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COMMUNITY RAFFLE APPLICATION GUIDE

**ALLOW 3 WEEKS FOR PROCESSING
OF A COMPLETE APPLICATION**

This guide will assist charitable and religious organizations in completing the Community Raffle Application form.

The Community Raffle Application is for all raffles with gross maximum ticket sales revenue of up to \$5,000.

If you are applying for a licence for an ongoing event, only use this form if the gross maximum ticket sales revenue for one year will be less than \$5,000.

The information contained in this guide does not replace the [Raffle Terms and Conditions](#)

The Community Raffle Application form is designed to be filled in on a computer and submitted as an email attachment. It can be printed and filled in manually. Depending on your responses, some sections of the form may lock. You do not need to complete these locked sections. You can save your progress at any point by clicking the save button at the bottom of the form. You will have the opportunity to choose a location and file name to save the document to.

To make information easier to find, this guide follows the same numbering as the application form. General information on raffles is included at the end of this guide.

1. ORGANIZATION INFORMATION

This section provides the Manitoba Gaming Control Commission (MGCC) with your organization's important contact information. Please note, only charitable or religious organizations are eligible.

MGCC Licence #: If your organization has been licensed by the MGCC for any lottery scheme in the past, include the licence number. If your organization has not been licensed before or you are unsure of the number leave this section blank.

If your organization has not been licensed within the last three years or if your organization's by-laws have changed, you will need to submit background information. See Section 2, Background Information for details.

Full legal name of organization: This must be the full legal name of your organization as it appears on formal and/or legal documents.

Street address: Your organization's full street address.

Mailing address: Provide your organization's mailing address if it is different from the street address. The mailing address will be used when the MGCC wishes to contact your organization by way of a general mail-out e.g. information bulletins and calendars. Your raffle related information will be mailed to your raffle chairperson or raffle mailing contact as identified in Section 4.

At what physical address are your records kept? You must provide the physical address where your raffle records are kept. For example, if the records are kept at your treasurer's home address, provide their address. **This address cannot be a Post Office Box.** Your organization must retain all records pertaining to your raffle for a period of three years.

Hand-delivered notices: Include the name of the individual the MGCC can hand-deliver important notices to. Also include the address at which hand-delivery can take place. **This address cannot be a Post Office Box.**

2. 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 mission or mandate since it was last licensed, you need to complete this section of the form **and send supporting documents.**

In order to evaluate whether or not your organization is eligible to be licensed, the MGCC needs to review as many of the following documents as possible:

- charter
- constitution
- by-laws
- articles of incorporation
- corporate annual return
- annual general meeting minutes
- regular meeting minutes
- financial statements
- recent bank statement
- membership list
- letter of reference or support from your governing body

If your organization does not hold some or all of the documents listed, send the closest equivalent documents from your organization.

Additional documents may be requested.

Provide the **date your organization was established** and if applicable, the **date of incorporation.**

Total number of members: provide the total number of members in your organization, NOT just the members of your executive. This also applies when sending us your membership list.

Organization's mandate: tell us your overall mission NOT your current fundraising objective. For example your mandate may be: *To provide high-quality child care and promote the well-being and development of children.* **NOT to raise money to refurbish the play area** – this is your fundraising objective. This may be relevant to your **use of profit** (see Section 3).

3. USE OF PROFIT:

How will the profit from this raffle be used? This section requires you to give specific details on how the profit from this raffle will be spent. Instead of indicating "projects" indicate what type of projects e.g. to repair the church roof, replace cabinets in the community centre kitchen, purchase new tables for our pre-school room etc. You may specify more than one use for the profits.

4. CURRENT EXECUTIVE:

Include **each executive member's contact information**, including email address. Please include all the contact information that is applicable for each person. By providing complete information it will be easier for the MGCC to contact you without unnecessary delays if we have questions about your application.

Each person listed on this application must be aware that their personal information is included on this form and will be used by our office for the purpose of administering your application and licence.

Please note that the raffle chairperson must be a representative of your organization. This person will be the MGCC's main contact for this raffle. If your organization wishes to have your raffle information mailed to someone other than your raffle chairperson, please include their name and contact information in the **Raffle Mailing Contact** section of this application.

5. RAFFLE INFORMATION:

There are several raffle formats. This application form can be used to apply for the most common types of raffles. They are:

- A. Regular Raffle:** A predetermined number of tickets are printed and sold and the winner is determined by selecting a ticket from a drum.
- B. Players' Choice Raffle:** Players choose which draw they wish to participate in from a display of prizes and place their tickets in the respective draw bag/bin/box/pail. The winning ticket for each prize is drawn from only the tickets in the respective bag/bin/box/pail.
- C. Percentage Payout Raffle:** A number of tickets are sold and a predetermined percentage of sales is identified as the prize being offered. The winner is determined by selecting a ticket from a drum. (e.g. 50/50)
- D. Sports Event Raffle:** Tickets are produced with scores marked on each ticket and the winners are determined by matching the scores in the game with the scores on the tickets. (e.g. Grey Cup or Super Bowl tickets)

Select the box for the type of raffle you are applying for.

