



# Raffle Lottery Information Package

## What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

### Enclosures:

- Quick Guide to Lottery Licence Applications
- An application to manage and conduct a Raffle Lottery
- City/Town of ..... questionnaire form
- Raffle Licence Terms & Conditions
- City/Town Lottery Licensing By-law

## Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**  
Set by Municipality. Must not exceed 3 % of total prizes to be awarded (cheque payable to the Treasurer, City/Town of ....)
- Completed questionnaire**
- Completed application form**
- A fully completed application must include:**
  - Location, date & time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events)**
  - The price of the tickets and a sample ticket**
  - Total number of tickets to be printed**
  - Rules for the draw and the collection of prizes**
  - If the prize value is \$1,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality, for**

- the full retail value of all prizes to be awarded, including taxes, with an expiry date of no less than 45 days after the last draw**
- copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, plus taxes**
- a full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be issued**
- a full explanation of how credit card sales and dishonoured cheques will be handled**
- the cut-off date for the sale of tickets by cheques and credit cards**
- a complete list of prizes, with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.**

### Municipality may also request:

- a business plan and budget for the raffle lottery**
- a detailed ticket sales plan, including where, when and how sales will take place, and**
- any other documentation deemed necessary by the municipality**
- a description of all the services to be obtained from each supplier**

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- Copy of preceding and current operating budget, which includes all sources of revenues and expenses**
  - Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued.**
  - First-time applicants must enclose copies of :**
  - Governing Documents**  
Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
  - Detailed Outline of programs/services**  
What they are, how delivered to clients, specific costs, supporting materials, etc.
  - Organization's current operating budget**
  - Organization's verified financial statements for last fiscal year**
  - List of Board of directors**
  - Latest report to the Public Guardian and Trustee, if applicable**
  - Revenue Canada notification of registration letter**  
If your organization is registered;
  - Membership list, if applicable;**
  - Organization's Annual Report, if applicable.**
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