



**Regular and Large Raffle Licence Application  
Retail prize value over \$1,000.00**

The Saskatchewan Liquor and Gaming Authority may issue a licence pursuant to subsection 207 (1)(b) of the *Criminal Code of Canada*, authorizing charitable or religious organizations to conduct and manage lottery schemes for charitable or religious objects or purposes.

Please allow a minimum of thirty (30) days for review.

**Large raffle licence application fee: \$20.00 (non-refundable)  
A \$25.00 administration fee will be charged for N.S.F. cheques.**

Reminder, before you start, you will need the following:

- o Constitution
- o Charter and By-laws for your organization
- o A financial statement
- o Articles of incorporation (if applicable)
- o A separate and distinct chequing lottery bank account must be opened and maintained for all lottery proceeds.

**\*Denotes Required Information**

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**Organization Information**

\*Organization Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov. \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Licence #	
Officer:	

**Organization Description**

To determine if your organization qualifies for a charitable gaming licence, please refer to the eligibility section of our website at [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca). If you do not have access to the internet, a copy of the eligibility guidelines can be made available by request to the Saskatchewan Liquor and Gaming Authority.

\*Provide a summary description of your organization, outlining the charitable object(s) or purpose(s):

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\*Has this organization ever held a lottery licence with the Saskatchewan Liquor and Gaming Authority?

Yes      No

If yes, provide your organization code and/or previous licence numbers (bingo, breakopen and raffle).

Organization Code: \_\_\_\_\_

Previous Licence Numbers: \_\_\_\_\_

\*Date your organization was established: Month: \_\_\_\_\_ Year: \_\_\_\_\_

\*Total number of current members in your organization: \_\_\_\_\_

\*Total number of current members 21 years of age and under: \_\_\_\_\_

\*Is this organization registered with the Corporations Branch as a Non-Profit Organization?:

Yes      No

If yes, provide registration number and a copy of the current complete articles of incorporation.

Registration number: \_\_\_\_\_

Attach the following information:

- a copy of your organization's charter, constitution, and by-laws
- your most recent financial statement

**Executive Information**

The following information is required for SLGA’s evaluation of the application. The Executive members also agree to the release of their names and contact information in the event of an inquiry from the general public respecting the licence or the licenced event.

**President or equivalent**

\*First Name: \_\_\_\_\_ \* Last Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home phone: \_\_\_\_\_ \*Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail E-mail address: \_\_\_\_\_

Fax Fax number: \_\_\_\_\_

Mail

**Vice President or equivalent**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail E-mail address: \_\_\_\_\_

Fax Fax number: \_\_\_\_\_

Mail

**Treasurer or equivalent**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail E-mail address: \_\_\_\_\_

Fax Fax number: \_\_\_\_\_

Mail

**Secretary or equivalent**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail E-mail address: \_\_\_\_\_

Fax Fax number: \_\_\_\_\_

Mail

**Raffle Details**

Raffle Name: \_\_\_\_\_

\*Number of tickets to be printed: \_\_\_\_\_

\*Price of each ticket or chance: \$ \_\_\_\_\_

Multiple ticket prices: \_\_\_\_\_

Ensure that your organization records how many tickets are sold as multi-priced or as singles.

\*Ticket sales will commence: \_\_\_\_\_

\*Ticket sales will conclude: \_\_\_\_\_

**The total value of tickets printed and offered for sale cannot exceed 12 times the retail value of all prizes to be awarded, as per section 4 (b)(iii) of the Terms and Conditions for Raffle Lotteries.**

\*Provide the name and address of the printer of the raffle tickets:

Name of Printer: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business phone: \_\_\_\_\_

\*Will this raffle be advertised on the internet?    No    Yes

    If yes, state the web site address: \_\_\_\_\_

\*Will your organization be utilizing the services of a registered Lottery Management Firm?

    Yes      No

Name of Lottery Management Firm: \_\_\_\_\_

Attach a copy of contract with lottery management firm.

**Description**

\*Describe how the lottery will be conducted and winners determined (include rules), may be a separate attachment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please fill out either the Draw Details below or Draw Summary:

**Draws Details**

Draw	Date of draw	Location of draw (name and address of facility)	Description of prizes	Retail prize value (including taxes)	Your cost (\$0 if donated, including taxes)
1*					
2					
3					
4					
5					

Totals: \$ \$

Summary

Summary of Draw Dates

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Draw Locations:

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Description of Prizes

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\*If you require more space, please fill out information on a separate sheet and attach.