If you are **applying for more than one licence at the same time:**

If each event is a different format, check the boxes for each of the types of raffle you are holding and complete all the relevant sections of the form. Your events do not have to take place on the same date.

For example, if you are holding a regular raffle, a player's choice and a 50/50, check boxes A, B and C in Section 5 and complete Sections 5A, B and C.

If you are applying to hold more than one event of the same type you will need to complete another Section 5A, B, C or D on a new form for the relevant event.

For example, if you are holding 2 regular raffles, check box 5A and complete Section 5A giving the details for your first raffle. Use a new copy of the form, check box 5A and complete Section 5A on the new form to give details of the next raffle. Include all of Section 5 when sending in your application.

If you are applying to hold an event that does not fit any of the above formats please provide an additional proposal with your application giving as much detail as possible about the event, its format and how you will ensure its integrity. If the event is similar to one of the above formats, please use the form to provide basic information and include any other information as an attachment.

Draw Date: You must specify the date of your draw. You can notify the MGCC of a change to this date before a licence is issued. The MGCC will not issue a licence without a draw date.

For **ongoing** or **limited series** of **Percentage Payout** events, check the applicable boxes for the **frequency** and **day** of the draws.

Draw Time: Use the drop-down list to select the time the draw will take place. The next drop-down allows you to select AM or PM. For **Sports Events** it is not necessary to provide the draw time.

Draw Location: Indicate the name of the building and the street address where your draw will take place. For **Sports Events** it is not necessary to provide the draw location.

Ticket Price: You must provide the price of a single ticket and, if applicable, the price for buying **multiple tickets** at a discount (e.g. 3 tickets for \$5).

of Tickets: Indicate the number of tickets available.

If you plan to sell multiple-priced tickets, you must indicate how many tickets will be printed for each price level and **print a different set of tickets for each price** (e.g. \$2 single tickets are a different colour than 3 for \$5 tickets).

For **Sports Events** provide the number of **sets of tickets** available. For example 4 sets of 900 tickets.

When you have entered the ticket price and the number of tickets, the form will calculate the maximum gross anticipated revenue from ticket sales. **The combined total gross revenue from all ticket sales must not exceed \$5,000. If it does, you should apply for a licence for raffles with anticipated gross revenue above \$5,000.** This form is available on our website at www.mgcc.mb.ca/charitable_raffle.html

Prizes: Provide details of your raffle prizes.

If any of your prizes have a retail value of over \$5,000 you must submit a Contractual Agreement or proof of purchase for that prize. A sample contractual agreement is available on our website at this link: www.mgcc.mb.ca/forms/sample_contractual_agreement.pdf

For **Regular** raffles list the **prizes** and their **retail values** without taxes added. Indicate the **cost to your organization including any taxes**. For example, a donated prize may have a retail value of \$500, but the cost to your organization is '0'.

For **Players' Choice** indicate the number of **prizes/packages** available and the average **approximate value of each package** (i.e. total value of all prizes/packages divided by total number of prizes/packages).

For **Percentage Payout** check the relevant box to indicate what percentage of the revenue from ticket sales the prize will be. If the percentage is anything **other** than 50%, please specify it.

For **Sports Events** provide details of the prize for the **correct** scores at the end of each quarter/period and if applicable **reverse** scores. If you are offering any **additional prizes** please provide a description. For example, holders of tickets 0-0 and 29-29 win \$10.

Estimated raffle expenses: provide your anticipated expenses to operate this raffle. Expenses might include cost of ticket printing, advertising, supplies and postage. **Do not include the cost of your prizes in this section. Total expenses must not exceed 20% of total Anticipated Gross Revenue.**

6. CERTIFICATION:

The president and the raffle chairperson must both sign and date the application, if the same person holds both positions then your treasurer must sign. Make sure both people have read the [Raffle Terms and Conditions](#) and the information included in your completed application before signing it.

SUBMITTING YOUR APPLICATION:

The buttons at the end of the form allow you to quickly save, print or email your completed form. You may submit your application by email, fax, mail or drop it off in person.

You can send us your application in a number of ways:

Send us the signed copy of your form and supporting documents by email to licensing@mgcc.mb.ca.

You can send us your application without signatures and forward the certification page within 7 days.

PLEASE NOTE: we will not start processing your application until the signed certification is received.

Send us your application and supporting documents by fax to (204)-954-9450 or toll free to 1-866-999-6688.

