

Know the following before you apply:

- Authority to issue lottery scheme licences is contained in section 207(1)(b) of the *Criminal Code* of Canada, which provides that charitable or religious organizations may be licensed if proceeds are to be used for charitable or religious purposes.
- Submit this application **at least 2 weeks prior to the commencement date of ticket sales.**
- **All advertising of raffle events must state the licence number.**
- All organizations **applying for the first time** must complete a questionnaire to determine charitable status for the purpose of licensure. Contact Professional Licensing and Regulatory Affairs for questionnaire.
- A raffle with revenue of less than \$1000 can be issued to any religious or charitable organization approved by the Registrar of Lotteries.
- A raffle with revenue of more than \$1000 must be incorporated under the *Societies Act* and must be in good standing with the Registrar of Societies.

Fee schedule

Value of max. tickets printed	Fee
\$1,000 or less	\$10
\$1,001 – 5,000	\$25
\$5,001 – 10,000	\$50
\$10,001 – 15,000	\$75
\$15,001 – 20,000	\$100
\$20,001 – 25,000	\$125

Value of max. tickets printed	Fee
\$25,001 – 30,000	\$150
\$30,001 – 35,000	\$175
\$35,001 – 40,000	\$200
\$40,001 – 45,000	\$225
over \$45,000	\$250

Supporting documentation checklist

- Copy of meeting motion authorizing application for raffle.
- Copy of ticket format (if applicable).
- Terms and conditions for single day event raffle form, required for 50/50 and roll ticket draws only.
- Plan for financial control on distribution and sale of tickets. There must be a record of tickets and serial numbers to show the distribution of tickets and the return of ticket stubs and of money or unsold tickets by ticket sellers. This record must contain enough information to account for all tickets and cash.
- Payment information form.
- Copy of rules governing operation of raffle.
- Travel itinerary form (if applicable).

For applications where the total retail value of the prizes exceeds \$5,000:

- Prize guarantee is required.
- Supporting documents showing the organization’s cost for prizes and the retail value of the prize.

For raffle applications with a ticket price of \$50.00 or more, or if total ticket value exceeds \$25,000 also include:

- Marketing plan for ticket sales, including advertising and promotion of the event.

Sample ticket format:

- Tickets must:
- have two parts: the stub to be retained by the licence holder, and the part to be given to the purchaser; and
 - be consecutively numbered.

- The stub must have:
- the ticket number;
 - the licence number; and
 - space labeled for the name, address, and telephone number of the purchaser.

- The part to be given to the purchaser must state:
- the name and address of the licence holder;
 - when and where the draws will be made;
 - the kind and value of prizes;
 - the number of tickets printed;
 - the ticket price;
 - the ticket number; and
 - the licence number.

Sample ticket stub	Purchaser part – sample
Ticket #0000	Name of organization Address of organization • Email and phone number
Organization's name	Prize structure
Name: _____	1st prize Cash prize \$ 200
Address: _____	2nd prize Hand Woven Rug \$ 100
_____	3rd prize Gift basket \$ 30
Phone: _____	Draw to be held on July 1, 2020 at < location of draw >
	Tickets: \$2 each, or 3 for \$5 1,000 tickets printed
Licence #0000-000	Licence #0000-000 Ticket #0000

Questions? Email: charitablegaming@yukon.ca
Phone: 867-667-5111 (toll free in Yukon: 1-800-661-0408, ext. 5111)

Return your documents and fees to:

Mail: Professional Licensing and Regulatory Affairs, C-5
Box 2703, Whitehorse, Yukon Y1A 2C6

Courier or dropoff: Professional Licensing and Regulatory Affairs, C-5
307 Black Street, Whitehorse, Yukon Y1A 2N1

Choose one: Mail licence Hold licence for pickup

Confirm eligibility

We have completed the Eligibility for Gaming Licensing Questionnaire and Professional Licensing and Regulatory Affairs (PLRA) has confirmed our eligibility to apply for a lottery licence.

Organization details

Organization name

Address

Postal code

Is your society registered with Corporate Affairs and in good standing? Yes No

Banking information – Total revenue must be deposited to the bank account of the society and payment of all expenses and disbursements shall be made from this account.

Name of financial institution

Account number

Address of financial institution

Designated person information

Person organizing and running this raffle. All future correspondence will be with this person.

Last name

First name

Email

Phone

Mailing address (if different from above)

City

Prov./terr.

Postal code

Country

Event details

Raffle type

- Single day raffle (i.e. 50/50, roll tickets)
 Regular Raffle with pre-printed tickets (see sample ticket format online)

Ticket information

Date(s) of draw

Location(s) of draw

Number of tickets printed (if applicable): _____

Price: \$ _____ each, or at a discounted price of _____ tickets for \$ _____ .

Maximum total value of tickets: \$ _____

50/50 raffle – indicate

a.m.

a.m.

7 hour time period:

From _____

p.m.

to

p.m.

Name of printer

Prizes (attach list if more space required)	Description of prize	Retail value	Cost to organization
	1st		
	2nd		
	3rd		
	4th		
	5th		

Proposed use of proceeds

Proceeds must be used for a charitable or religious purpose that advances a program or activity which will benefit the community at large. Be as specific as possible. If proceeds are to be used for travel, a completed travel itinerary form must be included with your application.

You are required to keep all receipts on file for auditing purposes.

Note: Gaming proceeds shall not be applied to programs that are funded by government: i.e. grants. If there are terms and conditions for the use of these government funds, please provide the information with this application for review.

Signature and authorization

We, the undersigned president and treasurer, certify that the foregoing and all documents supplied are correct and that we have been authorized to make this application on behalf of the organization, and authorize any inspector of the Registrar of Lotteries to examine and make copies of all records relating to this application and any licence issued pursuant thereto including the account records at the financial institution referred to above and any other financial institutions or locations where such records may be held.

President name (print)

Treasurer name (print)

Signature

Signature

Phone

Phone

Email

Email