

Community Raffle

APPLICATION GUIDE

- **For raffles with anticipated GROSS REVENUE OF \$10,000 OR LESS.**
- This information is provided to help you complete your application.
- These instructions and/or explanations do not replace the Raffle Terms and Conditions.
- There is no fee for this application/licence.
- Please allow 3 weeks for us to process your completed application.

SECTION A: Organization Information

This section provides us with important contact information. It also helps us determine your organization's eligibility for a licence.

1. **Previous Licence:** If your organization was licensed in the past, include the licence number.
2. **Organization's Full Legal Name:** Must be the full legal name of your organization.
3. **Physical Address:** Provide your organization's street address, where the building is physically located.
4. **Mailing Address:** Provide a mailing address, if different than the physical address.
5. **Background Information:** First-time applicants and organizations that have not been licensed in over three years must complete this question and provide any of the following supporting documents with your application:
 - charter
 - constitution and by-laws
 - articles of incorporation (and most recent corporate annual return)
 - minutes of most recent annual general meeting
 - membership list
 - most recent financial statement
 - bank statements

All documents provided must be in the applicant organization's name. We may request additional information.

6. **Current Executive:** This list must include complete information regarding your elected executive. Each person must know their personal information is being included on the application to be used for our purposes only. They must be prepared to respond to any inquiries regarding this application.
7. **Raffle Contacts:** The raffle chair is our primary contact. Their contact information must be included to ensure we communicate with the individual from your organization who is responsible for this raffle.
8. **Address Where Records Are Kept:** You must retain all records pertaining to your licensed events for a period of three years. The address where the records are physically kept cannot be a P.O. box number.

SECTION B: Use of Profits

9. **How will the profits from this raffle be used?** List specific details on how the profits from your raffle will be spent. Please be specific. For example, write "purchase junior curling rocks" rather than "junior curling program expenses".



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SECTION C: Raffle Information

10. Raffle Type: There are several raffle formats. This application form can be used to apply for the most common types of raffles. They are:

- A. Sports Event Raffle:** Tickets are produced with scores marked on each ticket. The winners are determined by matching the scores in the game with the scores on the tickets (e.g. Grey Cup or Super Bowl tickets).
- B. Regular Raffle:** A predetermined number of tickets are printed and sold. The winner is determined by selecting a ticket from a drum.
- C. Players' Choice Raffle:** Players choose which draw they wish to participate in from a display of prizes and place their tickets in the respective draw bag/bin/box/pail. The winning ticket for each prize is drawn from only the tickets in the respective bag/bin/box/pail.
- D. Percentage Payout Raffle:** A number of tickets is sold. A predetermined percentage of sales is identified as the prize offered (e.g. 50/50). The winner is determined by selecting a ticket from a drum.

Select the box for the type of raffle you are applying for.

If you are applying for more than one licence at the same time, follow the relevant directions below:

If each event is a different format, check the boxes for each type of raffle you are holding and complete all the relevant sections of the form. Your events do not have to take place on the same date.

For example, if you are holding a regular raffle, a players' choice and a 50/50, check boxes B, C and D in section C, question 10 and complete 10B, 10C and 10D.

If you are applying to hold **more than one raffle of the same type**, you will need to complete another 10A, 10B, 10C or 10D on a separate form for the relevant event.

For example, if you are holding two regular raffles, check box 10B and complete 10B giving the details for your first raffle. Use a separate form with the relevant section, check box 10B and complete 10B on the separate form to give details of the other raffle. Include all portions and pages of the form when sending in your application.

If you are applying to hold **a raffle that does not fit any of the above formats**, please provide an additional proposal with your application giving as much detail as possible about the raffle, its format and how you will ensure its integrity. If the raffle is similar to one of the above formats, please use the form to provide basic information and include any other information in an attachment.

How many raffles are you applying for?

