal gain of its members and does provide programs that are open to the public, **is** eligible.

Q? My ethnic group organizes cultural events in our hall for our members. Can we obtain a gaming licence?

A. Any groups organized solely to provide social or recreational activities for their members are not eligible for licensing. If your group were to allow the community reasonable access to your hall, and be involved in projects considered charitable, your group may become eligible for gaming licences.

Q? We are a “Friends of ...” group that fundraises for our local community theatre. The theatre conducts casino events. Can we obtain our own casino licence?

A. The AGLC considers your group related to the theatre group. Only one of either the principal or affiliated groups may be licensed for a bingo or casino at a time. This policy prevents affiliated groups from forming with the intent of obtaining more gaming licences.

Use of Proceeds

Q? Can we use bingo proceeds for the uses we were approved for on our casino licence?

A. Yes. Approval for use of gaming proceeds is given at the group or organization level and is not licence specific.

Q? Why does the AGLC allow groups to donate gaming funds to others outside of Canada?

A. For many Albertans, the practice of donating to international projects in the developing world is consistent with their values.

Q? Why do we have to use our gaming proceeds within two years?

A. Three reasons:

1. To ensure that groups do not accumulate gaming funds and continue to obtain gaming licences unless there are valid reasons for accumulating funds.
2. To ensure gaming funds are spent on the charitable programs and services for which groups were found eligible.
3. To maximize the opportunity for all eligible groups to access gaming events and funds.

Written requests to hold gaming funds for longer than two years may be approved by the AGLC.

Q? Calling and coordinating bingo volunteers can be time consuming. Can we pay someone an honorarium from our bingo proceeds to do this for our group's bingos?

A. No. Paying someone to call/coordinate volunteers for a bingo event is not an approved use of proceeds. Groups who have bingo licences are made up of volunteers; preparing for the bingo event must also be coordinated by volunteers. According to the BTCOG, bingo events must be run by volunteers; therefore, a person cannot be paid from gaming funds or any other funds to aid in a bingo event.

Q? Another group regularly supplies bingo volunteers for our group's bingos. Can we make a donation to them?

A. No. Volunteers cannot be paid cash or cash equivalent for working a bingo event. Groups who have difficulty securing enough volunteers for their bingo events should consider the option of working a bingo event with another group in their bingo association. Groups must ensure volunteers are known to members of the group and must not make a donation in lieu of volunteering.

Q? Can we use gaming funds to cover costs of members attending a convention?

A. Yes, if there is an educational component involved.
No, if the convention is administrative or fraternal in nature.

Q? We drive volunteers to the bingo hall. Can we cover the resulting expenses with gaming funds?

A. Yes, if this is an expense like taxi fare or babysitting services incurred in order to volunteer. This is considered a post-event expense. Written approval is not required. Receipts must be submitted in order to receive the reimbursement.

Q? When the AGLC refers to "annual" for approving use of proceeds, which 12-month timeframe is it using?

A. The AGLC is referring to the calendar year.

- Q?** Rural libraries seem to struggle more financially than urban libraries. Why not expand their eligible uses of proceeds to include things like operating or capital budgets?
- A.** Libraries operating outside the *Libraries Act* may be able to cover the costs of various operations with gaming proceeds. However, libraries generally operate under the *Libraries Act*, and so are considered an arm or institute of the government. Government is not considered a charitable purpose and any part of a government is ineligible for gaming proceeds.
-

- Q?** How can one group be approved to use gaming funds for a specific purpose while another similar group is refused for the same purpose?
- A.** While requests from groups may appear similar, the details accompanying each request can vary. Each request to use gaming funds is considered individually, on its own merit. Generally, in situations like this, not enough detailed information was provided by the refused group. Supply plenty of detailed information with supporting documents when requesting approval.
- Remember, the AGLC's decision can be appealed in writing. An appeal must clearly explain how your group's request complies with AGLC policies.
-

- Q?** Can we use gaming funds to pay administrative staff?
- A.** No. Administrative staff salaries are not an eligible use of gaming funds with one exception. You may pay a professional accountant to prepare your gaming financial reports.
-

- Q?** Can we use gaming funds to pay for other administrative costs?
- A.** Administrative costs related to the internal administrative activities of the group are not eligible uses of gaming proceeds, e.g. legal fees, salaries, wages, honorariums for performing administrative duties; non-gaming accounting fees.

