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RAFFLE APPLICATION GUIDE

For raffles with **anticipated
GROSS REVENUE OVER \$5,000**

- This information is provided to help you complete your application
- These instructions and/or explanations do not replace the *Raffle Terms and Conditions*
- Please allow 6 weeks for us to process your application
- **NO PAYMENT IS REQUIRED WITH THIS APPLICATION. Licence fees will be 1.5% of actual gross revenue and must be submitted 60 days after your draw with your raffle report.**

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

1. **PREVIOUS MGCC LICENCE # and TYPE:** If your organization was licensed in the past, include the licence number and the type of event.
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 documents you provide must be in the name of the applicant organization.
 - Additional documentation may be requested.
5. **CURRENT EXECUTIVE:** This list must include complete information regarding your elected 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 any inquiries regarding this application.
6. **RAFFLE CONTACTS:** The raffle chair/raffle contact is our primary contact and this information must be included to ensure we communicate with the individuals from your organization who are responsible for this raffle.
7. **ADDRESS WHERE RECORDS ARE KEPT:** You must retain all records pertaining to your licensed events for a period of three years. Cannot be a P.O. Box number.
8. **PERSONAL DELIVERY OF NOTICES:** The individual's name and a physical address to where we can hand-deliver any important notices regarding your licence must be provided. Cannot be a P.O. Box number.

SECTION B: *Financial Information* - This section will tell us about your financial plan for the operation of the raffle, and gives us details about your organization's general financial situation.

9. **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 want to sell tickets at different prices (e.g. some at \$2.00 each and others at 3 for \$5.00), calculate the estimated revenue for each price level. If you plan to sell multiple-priced tickets, you must indicate how many tickets will be printed for each price level and, how tickets will differ from each other (e.g. colour). Each individual ticket must indicate its selling price. This information will help your sellers know the price each ticket is to be sold for and will ensure proper calculation of total revenue.
10. **ESTIMATED EXPENSES:** This section requires you to provide your budgeted expenses to operate this raffle. Prize costs and licence fees are not to be included.
 - Total expenses (column "B" on the application) must not exceed 20% of total anticipated revenue (column "A").
 - If your application exceeds the 20% expense limit, it will be returned to you for revision.

- 11. LIST OF SUPPLIERS:** Suppliers who need to be registered with the Commission are listed on the application. These suppliers must be registered before you contract with them for marketing services for your raffle.
- Suppliers of marketing services are defined as a firm or individual that provides management, administrative, consulting or distribution services to a raffle licence holder. They are those suppliers who have access to either the ticket sales/orders or the monetary transactions involved in a raffle, or those who will be directly involved with the production and promotion of the raffle.
 - Copies of all contracts must be provided with your application. All suppliers must be listed on the application. Those known to be registered with MGCC should be indicated as such. If a supplier is not registered, this process may delay your raffle application.
- 12. DOES YOUR ORGANIZATION HAVE CURRENT FUNDS TO COVER THE TOTAL COST OF ALL PRIZES?** This section asks you to provide a guarantee that all prizes offered in the raffle will be awarded as promised, regardless of the ticket sales. The Commission may ask for additional confirmation if deemed necessary.
- A current bank statement showing a balance equal to or greater than the total cost of all prizes can be provided.
 - If your organization does not have sufficient funds, an irrevocable standby letter of credit (sample available upon request), or bank draft is required.
- 13. RAFFLE BANK ACCOUNT:** A separate raffle bank account must be used. It must be a chequing account into which all raffle revenue must be deposited, and from which all expenses and disbursements for approved objectives must be made by cheque. No transfers are allowed to be made to any of your organization's other accounts.
- 14. 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. Please be specific; e.g. use "*Purchase junior curling rocks*" rather than "*Junior Curling Program Expenses*".
- 15. EXPECTED DATE OF FULL DISBURSEMENT OF PROFITS:** This section requires you to give the specific date that all profits will be spent. If this date is more than 60 days after your draw date special reporting requirements are required. A detailed plan may be requested for long-term projects (e.g. construction of a new building).

SECTION C: Details of proposed raffle -This section will provide information about your raffle. The Commission uses this section to determine whether raffle tickets contain the necessary information for purchasers to make an informed choice to participate in the raffle, and that there are rules in place to ensure fairness and game integrity.