Please specify the number of raffles you intend on holding. If you plan to hold between one and four raffles, please check the first box and proceed to complete the table provided. Please ensure you complete a closing date and time of ticket sales. If you plan to hold more than four raffles, or an ongoing raffle, please check the second box and proceed to question 11.

Specify the time the draw will take place, along with a.m. or p.m. For sports event raffles, it is not necessary to provide the draw time.

Indicate the name of the building and the physical address where your draw will take place. For sports event raffles, it is not necessary to provide the draw location.

Ticket Information: Indicate the total number of tickets available.

You must provide the price of a single ticket and, if applicable, the price for buying multiple tickets at a discount (e.g. 3 tickets for \$5).

If you plan to sell single and multiple-priced tickets, you must indicate how many tickets will be printed for each price point and print a different set of tickets for each price (e.g. \$2 single tickets are a different colour than 3 for \$5 tickets).

For sports events, provide the number of sets of tickets available (e.g. 2 sets of 900 tickets).

When you have entered the ticket price and the number of tickets, calculate the maximum gross anticipated revenue from ticket sales. The total gross revenue from ticket sales must not exceed \$10,000 for each raffle. If it does, you should apply for a licence for raffles with anticipated gross revenue over \$10,000. The [Raffle Application](#) is available on our website at www.LGAmanitoba.ca.

Prizes Offered: Provide details of your raffle prizes.

If any of your prizes have a retail value over \$5,000, you must submit a contractual agreement or proof of purchase for that prize. A [sample contractual agreement](#) is available on our website at www.LGAmanitoba.ca.

For regular raffles, list the prizes and their retail values without taxes. Indicate the cost to your organization, including taxes. For example, a donated prize may have a retail value of \$500 but the cost to your organization is \$0.

For players' choice raffles, indicate the number of prizes/packages available and the average approximate value of each package (e.g. total value of all prizes/packages divided by total number of prizes/packages).

For percentage payout raffles, check the relevant box to indicate what percentage of the revenue from ticket sales the prize will be. If the percentage is anything other than 50%, please specify.

For sports events raffles, provide details of the prize for the correct scores at the end of each quarter/period and, if applicable, reverse scores. If you are offering any additional prizes, provide a description (e.g. holders of tickets 0-0 and 29-29 win \$10).

Estimated Expenses: Provide your anticipated expenses to operate your raffle. Expenses might include advertising, supplies and postage. **Do not include the cost of your prizes and ticket printing in this section.**

Total expenses must not exceed 20% of total anticipated gross revenue.

11. Ongoing or Limited Series Raffle Events:

If you plan to hold an ongoing or limited series raffle, please fill out the table provided below. Please also ensure that you are filling out the "additional raffle information" box by answering the questions provided, if applicable.

If you are planning on applying for more than one ongoing or limited series raffle, please attach an additional page question #11 (found on page 8 of the application) and complete the appropriate details.

If your event does not follow a regular schedule, please attach your raffle schedule along with your application form. Please ensure that your schedule details all the information outlined in the table under question 11.

12. Electronic Raffle Procedures:

An organization that wishes to offer any of the following options; The Online sale, issuing and/or receipt of raffle tickets, the electronic selections of a winner, and/or the electronic distributions of prizes, will be required to comply with the [Raffle Terms and Conditions](#). Applicants wishing to use electronic procedures to run their raffles will be required to fill out the relevant sections of the [Raffle - Appendix A](#) form. Applicants' proposed electronic procedures will be considered against the [Technical Standards for Electronic Raffle Systems](#).

13. Electronic Raffle Equipment:

An organization that wishes to use electronic equipment and/or software to run their raffle will be required to comply with the [Raffle Terms and Conditions](#). An organization that wishes to use electronic raffle equipment or software to conduct their raffle will be required to complete the relevant sections of the [Raffle - Appendix A](#). An organization's proposed electronic equipment and software will be considered against the [Technical Standards for Electronic Raffle Systems](#).

14. Ticket Information:

If you wish to electronically offer raffle tickets or online, please ensure you have met all of the requirements set out in sections E and F of [Raffle - Appendix A](#) before submitting your proposed ticket for our approval.