Q?

-continued-

A. Administrative costs that are necessary for the group's program or services may be eligible. Approved administrative costs are limited to a maximum cumulative total of 10% of gaming proceeds earned the previous calendar year.

Approved administrative costs include:

- Telephone, stationery, postage, newsletters and web site costs to communicate information on the group's program and services to the public;
- Space rental for membership meetings and storage (except when belonging to a member);
- Liability insurance fees for a group's board of directors.

Q?

Volunteers regularly make smaller purchases of items. How can we easily pay these costs from gaming accounts?

A. Here are a few suggestions:

- Plan ahead. Purchase supplies in larger amounts that will cover your group's needs for the next few months. Pay with one gaming account cheque.
- Set up accounts with your regular suppliers and ask them to bill the group directly so you may pay with a gaming account cheque.
- If an individual purchases items for an approved expense, a cheque may be issued from the appropriate gaming account to reimburse the individual. Receipts must be submitted in order to receive the reimbursement.

Q? Can we use gaming funds to purchase new computers for our group?

A. Yes, if the computers are essential to your group's program or service delivery.

Computer costs related to the internal administrative activities of the group are not an eligible use of proceeds.

Q? Some gaming funds are currently generating interest for our group. Is the interest considered gaming money?

A. Yes. All interest, dividends or other income earned on gaming funds becomes part of gaming proceeds. It must be used as per your group's approved use of proceeds.

Q? Can we pay for the expenses for an upcoming fundraiser using gaming funds?

A. No. Gaming proceeds cannot be used to subsidize the cost of fundraising activities.

Q? Can we use gaming funds to cover a bursary to send someone to Bible school?
What about scholarships?

A. Typically, scholarships and bursaries are administered by a post-secondary institution. With charities, there must be a process and criteria in place to determine eligibility. Scholarships are based on achievement, bursaries on financial need. Bursaries or scholarships must be available to all qualified individuals, not just family members. If a scholarship or bursary is only available to members' relatives, this is not an eligible use of funds.

Q? Our service club offers bursaries and scholarships to students meeting our set of criteria. Can we make the cheque for the tuition payable to the student?

A. Yes, if the student meets your selection criteria and your group has proof the student is attending a recognized educational institution, e.g. tuition receipt.

-
- Q?** We are a youth group. Can we buy uniforms with gaming funds?
- A.** Yes, if the uniforms are essential to the delivery of your programs or services. The uniforms may not be personalized and must remain the property of the group. A written policy for uniform use is required.
-
- Q?** Can we use gaming funds to pay for our group's annual summer barbeque?
- A.** No. Gaming proceeds cannot be used to pay for social events with one exception. Seniors' entertainment, including meals but excluding liquor, may be eligible if:
- there is broad-based community involvement with activities not limited to the group's members;
 - a minimum of 75% of those participating are seniors; and
 - expenses are paid on a cost-recovery basis only.
-
- Q?** What happens if we spend gaming funds for something not yet approved by the AGLC?
- A.** All uses of gaming proceeds require written approval from the AGLC prior to disbursement. In the event gaming proceeds were spent without approval, your group may be required to redeposit the funds to the gaming account.

Financial Reporting

Q? We've transferred some funds between our gaming account and general operating account. Why shouldn't we do this?

A. To comply with AGLC policies, all approved disbursements of proceeds are to be made from a gaming account by cheque signed by two current members of the group's executive and are to be supported by receipts or vouchers.

If you transfer revenue between gaming and non-gaming accounts, the non-gaming account becomes open to the AGLC for inspection.

Q? I know purchases made with gaming funds must be approved prior to purchase and that cheques are the required payment method. What do I do when a vendor does not accept cheques?

A. Groups who ensure all approved purchases are paid by cheque have created a very clear paper trail. In those cases where cheques are not accepted for payment, contact Financial Review for advice.

Q? Can you explain what is meant by not mixing gaming funds?

