



Manitoba Gaming Control Commission  
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## COMMUNITY RAFFLE APPLICATION GUIDE

For raffles with anticipated gross revenue of \$5,000 OR LESS

- This information is provided to help you complete your application
- These instructions and/or explanations do not replace the *Terms and Conditions for Raffle*
- Please allow 3 weeks for us to process your application
- You may apply for several 'community' raffles at once by completing and attaching a separate page 2 for each.

**SECTION A: Organization Information** - This information will help us determine if your organization is eligible for a licence and to obtain important contact information. Only charitable or religious organizations are eligible.

1. **PREVIOUS MGCC LICENCE # and TYPE:** If your organization was licensed in the past, include the licence number and the licence type.
2. **NAME OF ORGANIZATION:** Must be the full legal name of the organization.
3. **ADDRESS:** Include your organization's full street address and the full mailing address (if different).
4. **BACKGROUND INFORMATION:** First time applicants and organizations who have not been licensed in over three years, must complete sections A to D and provide as many of the following supporting documents with the 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; and bank statements. **All background documentation must provide information on the charitable or religious nature of the applicant organization.** Additional documentation may be requested.
5. **CURRENT EXECUTIVE:** Full home mailing addresses and business and home telephone numbers must be included. Each person must know this personal information is being included on the application to be used for the Commission's purposes only, and each individual must be prepared to respond to inquiries regarding this application. The raffle chair is the member of your organization who will be responsible for your raffle(s).
6. **ADDRESS WHERE RECORDS ARE KEPT:** You must retain all records pertaining to your licensed events for a period of three years.
7. **PERSONAL DELIVERY OF NOTICES:** The individual's name and a physical address to where we would hand-deliver any important notices regarding your licence must be provided.

### SECTION B: Details of Proposed Raffle & Financial Information

8. **TYPE OF RAFFLE:** You must identify the type of raffle you want to conduct. See page 2 of guide for list and descriptions of each. If your raffle does not fit any type described, check  OTHER and describe your raffle.
9. **DRAW INFORMATION:** This section asks you for the time, date and location for all early bird and final draws.
10. **ANTICIPATED REVENUE:** This section requires you to provide your estimated revenue based on ticket prices and the number of tickets you will print. If you are offering two different priced tickets, calculate the total as though you were selling only at the highest price in this area. **If the total shown in this section is more than \$5,000, you must use the longer (4 page) application (please call if you need one).**
11. **ESTIMATED EXPENSES:** This section requires you to provide your budgeted expenses to operate this raffle. Prize costs are not to be included in this section. Total expenses cannot exceed 20% of total anticipated revenue (#10).
12. **PRIZES:** For each prize listed, include the retail value and the cost to your organization. If your prizes have been donated, the retail value must still be included and the cost to your organization would be "Donated". For 'Players' Choice' type raffles, include the number of prize packages and prize value (e.g. 10 prize baskets @ \$40.00 each).
13. **HOW WILL THE PROFITS FROM THIS RAFFLE BE USED?** This section requires you to give specific details on how the profits from the raffle will be spent.

### SECTION C: Certification Area

**CERTIFICATION:** The president and the raffle chair must both sign the application. If the same person holds both positions, your Treasurer must sign. Make sure both people have read the certification area and the *Terms and Conditions for Raffle* before signing the application.

## COMMUNITY RAFFLE STANDARDS:

**Community raffle:** Total anticipated gross revenue (total ticket sales) will be \$5,000 or less.

These standards are provided to assist you in producing tickets, conducting draws and keeping records and **do not** replace the *Terms and Conditions for Raffle*

### Tickets:

- **Two part tickets** must always be used (one part for the purchaser - one part for the licensee)
- **The purchaser's stub** must have the name of the licensee, draw time, date and location, prize information, licence number, ticket price and ticket number; unless all tickets are sold on the same day, in the same location the draw is taking place; in which case the licensee could post this information along with the approved licence.
- **The draw stubs** must have the ticket number and must provide a place for the purchaser to fill in contact information, unless all tickets are sold on the same day, in the same location the draw is taking place; in which case roll tickets can be used as bearer tickets which must be presented in order to claim a prize.
- Tickets must be consecutively numbered with an identifiable beginning and end.
- If you are selling multiple-priced tickets (e.g. \$2.00 each or 3 for \$5.00) you must use a different set of tickets to be sold for each price (e.g. your \$2.00 tickets could be red – your 3/\$5.00 tickets could be blue).

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

Draw stub must include:	Buyer's stub must include:
Name: _____	Name/Address of Organization: _____
Address: _____	Draw Times/Dates/&Locations: _____
Phone#: _____	<b>ALL DRAWS ARE OPEN TO ALL TICKET HOLDERS</b>
Ticket # _____	Prize List (include descriptions, values, draw order, restrictions) Total number of tickets printed: _____
	Licence # MGCC _____ RF      Ticket Price: \$ _____      Ticket # _____

### Operational:

- Each ticket sold must have the same chance to win (every ticket sold must be in the drum).
- Draws must be made in public with witnesses.
- You must give away all the prizes as offered.
- You have to post any specific rules or criteria to win or claim a prize (e.g. age limit, time limit).