Mail or drop-off your application to our offices at:

800-215 Garry Street
Winnipeg
Manitoba
R3C 3P3

OTHER IMPORTANT INFORMATION ABOUT CONDUCTING YOUR RAFFLE:

The following information is provided to assist you in printing your tickets, conducting draws and keeping records. **It does not replace the [Raffle Terms and Conditions](#).**

TICKETS:

All tickets must meet the standards described below.

Two part tickets must be used. One part must go to the buyer. The other goes in to the draw.

The buyer's stub must have the name and address of your organization, draw date, time and location, prize information, licence number, ticket price, total number of tickets printed and the ticket number or scores (for Sports Event raffles) and the statement 'all draws are open to all ticket holders'.

The draw stubs must include the ticket number or scores (for Sports Event raffles) and provide a place for the buyer's name, address and phone number.

If all tickets are to be sold on the same day, in the same location as the draw you may use 'double-roll' tickets and clearly display all other required ticket (buyer's stub) information and the approved licence at the event.

If you are **selling multiple-priced tickets** (e.g. \$2.00 each and 3 for \$5.00) you must use a different set of tickets for each price. You must also have a fixed number of tickets at each price. For example, 1000 red tickets at \$2.00 each and 1800 blue tickets at \$5 for 3 tickets.

DO NOT SEND A SAMPLE OF YOUR TICKETS UNLESS REQUESTED TO DO SO.

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

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

Note: The statement 'all draws are open to all ticket holders' is required so that purchasers are made aware of their right to witness the draw.

Sports Event tickets must be sealed in a manner that prevents the purchaser from viewing the score combinations prior to buying tickets. Acceptable methods include stapling or latex covering.

RULES:

You should have rules in place to help make it clear how your raffle is being run. What rules you choose to have may be affected by the type of raffle you are having. Suggested rules include, but are not limited to:

- A minimum age for purchasing tickets. This may be helpful if you have age-sensitive prizes such as liquor, vacations or vehicles.
- Rules identifying any members of your organization that cannot buy tickets.
- Rules requiring a winner to be in attendance to claim a prize.
- Rules identifying whether or not winning tickets will be entered in to draws for subsequent prizes.

It is strongly recommended that you **have a rule to address unclaimed prizes**. For example, prizes that have not been claimed 60 days after the draw will revert to the organization.

Do not include copies of your rules unless requested to do so.

Rules must be stated on your tickets.

OPERATIONAL:

Each ticket sold must have the same chance to win.

You must give away all prizes as offered.

Where a Sports Event raffle has unsold tickets with winning scores, these prizes do not need to be awarded. The unsold winning tickets should be retained for your organization's records.

RECORDS:

Licence holders must complete a Community Raffle Record (included in your licence package) for each licensed event and keep a copy for 3 years. **Do not send a copy of this record to the MGCC unless requested to do so.** You are required to keep the following with your Community Raffle Record:

- Ticket samples
- Winning ticket stubs
- Receipts for all expenses associated with the raffle
- Receipts for all disbursements of raffle profits
- Additional winners list, if required

The MGCC may request these records during an inspection or audit, or you may be requested to provide them to us during a review of your file.

- For raffles with gross revenue (ticket sales) of \$5,000 or less
- Allow 3 weeks to process
- There is no fee for this application

Please complete all relevant sections of this form. Missing or incomplete information may result in your application being delayed or returned to you.

Need help completing this application? Click on the help icon  wherever you see it to see the application guide.

1. Organization Information

MGCC licence #
 (if previously licensed)

Has your organization been licensed within the last 3 years?

YES

NO

Have your by-laws changed since you were last licensed?

YES

NO

Full legal name of organization

Street address

Building # and street

City/Town

Postal Code

Mailing address
 (if different from
 street address)

Building # and street, box #

City/Town

Postal Code

At what physical address are your organization's records kept? (Must not be a P.O. Box)

Building # and street

City/Town

Postal Code

To whom and at what address can important notices be hand-delivered? (Must not be a P.O. Box)

Name

Phone Number

Building # and street

City/Town

Postal Code

2. Background Information

If your organization has not been licensed by the MGCC within the last three years or if your by-laws have changed, we require background documentation about your organization. Click on the above help icon for more information.

Date organization was established

MM / DD / YYYY

Date of incorporation
 (if applicable)

MM / DD / YYYY

Total number
 of members

Organization's Mandate

This is your organization's overall mission and/or mandate, NOT its current fundraising objective.

3. Use of Profit

How will the profit from this raffle be used? (Be specific)

1.	<input type="text"/>	3.	<input type="text"/>
2.	<input type="text"/>	4.	<input type="text"/>

4. Current Executive of Your Organization

All individuals listed on this application must be aware that their personal information is included on this form and will be used by our office for the purpose of administering your application and licence.