A. Groups are required to open a separate gaming bank account in the name of each of their gaming licences. These accounts are needed at the event level for deposits and withdrawals. For example, if a group has a casino licence, a bingo association licence, and a raffle for a total ticket value more than \$10,000 licence, the group will require a casino gaming bank account, a bingo association gaming bank account, and a raffle total ticket value more than \$10,000 gaming bank account.

Q?

-continued-

A. Raffles total ticket value \$10,000 and less do not require a gaming bank account. This is the only licence where groups can use their general account to manage gaming revenue.

All bank accounts must provide monthly bank statements and cancelled cheques (photocopies are acceptable).

Q?

Will my group receive a financial report for each gaming licence?

A.

Yes. Groups will receive a financial report from the AGLC for each of its gaming licences, except for raffles total ticket value \$10,000 and less. The financial reporting requirements for raffles total ticket value \$10,000 and less are indicated on the raffle licence and must be sent to the AGLC within 60 days of the final draw. See page 234 for more information.

Bingo

- Q?** The bingo section in this manual primarily refers to bingo associations. Where can I get information regarding community or private operator bingo?
- A.** The *Bingo Terms & Conditions and Operating Guidelines* will provide information about all licence types. This document can be viewed on the AGLC's website. Groups can also speak with a bingo licensing clerk for more information.
-
- Q?** How many volunteers are needed at a bingo event?
- A.** It depends. All bingo associations require different numbers of volunteers, which will vary from day to day and event to event. Your bingo association will provide you with specific training about their policies and procedures. The AGLC approves each bingo association's bingo program, including the minimum number of volunteers required. Your group should be prepared to have between 12-18 volunteers depending on the event that day. When a bingo hall has a special event, a greater number of volunteers will be required, i.e. 18-22.

Q? Can minors play bingo?

A. The legal age for participating in the gaming activities is 18 years of age. On October 1, 2000, the AGLC (in response to a recommendation from the Bingo Review Committee) adjusted its policies to allow some small non-association bingo licensees to apply for an exemption from current policy to allow minors, accompanied by an adult, to play bingo for small cash prizes (no more than \$50). There are approximately 2,500 bingo licensees in Alberta, and it is estimated that less than 300 will be able to apply for this exemption. Details of the policy change are available on the web site. Minors are prohibited in facilities that have electronic gaming.

Q? What is electronic bingo?

A. Electronic bingo is another way to play multiple bingo cards. An electronic device has the bingo card configurations in its memory. The player inputs the number that was announced by the caller, and the device will automatically mark all the corresponding numbers on the bingo cards that are being played. Electronic bingo in Alberta is called DIGI bingo.

Q? How much will charities receive from DIGI Bingo?

A. Electronic bingo is operated by the AGLC under Section 207(1) (a) of the *Criminal Code*. As such, net sales revenue (after prizes, commissions, and expenses are paid) must flow through the Alberta Lottery Fund.

- Q?** -continued-
- As with other forms of electronic gaming (like slot machines), the retailer (bingo facility licensee) receives a commission of 15% and the charity working the event 15%. The balance of proceeds from electronic bingo, less operational costs, is returned to the bingo association groups through special grants from the Alberta Lottery Fund. Lottery fund appropriations are voted on by the Legislature.
-
- Q?** What is satellite bingo? Is it available at community bingo events as well as bingo association events?
- A.** Satellite Bingo is a game linked with participating bingo association halls and community bingos across Alberta. The caller and equipment are at one location and are linked by satellite to all other locations.
-
- Q?** What is Keno?
- A.** Keno is played on a “board” of 80 numbers. One to ten numbers are picked by the player and twenty numbers are selected at random by the central computer system. Bets can vary between \$1 and \$10 per game. Winnings are distributed based on the number of matches between the player’s picks and the twenty random selections. The top prize is capped at \$100,000. Draws occur every five minutes.
-
- Q?** How much do charities receive from Keno?
- A.** The retailer (bingo association) receives a standard commission of 5% of gross sales, and 2% commission on the value of prize redemptions, identical to other ticket lottery retailers.