**Where merchandise is being offered as the prize, a written price quote or purchase receipt from the retailer (ie. dealership, travel agency, store, etc) confirming the retail value must accompany the application. The merchandise must be available at the time of the draw.**

**In the case of used merchandise, a certificate of appraisal from a recognized appraiser must be supplied.**

**In the case of land, buildings and other property, the agreement to purchase (outlining the appraised value and location) must be supplied.**

Does your organization currently have funds to cover the total value of all prizes that are offered and have not been donated?

Yes      No

**If not, you may be required to provide evidence of financial ability to ensure the completion of the lottery as per Section 4(f) of the Terms and Conditions for Raffle Lotteries.**

**Detailed Financial Information for Lottery Revenue**

**This Financial Information relates to the Raffle Lottery revenue only:**

		Office use
Projected Gross Revenue	\$	
Organizations' cost of prizes	\$	
Proposed lottery expenses:		
	\$	
	\$	
	\$	
	\$	
<b>*Proceeds from this lottery will be used for:</b>		
	\$	
	\$	
	\$	
	\$	

Total proceeds: \$

If you require more space, fill out information on a separate sheet and attach.

**Contact**

The contact person will be responsible for any correspondence with SLGA pertaining to this licence(s). The contact person also agrees to the release of his/her personal information by SLGA in the event of an inquiry from the general public respecting the licence or the licenced event.

\*If the main contact is a member of the executive, select the position below:

President or equivalent      Vice President or equivalent      Treasurer or equivalent  
Secretary or equivalent      OR: Fill in the contact information below.

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, SK      \*Postal Code: \_\_\_\_\_

\*Home phone \_\_\_\_\_ \*Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail      E-mail address: \_\_\_\_\_

Fax      Fax number \_\_\_\_\_

Mail

**Record Keeper**

Same as above

\*If the record keeper is a member of the executive, select the position below:

President or equivalent      Vice President or equivalent      Treasurer or equivalent  
Secretary or equivalent      OR: Fill in the contact information below.

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, SK      \*Postal Code: \_\_\_\_\_

\*Home phone \_\_\_\_\_ \*Business phone: \_\_\_\_\_

\*Preferred communication (check only one):

E-mail      E-mail address: \_\_\_\_\_

Fax      Fax number \_\_\_\_\_

Mail

**Lottery Bank Account Information**

(A separate and distinct chequing lottery bank account must be opened and maintained for all lotteries). This account must be restricted to lottery proceeds and must be a chequing account where the cancelled cheques are returned to the account holder. Funds from this account **cannot** be transferred to a general or other account as per section 5(f) of the Raffle Terms and Conditions.

Account Number: \* \_\_\_\_\_

Financial Institution: \* \_\_\_\_\_

**Signing Authority**

The following unrelated individuals have bank signing authority for the above lottery accounts, minimum of two persons, maximum of four. At least two persons must be listed.

\*If the persons with signing authority are members of the Executive, select the positions below:

- President or equivalent      Vice President or equivalent      Treasurer or equivalent
- Secretary or equivalent

OR:

Fill in the contact information below:

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home phone: \_\_\_\_\_ \*Business phone: \_\_\_\_\_

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City/Town: \_\_\_\_\_, \*Prov: \_\_\_\_\_ \*Postal Code: \_\_\_\_\_

\*Home phone: \_\_\_\_\_ \*Business phone: \_\_\_\_\_

**Supporting Documentation**

The following information must be attached:

- The complete rules of play for the lottery outlining how the lottery will be conducted and winners determined.

If your organization is a sports team/club/association/school or governing body, attach

- a copy of the official team roster(s) (complete with the birthdates of all youth members and verified by the sport governing body).

If the proceeds from the lottery will be used for a capital expenditure project (ie. buildings, sports facilities, ball parks, etc.), attach a document containing:

- description and proof of project undertaking.
- information as to final ownership and operating responsibility of the project.
- total cost and method of financing.
- projected timetable for construction, commencement and completion of the project.
- your financial commitment to the project.
- an alternate disbursement of the accumulated lottery funds, in the event the project does not proceed.

