

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.

Please submit this application **at least 2 weeks prior to the proposed commencement date of ticket sales.** All advertising of Raffle events must state the licence number.

1. ORGANIZATION DETAILS

Organization Name: _____

Address: _____

Postal Code: _____

Member organizing this raffle: _____ Phone: _____

Email: _____

Forward licence by mail _____

or

Hold licence for pickup _____

Is your Society registered with Professional Licensing and Regulatory Affairs? Yes No

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.

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.

Financial Institution: _____

Bank Account Number: _____

2. RAFFLE TYPE

Single Day Raffle (i.e. 50/50, roll tickets)

Regular Raffle with pre-printed tickets

See Sample ticket format online

<http://www.gov.yk.ca/forms/forms/5000/SampleTicketFormatENG.pdf>

Personal information contained on this form is collected under the Lottery Licensing Act and will be used for the purpose of administering the Act. For further information, contact the Registrar of Lotteries at (867) 667-5111, toll free within Yukon 1-800-661-0408, ext. 5111.

3. TICKET INFORMATION

Date(s) of draw _____

Location(s) of draw _____

Number of tickets printed (if applicable) _____

Price of ticket: \$ _____ each or at a discounted price of # _____ tickets for \$ _____

Maximum total value of tickets \$ _____

50/50 Raffle - Indicate 7 hour time period from _____ Time to _____ Time

Name of Printer: _____

4. PRIZES

Description of Prizes (attach list if more space required)	Retail Value	Cost to Organization
1st Prize: _____	_____	_____
2nd Prize: _____	_____	_____
3rd Prize: _____	_____	_____
4th Prize: _____	_____	_____
5th Prize: _____	_____	_____

5. 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. Please 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.

6. FEE SCHEDULE

Value of maximum tickets printed	Fee	Value of maximum tickets printed	Fee
\$1,000 or less	\$10	\$25,001 – 30,000	\$150
\$1,001 – 5,000	\$25	\$30,001 – 35,000	\$175
\$5,001 – 10,000	\$50	\$35,001 – 40,000	\$200
\$10,001 – 15,000	\$75	\$40,001 – 45,000	\$225
\$15,001 – 20,000	\$100	over \$45,000.....	\$250
\$20,001 – 25,000	\$125		

7. CHECKLIST

All applications must include:

- Licence fee
- Copy of meeting motion authorizing application for raffle
- Rules Governing operation of raffle
- Copy of ticket format (if applicable)
- Travel Itinerary Form - required if proceeds are to be used for travel (form online)
- Terms & Conditions for single day event raffle - required for 50/50 & roll ticket draws only (form online)
- 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.-Section 7.2 of the Lottery Licensing Act – Regulation (sample control sheet online)

And include the following appropriate to your application:

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

- Prize Guarantee is required (individual or banking institution form online)
- 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

For raffle applications with a gross sales exceeding \$10,000 and choose to hire an accountant:

- Include Accountant Option Declaration

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

President (Please Print)	Treasurer (Please Print)
Signature	Signature
Residence Number Business Number	Residence Number Business Number

Important Note: Professional Licensing and Regulatory Affairs will **NOT** accept payment by email or fax.

Please make your cheque payable to Government of Yukon, or, complete payment information form YG5924 at:
<http://www.gov.yk.ca/forms/cs.html#>

Please return your documents and fees to:
Mail:
Professional Licensing and Regulatory Affairs, C-5
Box 2703,
Whitehorse,
Yukon Y1A 2C6

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

Please contact Professional Licensing and Regulatory Affairs at 867-667-5111 or fax 867-667-3609
or e-mail PLRA@gov.yk.ca for inquiries.