Q? -continued- An additional 5% of gross sales is distributed to the charities working bingo events through pooling agreements on a weekly basis. The remainder of the net proceeds (after the deduction of direct expenses) will be distributed through pooling to charities working bingo events once prizes have been fully reconciled.

Q? Can bingo halls with Keno and DIGI have volunteers who are minors working bingo events? **A.** Consistent with the recommendations from the Gaming Licensing Policy Review, Keno and electronic bingo are only being offered to bingo halls that maintain an age-controlled environment.

Q? Can we pay volunteers or groups to work our bingo events? **A.** No. Alberta's charitable gaming model requires that gaming events are conducted and managed by volunteers. Some groups who have difficulty recruiting enough volunteers to work gaming events may consider a credit/point system or a shared event. See pages 71 and 100-01, for more information.

Q? We drive volunteers to the bingo hall. Can we cover the resulting expenses with gaming funds? **A.** Yes, if this is an expense like taxi fare or babysitting services incurred in order to volunteer. This is considered a post-event expense. Written approval is not required. Receipts must be submitted in order to receive the reimbursement.

Casino

- Q?** Are there waiting lists to conduct casinos in Alberta?
- A.** Yes. The current demand for casinos exceeds available casino slots. The length of the waiting list is different for each location and will fluctuate over time. Factors influencing this include the number of licensed casino facilities, the number of groups eligible for casinos, and the location of the group and their program delivery.
-
- Q?** How does licensing a new casino facility affect casino slots availability?
- A.** A new traditional casino in any area would allow up to 180 charity casino events each year. This would reduce waiting lists and allow more charities to benefit from gaming revenue for their programs.
-
- Q?** How many advisors do we need to hire for our casino?
- A.** Most casinos require that you hire two advisors, one to work in the cash cage, and a second to work in the count room. The AGLC has a list of licensed advisors for your area. Groups choose the advisors they want for their event.
- In minor casinos, you may require only one advisor with dual registrations in both the cash cage and count room.

-
- Q?** How much money should be in our bank account **before** we receive our casino money?
- A.** You will need to have some funds in your casino bank account before your casino event. This money is needed to cover the cost of advisors' fees and volunteer food expenses. These funds can come from your general operating account or other sources and are repaid when your group receives casino money from the pool trustee. Check with your advisor for the amount of funds you will need to have in your casino gaming account on the date of the event.
-
- Q?** Do the charities get any money from the slot machines?
- A.** Charities receive 15% of the net sales from slot machines. Slot machine funds are pooled on a regional basis for the same quarter in which the casino event occurs. The funds from slot machines are sent by the trustee separately from the funds from the casino table game pooling trustee.
-
- Q?** What documents do we need to bring to our casino?
- A.** You will need to bring your:
- Casino Licence;
 - "Worker Sign-In" sheets; and
 - cheques and a deposit book from your approved casino bank account.
-
- Q?** How many cheques do we need to bring to the casino?
- A.** Cheques written at the end of the second night of the casino event must come from your casino bank account. The number of cheques you will need varies from casino to casino. Check with your advisor for the number of cheques you should bring. The cheques need to be signed by all authorized people at the end of the second night. Be sure you have the required signatures. Be sure to bring a deposit book for your casino bank account.

Q? Can volunteers change jobs on different shifts?

A. Once a volunteer has signed in and worked a shift, he or she **cannot** change jobs. If a volunteer will be working two shifts (on the same day or different days), he/she must do the same job.

Volunteers cannot work in both the cash cage and the count room.

There are two exceptions:

1. The general manager may assign a count room volunteer to witness table closing chip counts. This must not interfere with count room duties.
2. In minor casinos outside of Edmonton, Calgary and St. Albert, the individuals assuming the positions of banker, cashier(s) and chip runner may, once their cash cage duties are finished, also work in the various count room positions. An exception is the banker, who cannot take over the count room supervisor position.

If you have questions about this, speak with your advisor. See page 177.

Q? Can volunteers gamble before or after working a shift?

A. No. Volunteers cannot gamble at tables, slots or VLTs at any time for the duration of their licensed two-day casino event.

Q? How does casino pooling work?