### Records:

- The MGCC may request the records of any raffle during an inspection, audit, or with any subsequent application submitted by your organization.
- Licensees must keep accurate records of each individual raffle for 3 years. These records would include;
  - Ticket samples
  - Total Gross Revenue amount (total ticket sales)
  - Total amount (value) of prizes awarded
  - All expenses associated with the raffle
  - All disbursements (use of profit)
  - Winners Lists

### RAFFLE TYPES:

1. **Regular Raffle:** is where a predetermined number of tickets are printed and sold and winner(s) are determined by selecting a ticket(s) from a drum.
2. **Players' Choice Raffle:** is where players choose which draw they wish to participate in from a display of prizes (or prize packages) and place their tickets in the respective draw bag/bin/box/pail.
3. **Percentage Payout Raffle:** (e.g. 50/50) is where a number of tickets are sold and a predetermined percentage of sales is identified as the prize(s) being offered.
4. **Calendar Raffle:** is where a predetermined number of tickets are printed and sold (usually on the back page of an actual calendar) and each ticket has a chance to win any number of times during a specified series of draws (e.g. daily, weekly, monthly).
5. **Sport/Event Raffle:** (e.g. Grey Cup, Super Bowl tickets) is where tickets are produced with scores marked on each and the winner(s) are determined by matching the score in the game with the score on the ticket.



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## COMMUNITY RAFFLE APPLICATION

For raffles with **anticipated gross revenue of \$5,000 OR LESS**

Allow 3 weeks for processing

Please refer to the application guide to help you complete this application

### SECTION A: Organization Information

#### 1. HAS YOUR ORGANIZATION BEEN LICENSED BY THE MGCC BEFORE?

YES                       NO                       NOT SURE

If YES: MGCC LICENCE #:  Previous Licence Type: 

Raffle	Bingo	Breakopen	Other:
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 (circle any that apply) (indicate type)

2. FULL NAME OF ORGANIZATION:

3. STREET ADDRESS: 

Street # and Street Name – or – Box #	City/Town	Postal Code

MAILING ADDRESS: (IF DIFFERENT) 


4. BACKGROUND INFORMATION: If your organization has never been licensed by the MGCC; has not been licensed for more than three years; or, has changed its mandate or objectives, please refer to the application guide for a list of acceptable supporting documents to **include with this application** and **complete (A) to (D)** below:

(A) Date organization was established  (B) Date of Incorporation (if applicable)  (C) Total Number of Members

(D) ORGANIZATION'S MANDATE OR OBJECTIVES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. CURRENT EXECUTIVE OF YOUR ORGANIZATION:				Telephone	
(Please print)	Name	Home Mailing Address	Postal Code	Bus.	Home
President					
Treasurer					
Raffle Chair					

6. WHERE WILL YOUR RECORDS BE KEPT? (No box numbers)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

7. WHERE WOULD IMPORTANT NOTICES BE HAND-DELIVERED IF NECESSARY? (No box numbers)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

You may apply for several Community raffles at once, simply copy and attach a complete page 2 for each.

**SECTION B: Details of Proposed Raffle & Financial Information**

<b>8. Raffle Type:</b> (see guide for descriptions)	<input type="checkbox"/> Regular	<input type="checkbox"/> Players Choice	<input type="checkbox"/> Percentage Payout
	<input type="checkbox"/> Calendar	<input type="checkbox"/> Sport Event	<input type="checkbox"/> OTHER - Describe:
<b>9. DRAW INFORMATION:</b>	<b>DATE</b>	<b>TIME</b>	<b>DRAW LOCATION (Address)</b>
Early Bird Draw(s):			
<b>FINAL DRAW:</b>			

  

<b>10. TOTAL ANTICIPATED REVENUE:</b>	x	\$	=	\$	**
Total # of tickets available		Maximum ticket price			

  

<b>11. TOTAL ESTIMATED EXPENSES:</b> (Include ticket printing costs, supplies, etc.)	\$	**
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\* If this total exceeds \$5,000 you are using the wrong application  
 \*\*This total cannot exceed 20% of total anticipated revenue (as indicated in #10)

<b>12. LIST OR DESCRIBE ALL PRIZES OFFERED: (Include your cost and the retail value of each prize)</b>		
	<b>RETAIL VALUE</b>	<b>YOUR COST</b>
	\$	\$
	\$	\$
	\$	\$
<b>TOTALS:</b>	\$	\$

**13. HOW WILL THE PROFITS FROM THIS RAFFLE BE USED? PLEASE BE SPECIFIC**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

**SECTION C: Certification**

We, the undersigned, hereby certify on behalf of the organization that the information furnished on this application is true and correct and that we have read, understand and agree to abide by the terms and conditions applicable to this raffle:

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

(The President and the Raffle Chair must sign this application. If this is the same individual, the Treasurer must sign.)

<b><u>SIGNATURES:</u></b>	<b>PRESIDENT:</b>	
	<b>RAFFLE CHAIR:</b>	

**A COMPLETE AND ACCURATE APPLICATION PACKAGE  
 WILL ALLOW FOR A QUICKER REVIEW PROCESS**

- PLEASE REMEMBER TO:**
- Enclose the required supporting documents listed in #4
  - Use the Community Raffle Standards for ticket printing and operational information.
  - Keep a copy of this application for your records.

**If you need assistance, contact the Licensing Section: 954-9400 (toll free: 1-800-782-0363)**

**FIPPA DISCLAIMER FOR COLLECTING PERSONAL INFORMATION**

Any personal information that you provide to the Manitoba Gaming Control Commission is collected in compliance with The Freedom of Information and Protection of Privacy Act (FIPPA). The personal information that you provide will be used only for the purpose(s) for which it is collected, and not in any other way without your consent.