A list of any other charitable or religious organizations participating in this lottery and sharing in the proceeds (a budget for these organizations MAY BE required at the discretion of SLGA).



Where merchandise is being offered as a prize:

- a written price quote or purchase receipt from the retailer (ie: dealership, travel agency, store) confirming the retail value must accompany the application.

In the case of used merchandise:

- a certificate of appraisal from a recognized appraiser must be supplied.

In the case of land, buildings, and other property:

- the agreement to purchase (outlining the appraised value and location) must be supplied.

If the total value of all prizes exceeds \$50,000 attach:

- a draft copy of your ticket.
- a copy of advertising (including internet advertising).
- a list of all print media outlets.
- 1-800 number (if applicable).

**Additional information to determine your licence eligibility may be requested at the discretion of the Saskatchewan Liquor and Gaming Authority.**

### **Consent & Certification**

I hereby consent, on behalf of the organization, to the Saskatchewan Liquor and Gaming Authority to release the following information to any person, under Section 5 & 24 of the Freedom of Information and Protection of Privacy Act:

- a. the organizations' full name, address and the number of the lottery licence issued to the organization.
- b. the charitable or religious object or purpose for which the organization states the proceeds from the lottery scheme will be used; and
- c. the amounts of all lottery scheme proceeds designated for each charitable or religious object or purpose.

I hereby certify on behalf of the organization, that all facts stated and information furnished are true and correct. The organization has read, understood and agrees to comply with all the terms and conditions.

\*Signature on behalf of the organization: \_\_\_\_\_

\*Date: \_\_\_\_\_

\*Printed name: \_\_\_\_\_

\*Position within the organization: \_\_\_\_\_

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under The Saskatchewan Act.

Send completed application and fee to:

Saskatchewan Liquor and Gaming Authority  
P.O. Box 5054, 12<sup>th</sup> floor – 2500 Victoria Avenue  
Regina, SK S4P 3M3  
Fax: (306) 787-8981

Licence inquiries or assistance:  
Telephone: (306) 787-5563  
Toll free: 1-800-667-7565

Did you remember to: Yes    No

- a) enclose the \$20.00 application fee?  
(make cheques payable to Saskatchewan Liquor & Gaming Authority.)
- b) sign and complete all sections of the application?
- c) attach the required price quotes on all merchandise prizes?
- d) attach the complete rules of play for the lottery?
- e) attach the official membership list if you are a sports team/club?  
(a Court of Queen's Bench decision prohibits the licensing of sports teams over the age of 21 years.)
- f) attach your current articles of incorporation, constitution, by-laws and financial statement?
- g) attach any other documentation as requested on the application?

**Remember, an incomplete application will delay the processing of your application.**

## **NOTICE TO RAFFLE LICENSEES**

**Please advise your raffle ticket sellers of the following:**

**Section 3(d)(ii) of the Raffle Terms and Conditions requires that all raffle ticket stubs, sold and unsold, and money are returned to the organization prior to any draws taking place.**

**Please advise your ticket sellers of their responsibility in complying with this requirement.**

## Raffle advertising policy -- Internet

Current Raffle Terms and Conditions prohibit ticket sales and advertising out of province. Internet advertising will be permitted but under the following conditions:

- Written notification of intention to advertise on the internet is required during the application process
- All internet advertising must include the following statement:  
    **“Tickets available for sale to Saskatchewan residents only.”**
- The internet can be used to post information on the raffle, results of the raffle or information pertaining to the charitable organization.
- Information pertinent to sports drafts can be included as raffle information to update ticket holders.
- Tickets are not to be purchased or sold on the internet, however, requests for ticket applications can be received.



<b>Name</b>	<b>Address</b>	<b>Date Issued</b>	<b># Tickets/ book</b>	<b>Ticket numbers</b>	<b>Date returned</b>	<b># Sold</b>	<b># Unsold</b>	<b>Money returned</b>

I, as \_\_\_\_\_, do hereby certify on behalf of the organization that the above information is true and correct and that this control sheet will be retained as part of the lottery records for a minimum of three years as per Section 5(c) of the Raffle Terms and Conditions.

\_\_\_\_\_ (Print name)                      \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under The Saskatchewan Archives Act.