A. Pooling of casino profits (and losses) is mandatory. Pooling is done by city/region on a quarterly basis. All groups licensed in the same city pool proceeds with other groups in the same quarter. Pooled money is held by an independent trustee.

Quarter Time Period:

1. First Quarter — January to March
2. Second Quarter — April to June
3. Third Quarter — July to September
4. Fourth Quarter — October to December

At the end of the pooling period, the AGLC authorizes the trustee to release funds to the individual groups. The amount received by a group is an equal share of the pool less licence fees and GST.

Q? When do groups get funds from the casino pool?

A. The pool trustees issue funds only after approval from the AGLC. The time from the close of the pooling period to the receipt of funds is usually six to eight weeks. The money received from the Trustee must be deposited into the group's approved casino bank account.

Q? How are the proceeds dealt with in Alberta casinos?

A. The licensed group receives all table game net sales revenue and pays the facility operator a fixed fee that reflects space and services provided. The group also receives 15% of slot machine revenue. Refer to pages 159-60 for more information.

-
- Q?** We are scheduled for a casino event. Can we apply now for our next one?
- A.** No. A group is eligible for only one casino licence at a time. Your group cannot request a future casino event until the current casino event is completed.
-
- Q?** Our group still has funds in our casino account from our last casino. Do we need a new bank account for our next casino?
- A.** No. Continue to use the existing casino gaming account from previous casinos. Remember to request approval for an extension if any gaming revenue is left more than 24 months after it was received.
-
- Q?** Does our group have to apply to the AGLC every time we want to have a casino?
- A.** Yes. If a group has held a casino and wants to hold subsequent events, the group must complete and submit a “Request for Casino Licence” form after its event.
-
- Q?** How long does it take to get a casino from the time of application to an actual event?
- A.** It may take several months from the time the application is submitted to the time a group is slotted for a casino event in a particular quarter and year. After that, it may take from one to three years for a group to reach its casino event dates, depending on the wait list in a particular region of the province.
-
- Q?** Where can I get information about potential new casino facilities in my area?
- A.** Visit the AGLC web site at www.aglc.gov.ab.ca, where you can read about the status of all potential new casino facility applications as well as requests for expansions and relocations of existing casino facilities.

- Q?** Some casino facilities are more luxurious than others. Is the percentage of proceeds to either the charities or Alberta Lottery Fund reduced because money goes back into upgrading the casino building?
- A.** No. Casinos are completely owned and maintained by private, independent operators.

Pull Ticket

-
- Q?** How long does someone have to redeem a pull ticket?
- A.** There is no time limit, as long as the person is redeeming a winning pull ticket at the facility from which it was sold.
-
- Q?** How long must our group keep the redeemed pull tickets?
- A.** If all tickets in a unit are sold, and the seller has balanced, winning tickets can be destroyed. Groups must ensure they fill out the “Pull Ticket Inventory Reconciliation” form.
-
- Q?** I am a pull ticket seller. Can I purchase pull tickets after my shift?
- A.** Yes, if your group’s pull ticket licence is not in conjunction with a bingo association, and as long as you do not purchase a pull ticket from your unit or any other unit of which you know the status. If you are a pull ticket seller at a bingo association event, you cannot purchase pull tickets after your shift.

Raffle

Q? What is a raffle?

A. A raffle is a lottery scheme where someone is paying for the opportunity to win a prize.

A raffle consists of three elements:

1. consideration;
2. chance; and
3. prize.

If all these elements are present, a group must obtain a licence.

Q? How many raffle tickets can we print to sell?

A. The group licensed to conduct the raffle decides how many tickets to sell. Total ticket value is calculated by multiplying the price per ticket by the number of tickets for sale. If you increase the number of tickets for sale, the resulting increased total ticket value may move the raffle from total ticket value of \$10,000 and less to more than \$10,000 licence category where different terms and conditions apply.

The AGLC reserves the right to restrict the total ticket value of any raffle prior to issuing a licence.

Q? We have a gaming bank account that we used for our casino. Can we use this account for our raffle?

