

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

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Phone: (780) 447-8600 Toll-Free: 1-800-272-8876
Fax: (780) 447-8912 or 447-8911
Website: www.aglc.gov.ab.ca

BEFORE FILLING OUT THIS APPLICATION, READ ATTACHED INFORMATION.

PLEASE PRINT CLEARLY

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

PULL-TICKET CHAIRPERSON <i>(For Correspondence)</i>			
Print Full Name: _____		Date of Birth: yy mm dd	
Mailing Address: _____			

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

SIGNING AUTHORITIES			
WE CERTIFY THAT: all information and documents supplied are correct, and the group has authorized us to make this application. Any AGLC Inspector may examine and make copies of all records relating to this application and/or licence. This includes the approved pull-ticket bank account(s) at any financial institution(s). Signing authorities and group contacts must be kept up to date. (This will prevent delays in the group receiving correspondence.)			
President Signature: _____			
Print Full Name: _____		Date of Birth: yy mm dd	
Mailing Address: _____			

Postal Code		Postal Code	
Residence Phone: _____ ()	Business Phone: _____ ()	Fax: _____ ()	Email: _____
Treasurer Signature: _____			
Print Full Name: _____		Date of Birth: yy mm dd	
Mailing Address: _____			

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

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

- Copy of meeting motion authorizing the application.
- Copy of Incorporation Certificate.
- Copy of registered bylaws (**filed and stamped by Alberta Registries**) *Note: Must have a dissolution clause that indicates all remaining funds and assets will be donated to a charitable organization.*
- Current executive list, indicating addresses and telephone numbers.
- Current membership list, including addresses and telephone numbers.
- Budget for the current year or proposed budget for upcoming fiscal year.
- Balance sheet, income and expense statements for the last two (2) years that prove the program has been operational for the minimum requirement of 24 months.
- Land Title Certificate of Lease/Rental Agreement.
- Licence Fee (if applicable) – Cheque/Money Order payable to Alberta Gaming and Liquor Commission.
- Copy of rental agreement for pull-ticket venue (if applicable).

Bank Account. A separate pull-ticket bank account shall be established. **NOTE:** You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All pull-ticket revenue shall be deposited into this account, and all payments are made by cheque.

Name of Financial Institution: (bank, credit union, etc.)

Pull-Ticket Account Number:

Branch Number:

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Account Number:

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If this is a new pull-ticket bank account, please provide the date the account was established: _____

Accurate information is required. If unsure, please contact your financial institution.

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

How do you propose to spend your gaming proceeds?

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

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

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

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

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

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

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

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

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

LICENCE INFORMATION (Note: explanation of standard licensing and tracking licensing may be found on page 5 of this application, under General Information).

TICKET INFORMATION FOR STANDARD LICENCE ONLY (IF USING A TRACKING SYSTEM, THIS SECTION CAN BE OMITTED)

Ticket Common Name	Number of Tickets/Unit	Price of Each Ticket	Gross Revenue Per Unit	Prize Payout Per Unit	Cost of Each Unit
Ticket #1 _____	_____	_____	_____	_____	_____
Ticket #2 _____	_____	_____	_____	_____	_____

CALCULATE LICENCE FEE (IF USING A TRACKING SYSTEM, THIS SECTION CAN BE OMITTED)

Total Number of Units _____

Ticket #1 _____ X \$10.00 = \$ _____

Ticket #2 _____ X \$10.00 = \$ _____

Total Licence Fee Enclosed \$ _____

Cheque/money order payable to Alberta Gaming and Liquor Commission must be attached.

Pull-Ticket Licence Fees: \$10 per set of sealed, boxed or bagged pull tickets.

TOTAL ESTIMATED EXPENSES

Administration Fee \$ _____

Cost of Units _____

Licence Fees _____

Freight or Bank Charges _____

Other _____

Total Estimated Expenses \$ _____

DETAILS OF SALES

Sales to take place:

From yy | mm | dd to yy | mm | dd

Frequency of Sales

- Daily (during normal operating hours)
- Weekly *day of week* _____
- Monthly *day of month* _____
- Special Events (date/time/location must be provided)
- With Bingo

Hours of Sales (24-hour clock)

from _____ to _____

from _____ to _____

from _____ to _____

from _____ to _____

from _____ to _____

(sales may commence one hour prior to Bingo and must cease at the end of Bingo).

Area within the premises where tickets will be sold: _____

SALES LOCATION / GAMING SUPPLIER

Premises Name: _____

Street Address: _____

Postal Code _____

Gaming Supplier's Name: _____

Address: _____

Postal Code _____

LICENSING INFORMATION

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

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

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

The information you are providing on this application form is collected under the authority of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing your eligibility.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

