

Raffle Process for GGC, Province of Alberta

E.16.06.25 Motion: That effective June 11, 2016, all raffle licensing requests to AGLC in Alberta will be processed through the GGC, Alberta Council office. Current approved and licensed groups will be requested to terminate their licenses by June 30, 2016. AGLC will be advised that all raffle licenses will be handled through Alberta Council.

The following process for all raffles in the province of Alberta will be as follows:

- **Fr.1 is completed with the following attachments:**
 - approved SG.8 (if required)
 - up to date budget
 - completed *Raffle Licence Questionnaire* (Alberta Council document)
 - contact information for the Guider who is in charge of the raffle
 - be sure to clarify if the prize(s) was donated*
- This package of information is forwarded with all attachments to the Area Commissioner. She will forward it to fr1approval@albertagirlguides.com for approval and processing. Please note that FR.1's for raffles must come from the Area Commissioner - submissions from individuals will be returned.
- Once the FR.1 is approved, the Alberta Council office will send a copy of the approved FR.1 back and a copy of the raffle licence to the requestor. The Area Commissioner will be copied on the email.
- The group who receives the licence is obligated to follow the Raffle Guidelines as set out by the AGLC (Alberta Gaming and Liquor Commission) and Girl Guides of Canada, Alberta Council process. Failure to do so may result in the raffle being cancelled.
For raffle information, see the raffle section of the "AGLC Gain Manual"
http://aglc.ca/pdf/charitable_gaming/gain_manual_final.pdf
- Individuals are not able to request a raffle licence using the name of Girl Guides from AGLC. You must go through the Alberta Council raffle process for a licence.
- ***PLEASE NOTE:** if you are asking for a donation of a raffle prize from a business or individuals, you require a FR.1 for that before you do the FR.1 for the raffle. Please be sure you are following the guidelines for FR.1's for donations.
- At the completion of the raffle, please **forward your raffle report to AGLC** as required on the Raffle Licence Financial Form, and mail a copy of the report, and tickets (sold, unsold, and winning) to the Alberta Council office at 11055 107Street Edmonton, AB T5H 2Z6.



RAFFLE LICENCE QUESTIONNAIRE (send with your FR1)

Girl Guides of Canada, Alberta Council

Unit Name: _____

Licence period: _____ to _____

(start of ticket sales date to draw date / Raffle Licence required before sales start)

Type of raffle: 50/50 prize draw cash

Other type (please specify) _____

Use of proceeds:

Tickets:

Ticket Price \$	Quantity (how many tickets)	Ticket Color

Location of draw: (address & city)

Date and time of draw: _____

Prize Description	Quantity of prizes	Value (each)	Extended Value	Organization's Cost of Prize

(prize value must be a minimum of 20% of total expected ticket sales)

Expenses: (printing / advertising) \$ _____

I accept responsibility to ensure that tickets are properly **tracked** and financial **reporting** is completed as per AGLC requirements and GGC guidelines. I will also ensure that a copy of the report, and tickets (sold, unsold, and winning) will be forwarded to the Alberta Council office (11055 107 Street Edmonton, AB T5H 2Z6).

Name: _____ Signature: _____

Position: _____ Guiding AREA: _____