A. No. You require a separate bank account for each kind of gaming activity, i.e. one for casino, and another for a raffle with total ticket value of more than \$10,000. For a raffle total ticket value \$10,000 and less, you are not required to open a raffle gaming account and may use your general operating account.

-
- Q?** If our raffle prizes are donated, do we still need to reserve money in our raffle account for prizes?
- A.** No. You need to secure enough funds in your raffle gaming account to cover any required payment for raffle prizes. If all prizes were donated, no payment is due.
-
- Q?** We have an unclaimed prize from our last raffle. What should we do?
- A.** Your group has a choice. You can donate the prize or money equivalent to the fair market value of the prize to a charity approved by the AGLC. Alternatively, with AGLC approval, you may make the donation to your group.
-
- Q?** How many different raffles can be held under one raffle licence?
- A.** There is not a blanket licence to cover different types of raffles. If one ticket that a purchaser buys makes him/her eligible for multiple draws, then one licence is required to cover all those draws. If a ticket purchaser must purchase a ticket for each draw to be eligible, then a separate licence is required for each draw. For percentage draws, a group may obtain one licence to cover multiple draws.
-
- Q?** Why are different colours required for regular versus discounted raffle tickets?
- A.** Tickets of different colours help to differentiate between tickets of different prices (regular and discount) which aids in keeping these tickets separate during sales, reconciliation, and record keeping.

Q? Our group runs a raffle each year. At the time of program registration, each individual receives a book of raffle tickets to sell. They must pay for the book of tickets then recoup their money by selling the tickets. Is this type of forced ticket sales allowed?

A. No. The Raffle Terms & Conditions indicate that, “*unsolicited tickets shall not be distributed to the public.*” A group cannot make it mandatory for its members or others to sell raffle tickets to register for a program. Participation in selling raffle tickets must be on a voluntary basis.

Q? How do we arrive at the value of a handmade donated prize for a raffle?

A. When secondhand merchandise, collectibles, or antiques are offered as prizes, the group must submit with its application two independent appraisals from qualified appraisers stating the value of the prize. When the retail value of a merchandise prize exceeds \$5,000, independent confirmation of the prize value acceptable to the AGLC must be provided.

Q? I live in a seniors’ lodge. Do we need a licence to conduct a raffle?

A. Seniors’ residences may stage a raffle of up to \$1,000 in house without a licence as long as tickets are sold only to residents and guests. Tickets may not be sold to the public.

Q? How do we correctly calculate the odds of winning a prize?

A. To advertise the odds of winning, the odds must be calculated by a qualified person, e.g. accountant, actuary, math professor.

Submit the following information with your raffle application to the AGLC for approval:

- name of the person;
- his or her qualifications; and
- the process used to calculate the odds.

-
- Q?** Do I need a raffle licence for a 50/50 draw? **A.** Yes. Your group must first be found eligible for a gaming licence by the AGLC. If your group is found eligible, the licence is issued based on the anticipated total ticket value of the 50/50 draw. Typically, 50/50 draws fall into the raffle category of total ticket value of \$10,000 and less and may be obtained at any local Alberta registry agent.
-
- Q?** Can we get a raffle licence to cover several 50/50 draws? **A.** Yes. Percentage draws are licensed for either a specific event or a series of events such as a hockey or football season.
-
- Q?** If my raffle is very small, do I still need a licence? **A.** Yes. You must obtain a licence regardless of the total ticket value, size of the prize, or anticipated sales.
-
- Q?** Can a private company obtain a raffle licence? **A.** No. Only eligible charitable or religious organizations may obtain a raffle licence.
-
- Q?** My family wants to conduct a raffle at our large family reunion. Can we get a raffle licence? **A.** No. Only eligible charitable or religious groups may obtain a raffle licence.
-
- Q?** Do I need a raffle licence for a silent auction? **A.** No, because the three elements for a raffle (consideration, chance, and prize) are not present.
-
- Q?** Can my group conduct more than one raffle at a time? **A.** Yes, as long as each raffle meets the relevant “Raffle Terms & Conditions.” Each raffle of more than \$10,000 total ticket value must have its own dedicated raffle gaming bank account.

