



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
- Township of the Archipelago questionnaire form
- Raffle Licence Terms & Conditions
- Township of the Archipelago Lottery Licensing By-law

Licence Application Checklist

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

- Licence fee**
\$5.00
(cheque payable to the Township of the Archipelago)
- Completed questionnaire**
- Completed application form**
- A fully completed application must include:**
 - Location, date & time of the proposed draw (sporting event schedules may be sued 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**

- 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**

required and must be made payable to the municipality, for

- 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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