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

LICENSING PROCESS

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

BASIC ELIGIBILITY - POLICY

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

1. To be eligible for gaming licensing, the applicant group must have:
 - a) a broad based volunteer membership which represents the community at large;
 - b) Alberta resident volunteer members who establish, maintain control of and deliver the group's programs;
 - c) 75% or more of its executive democratically chosen from its volunteer base (a maximum 25% of the group's executive may be appointed by an external entity);
 - d) no paid members, directors or officers;
 - e) programs that benefit a significant segment of the community, not member's self-interest;
 - f) a not-for profit objective;
 - g) groups applying for a licence for which licence fees are charged must be incorporated. Acceptable forms of incorporation are:
 - i) Societies Act (Alberta);
 - ii) Part 9 of the Companies Act;
 - iii) Part II of the Canada Corporations Act;
 - iv) Religious Societies Land Act;
 - v) Other Alberta statutes, approved by the Board;
 - vi) charter from a recognized international governing body (e.g., service club charter).
 - h) Applicants who are incorporated under any statute must have by-laws that upon dissolution of the applicant group, require any assets remaining after paying debts and liabilities to be:
 - i) disbursed to eligible charitable or religious groups or purposes; or
 - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.
2. The applicant group must be able to prove a record of active delivery of its charitable or religious programs or services to the community.
 3. The applicant group must provide a written declaration or statement of the charitable community benefit provided by the programs or services the group delivers.
 4. A charitable community benefit is provided when a service or program is delivered to a significant segment of the community in one of the following areas:
 - a) Relief of the aged or disadvantaged;
 - b) Advancing education and learning; or
 - c) Provide help to the community which:
 - i) make improvements to the quality of health;
 - ii) support medical research;
 - iii) aid medical treatment programs;
 - iv) supply a facility for the community's use;
 - v) support eligible amateur sports; or
 - vi) contribute places for worship and other religious programs.
 5. The group's proposed use of gaming proceeds must be in accordance with the Board's use of gaming proceeds policy.
 6. Groups engaged in any commercial activity which generates income for the personal gain of the group's membership or others are ineligible for gaming licensing.
 7. Groups that charge fees for their programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for gaming licensing.
 8. Groups whose application for licensing is under review by the Commission or groups already licensed by the Commission shall immediately advise the Commission in writing of any changes to:
 - a) The group's organizational structure;
 - b) The group's objectives or purpose;
 - c) The type of programs or services delivered by the group including changes to:
 - i) the intended recipients, participants or beneficiaries of its programs or services;
 - ii) the date and time of program and/or service delivery;
 - iii) the premises from which the program and/or service delivery is made; and
 - iv) for groups who operate a public facility, changes to the access policy or procedures to the facility for group members or for members of the public.

USE OF PROCEEDS

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

Applicants specify the intended use of gaming proceeds on the application.

Note: The following use of proceeds must be requested using one of the following Commission forms:

- Travel Itinerary (LIC/GAM 5443)
- Request to use Gaming Proceeds to Pay Wages/ Salaries (LIC/GAM 5442)
- Request to Donate Proceeds Outside of Canada (LIC/GAM 5484)
- Request to Donate Proceeds Outside of Alberta but Within Canada (LIC/GAM 5502)

- Gaming proceeds shall only be used for Commission approved objects which are essential to the delivery of the group's charitable or religious programs.
- Gaming proceeds shall be used to support the group's overall objectives, programs and services as approved; and not solely to provide benefits to specific or select members of the group.
- Changes to the approved use of proceeds after the gaming licence is issued must be approved by the Regulatory Division prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.
- Disbursements of gaming proceeds shall be made within 24 months of receipt of the funds. Any extension of this period must have prior written approval of the Commission. All requests for an extension of this time period must include a supporting business plan. The business plan shall 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.
- A use of proceeds not specifically accommodated in the Use of Proceeds policies is considered an ineligible use of proceeds.

FINANCIAL REPORTING

- Financial reports are required for each gaming licence (bingo, casino, pull-ticket, raffle) issued.
- Financial reports are mailed to the licensed group every 12 months or at the expiration of the licence.
- Completed reports with supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licences.
- If a group has more than one active licence, they are encouraged to open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer

these proceeds from their 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.

Contact the AGLC Financial Review Section at 1-800-272-8876 for more information.

GENERAL INFORMATION

- Licences are only issued for a series of dates. The maximum length of a licence is 24 months.
- More than one type of unit can be included on a licence.
- Pull-ticket sales are normally restricted to a group's own premises (owned or rented); and only in the area specified on the licence. Tickets can be sold only at events operated by the licensed group. The premises is where the group holds its events, or delivers its programs to the community.
- Up to 10% of the net revenue may be used for the administrative costs of pull-ticket sales. (Net revenue = gross proceeds less prize and unit costs.)
- All pull-tickets sold in Alberta shall be approved by the AGLC, and shall be purchased only from a Registered Gaming Supplier.
- Licence fees may be paid on one of the following ways:
 - a. **Tracking Licence** - Through a registered supplier that has been approved to use a Pull-ticket Control System:
 - The licensee orders various types of units and any number of units without having to request an amendment to the licence.
 - The supplier collects the appropriate licence fees at the time units are purchased, and forwards the fee and transaction details to the AGLC on a bi-weekly basis.
 - b. **Standard Licence** - Through a registered supplier:
 - The licensee specifies the type of ticket and number of units to be sold on the application, and submits the applicable licence fee with the application.
 - Amendments to the type of ticket and number of units must be submitted in writing, and be approved prior to a change being made. If adding additional units, licence fees shall be required.

Detailed information regarding charitable gaming activities may be obtained from the Alberta Gaming and Liquor Commission (AGLC) website at www.aglc.gov.ab.ca or by contacting Licensing Support, Regulatory Division at either (780) 447-8600 or toll-free at 1-800-272-8876.