- 16. ONLINE RAFFLE TICKET ORDERS:** Applicants who wish to offer an online/website ticket ordering option are required to provide details of how the Internet will be used to accept ticket orders, and how you will comply with each Online Raffle Ticket Ordering Term and Condition identified in The Raffle Terms and Conditions Addendum. The Addendum and an Information Bulletin can be found on our website www.mgcc.mb.ca.
- 17. DRAW INFORMATION:** Draw dates cannot be changed once ticket sales begin.
- This section asks you for the time, date and location for all early bird and final draws, as well as the deadline for ticket sales. The tickets must say that "All draws are open to all ticket holders".
- 18. RAFFLE RULES:** The rules tell ticket buyers and sellers what conditions or restrictions (e.g. age or member affiliation) there may be to participate in the raffle.
- All questions listed on the application must be answered. Any other rules or restrictions (e.g. travel restrictions if the prize is a trip) must be provided and may have to be printed on the ticket.
- 19. PRIZES:** All prizes offered in the raffle must be listed with a complete description including the retail value of the prize (excluding taxes), and the cost to the organization (including taxes). Prizes cannot be substituted, removed, altered or changed once ticket sales begin.
- Contractual agreements with suppliers (sample available on request), or a bill of sale signed by both the supplier of the prize and a member of the organization must be provided as confirmation of value and availability for each prize valued over \$500.00. Additional information regarding any prize offered may be requested.
 - The order in which prizes will be awarded must be indicated and must also appear on the ticket to avoid any confusion during a draw.

- 20. CERTIFICATION:** The president and the raffle chair must both sign the application. If the same person holds both positions, a 2nd executive member listed on the application must sign. Make sure both people have read the certification area and the **Raffle Terms and Conditions** before signing the application.
- 21. TICKET INFORMATION:** Page 4 of the application indicates what must be on a printed ticket.
- If you have a sample or printer's proof of your proposed ticket already developed, enclose it with your application, and ensure all of the required information (Page 4 of the application) is included. Please note before we can approve an application you will be required to submit a ticket sample for our review and approval.
 - If some other form of ticket is proposed, please attach a copy and provide details.



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RAFFLE APPLICATION

For raffles with **anticipated GROSS REVENUE OVER \$5,000**

Allow 6 weeks for processing

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

SECTION A: Organization Information

1. **MGCC LICENCE #:** Previous Licence Type: Raffle Bingo Breakopen Other: _____
 (If previously licensed) (circle any that apply) (indicate type)

2. **FULL NAME OF ORGANIZATION:**

3. **STREET ADDRESS:**
 # and Street – 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 ELECTED EXECUTIVE OF YOUR ORGANIZATION:				Telephone	
(Please print)	Name	Home Mailing Address	Postal Code	Bus.	Home
President					
Vice-President					
Secretary					
Treasurer					

6. **RAFFLE CONTACTS:** (Primary contact with the MGCC)

(Please print)	Name	Home Mailing Address	Postal Code	Bus.	Home
Raffle Chair:					
		Fax:	E-mail:		

*Mailing Contact:					
(*if different from Raffle Chair)		Fax:	E-mail:		

7. **AT WHAT ADDRESS ARE YOUR RECORDS PHYSICALLY KEPT?** (cannot be a Box #)

Address:

8. **TO WHOM, AND TO WHAT ADDRESS WOULD IMPORTANT NOTICES BE HAND-DELIVERED?**

Name: Address:
 (cannot be a Box #)

SECTION B: Financial Information

9 ANTICIPATED REVENUE:

9 ANTICIPATED REVENUE:						COLUMN "A"
Ticket Price	Ticket #'s	# of Tickets		Calculation		\$ Revenue
\$_____ each	to		X	\$_____	=	\$
_____ for \$	to		÷	_____ X \$_____	=	\$
(e.g. 3 for \$5.00)						
TOTAL # OF TICKETS=					TOTAL (A) =	\$

⇒How will these tickets be different? (i.e. colour): _____

10. ESTIMATED EXPENSES: (excluding prizes and licence fees)

10. ESTIMATED EXPENSES: (excluding prizes and licence fees)	COLUMN "B"
TICKET PRINTING:	\$
ADVERTISING and MARKETING*: (*list specific suppliers below in #11)	\$
DISTRIBUTION*: (*list specific suppliers below in #11)	\$
WAGES and/or COMMISSIONS: (do not include donations to other charities - see #14)	\$
OTHER: (specify)	\$
OTHER: (specify)	\$
TOTAL (B) cannot exceed 20% of TOTAL (A)	TOTAL (B) = \$

11. SUPPLIERS/SERVICES BEING USED FOR THIS RAFFLE: (Suppliers must be registered with MGCC)

TYPE OF SERVICE SUPPLIED	NAME AND ADDRESS OF SUPPLIER/COMPANY	Registered with MGCC
Marketing Consultant/Agency		
Sales/Processing/Fulfilment Firm		
Telemarketing Firm		
Other: _____		

12. DOES YOUR ORGANIZATION HAVE CURRENT FUNDS TO COVER THE COST OF PRIZES?

YES Provide a copy of your organization's most current bank statement.

