

As your organization begins planning for its upcoming United Way fundraising campaign, it is important to be mindful of legalities. If you're planning a raffle, your organization is required by law to obtain a lottery licence. Alcohol and Gaming Commission of Ontario (AGCO) has a special process for workplaces running a United Way Campaign.

When do you need a license?

Any event that involves gaming, such as **50/50 draws, raffles, casino nights, or bingos**, will need a license from the province. The application form must be filled out in the name of your workplace and have a letter attached with the authorization signatures from United Way. The application will require written approval from the municipality. The application is then sent to your provincial licensing bureau with the required application fee. For more information in your region, consult the United Way.

***Please note that it can take up to six weeks to receive your license. Therefore, if you anticipate needing a license, please contact your provincial licensing bureau as soon as possible ***

What constitutes a game of chance?

- A prize (donated or purchased)
- A chance to win
- A fee for a chance to win

Event proceeds

It is required that all proceeds of the event be recorded money be deposited separately from other donations or other event proceeds, as required by the gaming authority. A report must be filed with the AGCO within 30 days of the event.

To apply for a lottery licence, follow these steps:

1. **Download** the form from http://www.agco.on.ca/forms/bi/6004_g.pdf or **pick up a copy** from the Licensing Department of your municipality. An application must be completed and signed by two members of the organization (not the United Way) that have signing authority and sent directly to the Alcohol and Gaming Commission of Ontario (AGCO).
2. The application must include an agreement letter from the United Way acknowledging the approval of the raffle and that all monies will be directed to the United Way.
3. A **"Letter of Support"** must be obtained from the Licensing Department that approves the conduct of the lottery in the municipality. Reach out to your municipality for more details.
4. **A fee** of 3% of the total prize value is charged for the licence and a cheque must be included with the application made payable to the "Minister of Finance".
5. **A copy of the ticket** to be used for the raffle must be submitted with the application.
6. **The AGCO will issue the licence** directly to your organization and the licence must be posted at the raffle draw.
7. Once the lottery is completed, **a report** must be filed with the AGCO within 30 days of the event. Please send a copy to the United Way at the same time.

http://www.agco.on.ca/forms/bi/6347_g.pdf

Questions? Contact:

United Way Gaming Registration Officer

Alcohol and Gaming Commission of Ontario
90 Sheppard Avenue E., Suite 200
Toronto, ON M2N 0A4
416-212-1856

Guidelines/Requirements (As per Alcohol and Gaming Commission of Ontario)

- 1.(a) A duly completed application form for the relevant type of lottery; for application forms and type visit www.agco.on.ca
- 1.(b) Only one lottery license application will be approved to be held within the same draw(s) date. Two concurrent raffle licenses will not be approved. I.e.: You may apply for a 50/50 type raffle or a regular Stub draw event to be held at different days providing you have submitted the financial lottery report within 30 days of the draw date approved on the license previously issued.
 - 1(c) If beer type tickets are used for the draws a sample ticket must accompany application along with the breakdown of the ticket numbers that will be used.
2. All applications must be approved by the applicant ministry/agency's United Way Campaign Chair and must be complete and duly signed by two executive officers.
3. Applications require a letter of recommendation from the municipality in which the applicant is based; in municipality, you must send the application form to: City Clerk's Office, Lottery Department, with a letter asking for their approval for this lottery application and in turn submit that letter with the application to the AGCO.
4. A letter of agreement between the applicant and United Way with a clause stating that the organization will only carry out the lottery during the published dates of the United Way campaign in the workplace of the sponsoring organization, and donate the total net proceeds to United Way Campaign. Letter should also include the effective date of the instrument and must be signed by CEO of United Way.
5. The application must also contain a sample of relevant tickets to be used at the lottery events.
6. Must enclose a cheque, for the relevant license fee (3% of the total prize board which must include all taxes. Total Prize board must be a minimum of 20% of the value of tickets printed and is calculated **on the higher ticket value not the discounted portion**), and made out to "The Minister of Finance" - personal cheques are not acceptable. Use company cheque or money order.
7. If the prize-board on the lottery event is \$10,000 or more, an irrevocable letter of credit is required.
8. The lottery event must only be conducted and managed within the workplace.
9. Participation in the lottery event is restricted to the employers and employees of the licensee only, and tickets may only be sold to the individuals working within that office.
10. All lottery events licenses for the United Way Campaign will be issued only by the AGCO. **Please note that concurrent licenses will not be allowed. One license must end before a 2nd license may be issued.**