-
- Q?** Why must my group prove one year of program delivery for a raffle licence?
- A.** This is required for a licence for a raffle with a total ticket value more than \$100,000. The requirement helps ensure that only established charitable groups are licensed for this type of gaming activity.
-
- Q?** What do we do if a raffle seller loses a book of tickets?
- A.** You need to report this in writing to the AGLC immediately. Describe how the tickets were lost and provide a police file number, if applicable. Your next steps depend on the stage of the raffle. Refer to the procedures for Lost/Stolen tickets/stubs in the “Raffle” section of this manual (pages 237-39). The procedures are the same for both types of raffle licences.
-
- Q?** Our group has sold out of raffle tickets. Can we print some more?
- A.** No. Your raffle is approved and issued based on a pre-determined number of tickets.
-
- Q?** Our tickets sales are lower than we expected. Can we extend the draw date?
- A.** Apply in writing to the AGLC for a draw date extension. The draw date can only be extended due to extraordinary circumstances.
-
- Q?** Do we have to publish a list of prizewinners?
- A.** No. Advertising a list of prizewinners is not required. However, you must retain a list of winners with the raffle records. Also, you must provide a list of prizewinners to any ticketholder who requests it.

General

Q? Are there problem-gambling services available in Alberta?

A. Yes. Call AADAC's problem gambling toll-free help line at:

1-866-332-2322

or visit the AADAC website at:

www.aadac.com.

Q? I have questions about the lottery tickets I buy, for example, Lotto 649 and Super 7. Who do I contact?

A. Contact the Western Canada Lottery Corporation at:

1-800-665-3313 (Canada only)

-or-

www.wclc.com.

Q? Can our group use the gaming proceeds raised through charitable gaming as our share of funding for a matching Alberta Lottery Fund grant?

A. Yes, if the project meets the AGLC's use of proceeds policies, the group has received written approval from the AGLC for the project, and the grant program guidelines allow this source of matching funding. For example, charitable gaming proceeds are an acceptable revenue source for the Community Facility Enhancement Program (CFEP) and the Community Initiatives Program (CIP) grants.

Q? What is the Alberta Lottery Fund (ALF)?

A. The Alberta Lottery Fund is made up of the government's share of net proceeds from VLTs, slot machines and ticket lotteries.

The ALF uses gaming revenues to benefit thousands of volunteer initiatives across the province every year. From skating rinks and seniors' facilities, to playgrounds, roads and marching bands, the ALF helps to enhance and improve Alberta's communities.

-
- Q?** Where can I get more information about grants funded with revenue from the Alberta Lottery Fund?
- A.** Contact Alberta Lottery Fund at:
780-447-8600 or toll-free **310-0000**
 or visit their web site:
www.albertalotteryfund.ca
-
- Q?** Can I give a volunteer or a group (of volunteers) a “donation” for volunteering at our group’s gaming events?
- A.** No. Volunteers cannot be paid, or given a donation for their services. This includes, for example, giving a group a donation for sending volunteers to your gaming event.
-
- Q?** If I can’t give volunteers cash to work our gaming events, why is it okay to give them credits/points?
- A.** Credits/points are never redeemable for cash. If the licensed group has an approved charitable program that charges participants money to take part (e.g. competition, registration, or travel fees), that group can establish a credit/point system to help offset the cost. See pages 100-01 for more information.
-
- Q?** Our group is thinking of conducting a raffle, but we are not sure if we will have enough people in our group to sell tickets. What should we do?
- A.** Your group may consider a joint venture. The AGLC has a joint venture licence for community bingos, casinos, and raffles. Two or more groups are licensed together and an agreement is established. See pages 37-38 for more information.
- Bingo associations offer shared events as well. Contact your bingo association for details.
-
- Q?** What type of penalties does the AGLC give for gaming infractions?
- A.** Penalties for gaming infractions cover a broad scope from documented warnings to monetary fines that must be paid from non-gaming funds to a group losing its right to conduct gaming events. A history of liquor and gaming disciplinary board decisions and specified penalties is available on the AGLC web site at **www.aglc.gov.ab.ca**.



Gaming Information
for Charitable Groups

Section 11

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