NO Provide an *Irrevocable Standby Letter of Credit* or *bank draft* from a financial institution.

13. RAFFLE BANK ACCOUNT: A separate raffle account must be used for deposit of all raffle ticket sales revenue. All expenses and disbursements approved with this application must be paid **by cheque** from this account.

Name and Address of Financial Institution

Raffle Account Number

14. HOW WILL THE PROFITS FROM THIS RAFFLE BE USED?

PLEASE BE SPECIFIC – (include any donations to other charitable organizations assisting in ticket sales)

Show %
for each

1. _____ %

2. _____ %

3. _____ %

(Attach a separate page if required)

TOTAL = 100 %

15. EXPECTED DATE OF FULL DISBURSEMENT OF PROFITS: _____

(Note: Special reporting will be required if funds will be held for more than 60 days after your draw)

SECTION C: Details of proposed raffle

16. ONLINE RAFFLE TICKET ORDERING:

Will your organization offer online raffle ticket orders? Yes or No

If **yes**, attach a copy of your proposal. Your proposal must provide details of how the Internet will be used to accept ticket orders, and how you will comply with each Online Raffle Ticket Ordering Term and Condition identified in The Raffle Terms and Conditions Addendum.

17. DRAW INFORMATION:

	DATE	TIME	ADDRESS OF DRAW LOCATION
Closing Date of Ticket Sales:			
FINAL DRAW:			
Early Bird Draw(s):			

Include any other specific draw information: _____

18. RAFFLE RULES:

(Some of these, and any additional ones you may include may need to appear on your printed ticket)

- a) Age restriction to purchase tickets (if any): _____
- b) Members of your organization who cannot participate (if any): _____
- c) Restrictions to winning or claiming prize(s) (if any): _____
- d) Method of handling unclaimed prize(s): _____
- (Please attach a separate sheet for additional rules)

19. PRIZES:

ORDER of DRAWS: (Drawn 1 st , 2 nd , 3 rd , etc.)	DESCRIPTION	RETAIL VALUE (without taxes)	COST OF PRIZES (include taxes)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTALS:		\$	\$

20. 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, one other executive member must sign)

SIGNATURES:

PRESIDENT:	
RAFFLE CHAIR:	

THE 6-WEEK PROCESSING TIME REFERS TO A COMPLETE AND ACCURATE APPLICATION PACKAGE

Did you remember to:

- | | |
|--|--|
| <input type="checkbox"/> Enclose the required supporting documents listed in #4 of the guide | <input type="checkbox"/> Attach a list of any additional rules governing your raffle, #18 |
| <input type="checkbox"/> Enclose copies of any contracts with suppliers/services, #11 | <input type="checkbox"/> Enclose contractual agreements for all prizes valued over \$500.00, #19 |
| <input type="checkbox"/> Enclose your current bank statement or prize guarantee, #12 | <input type="checkbox"/> Attach a sample ticket, #21 |
| <input type="checkbox"/> Attach a copy of your Online Raffle Ticket Ordering proposal, #16 | |

21. TICKET INFORMATION: All of the information shown below **must** appear on your printed raffle tickets.

STUB

Name: _____

Address: _____

Telephone #: _____

Name of organization: _____

Address of organization: _____

	DATE	TIME	ADDRESS OF DRAW LOCATION
FINAL DRAW:			
Early Bird Draw(s):			

Include any other specific draw information: _____

ORDER of DRAWS: (Drawn 1 st , 2 nd , 3 rd , etc.)	PRIZE DESCRIPTION	RETAIL VALUE (without taxes)
		\$
		\$
		\$
		\$

List restrictions and rules listed in #18 Raffle Rules _____

(Note: Each printed ticket must indicate its' selling price)

Ticket #'s	Colour (or?)	# of Tickets	Ticket Price
to			\$ _____ each
to			@ _____ for \$ _____

Total # of tickets = _____

Ticket # _____

Licence Number MGCC-_____RF (specific ticket numbers must appear on both ticket parts) Ticket # _____

****ALL DRAWS ARE OPEN TO ALL TICKET HOLDERS** ← (Must be printed on every ticket)**