15. Application Submission: Your application will be processed once the signed copy of the last page is received by us. You can send it to us by email, fax, mail or drop it off in person at our office.

Please keep a copy for your records.

Indicate your organization's name and licence number so that we may identify you.

Check the box indicating if the signed certification of this application will be forwarded to us separately. We must receive it within seven days of your application being submitted.

16. Certification: The president, or another executive member of your organization, must sign and date the application. Make sure the individual signing the application has read the application and the Raffle Terms and Conditions before signing this section.

Did you remember to:

This section of the application will provide a checklist to assist you with submitting a completed application for efficient and timely processing. Missing or incomplete information may result in your application being delayed or returned to you. When fully-completed, please send your application form to our Gaming Licensing Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGManitoba.ca or by fax to 204-954-9450.



IMPORTANT INFORMATION ABOUT CONDUCTING YOUR RAFFLE

The following information is provided to assist you with printing your tickets, conducting draws and keeping records. It does not replace the Raffle Terms and Conditions.

TICKETS

All non-electronic tickets must meet the standards described below.

Two-part tickets must be used. One part must go to the buyer. The other goes into the draw.

The buyer's stub must have the name and address of your organization, draw date, time and location, prize information, licence number, ticket price, total number of tickets printed and the ticket number (or scores for sports event raffles).

The draw stubs must include the ticket number (or scores for sports event raffles) and provide a place for the buyer's name, address and phone number.

If all tickets are to be sold on the same day, in the same location as the draw, you may use double-roll tickets and clearly display all other required ticket information (buyer's stub) and the approved licence at the event.

If you are selling multiple-priced tickets (e.g. \$2 for each single ticket and 3 tickets for \$5) you must use a different set of tickets for each price. You must also have a fixed number of tickets at each price (e.g. 1,000 red tickets at \$2 each and 1,800 blue tickets at \$5 for 3 tickets).

Do not send a sample of your tickets unless we request a sample.

Sports event raffle tickets must be sealed in a manner that prevents the purchaser from viewing the score combinations prior to buying tickets. Acceptable methods include stapling or latex covering.

TICKET SAMPLE: All printed tickets must include the following information:

DRAW STUB	BUYER'S STUB
Name _____	Name of Organization _____
Address _____	Address of Organization _____
Phone # _____	Draw Time _____
Ticket # _____	Draw Location _____
	Prize List (include descriptions, values, draw order, restrictions): _____ _____
	Total number of tickets printed _____
	Licence # LGA – _____ RF Ticket Price _____ Ticket # _____

Note: All tickets must indicate that every ticket holder has the right to witness all draws.



RULES

You must have rules clearly describing how your raffle will run. The rules you choose may be affected by the type of raffle you are holding. Suggested rules include, but are not limited to:

- A minimum age for purchasing tickets. This may be helpful if you have age-sensitive prizes such as liquor, vacations or vehicles.
- Rules identifying members of your organization who cannot buy tickets.
- Rules requiring a winner to be in attendance to claim a prize.
- Rules identifying whether or not winning tickets will be entered into draws for subsequent prizes.

It is a requirement that you have a rule to address unclaimed prizes. For example, prizes that have not been claimed 60 days after the draw will be redrawn.

Rules must be available to purchasers or printed on your tickets.

Do not include copies of your rules unless we request a sample.

OPERATIONAL

Each ticket sold must have the same chance to win.

You must give away all prizes as offered.

When a sports event raffle has unsold tickets with winning scores, these prizes do not need to be awarded. The unsold winning tickets should be retained for your organization's records.

RECORDS

You are required to keep the following raffle records for a period of three years:

- ticket samples;
- winners' names;
- winning ticket stubs;
- receipts for all expenses associated with the raffle; and,
- receipts for all disbursements of raffle profits.

We may request these records during an inspection or audit, or you may be requested to provide them to us during a review of your file.