President or equivalent	Last Name	First Name	Primary Mailing Address (Street, P.O. Box, etc.)
City/Town	Province	Postal Code	Email Address
Business Phone	Home Phone	Cell Phone	Fax Number

Treasurer or equivalent	Last Name	First Name	Primary Mailing Address (Street, P.O. Box, etc.)
City/Town	Province	Postal Code	Email Address
Business Phone	Home Phone	Cell Phone	Fax Number

Raffle Chairperson (Primary contact)	Last Name	First Name	Primary Mailing Address (Street, P.O. Box, etc.)
City/Town	Province	Postal Code	Email Address
Business Phone	Home Phone	Cell Phone	Fax Number

Raffle Mailing Contact (if different from Raffle Chairperson)	Last Name	First Name	Mailing Address (Street, P.O. Box, etc.)
City/Town	Province	Postal Code	Email Address
Business Phone	Home Phone	Cell Phone	Fax Number

5. Raffle Information 

What type of raffle(s) are you applying to hold?

Check all that apply.

- A. Regular
 B. Player's Choice
 C. Percentage Payout
 D. Sport Event

Click the above help icon for more information on the different schemes and for guidance on applying for more than one event at the same time.

5A. Regular 

Final Draw Date MM / DD / YYYY	Draw Time	Draw Location Building Name & Address
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Ticket Price \$ each	# of Tickets	Calculation X \$	Anticipated Revenue = \$
# Tickets for \$ (e.g. 3 tickets for \$5.00)		÷ X	= \$
Total # of Tickets		Total Anticipated Gross Revenue (must be \$5,000 or less)	= \$

Prizes Offered For each prize with a retail value of \$5,000 or greater, provide a contractual agreement.	Retail Value	Cost To Your Organization
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total:	\$	\$

Estimated Expenses Cannot exceed 20% of estimated gross revenue.
 Include ticket printing costs, supplies, advertising, etc. **Do not include the cost of prizes.** \$

5B. Player's Choice 

Final Draw Date MM / DD / YYYY	Draw Time	Draw Location Building Name & Address
--	------------------	---

Ticket Price	# of Tickets	Calculation	\$ Revenue
\$ each		X \$	= \$
# Tickets for \$ (e.g. 3 tickets for \$5.00)		÷ X	= \$
Total # of Tickets		Total Anticipated Gross Revenue (must be \$5,000 or less)	= \$

Prizes Offered

Number of prizes/packages

Approximate value of each package \$

Cost of prizes to your organization \$

Estimated Expenses Cannot exceed 20% of estimated gross revenue.
 Include ticket printing costs, supplies, advertising, etc. **Do not include the cost of prizes.** \$

5C. Percentage Payout 

Event Type (choose one from below)

Single event

OR

Ongoing (no end date)

Date of first event

OR

Limited series

Date of first event

Date of last event

Frequency

Date of single event

Weekly

Biweekly

Monthly (choose from below)

1st wk 2nd wk

3rd wk 4th wk

OR

OR

Draw Time

Event Day(s)
(check all that apply)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Draw Time(s)

Draw Location

Building Name

Building #

Street

City/Town

Province

Postal Code

Number of events per year

Ticket Price

of Tickets

Calculation

\$ Revenue

\$

X \$

= \$

Tickets for \$
(e.g. 3 tickets for \$5.00)

÷ X

= \$

Total # of Tickets

Total Anticipated Gross Revenue
(must be \$5,000 or less)

= \$

Percentage Payout Prize Offered

50% of sales

Other

%

Estimated Expenses Cannot exceed 20% of estimated gross revenue.

Include ticket printing costs, supplies, advertising, etc. **Do not include the cost of prizes.**

\$

5D. Sports Event Raffle 

Event Date **Sporting Event**
 Grey Cup Super Bowl Other

Number of series/sets of tickets offered =	How many tickets per series/set	Cost per ticket	Total Anticipated Gross Revenue (must be \$5,000 or less)
# <input type="text" value="X"/>	# <input type="text" value="X"/>	\$ <input type="text"/>	= \$ <input type="text"/>

Prize Breakdown (if prize is not applicable, leave blank)

1st quarter score	Correct	\$ <input type="text"/>	Reverse	\$ <input type="text"/>
2nd quarter score	Correct	\$ <input type="text"/>	Reverse	\$ <input type="text"/>
3rd quarter score	Correct	\$ <input type="text"/>	Reverse	\$ <input type="text"/>
Final score	Correct	\$ <input type="text"/>	Reverse	\$ <input type="text"/>

Additional Prizes (explain)


Estimated Expenses Cannot exceed 20% of estimated gross revenue.
Include ticket printing costs, supplies, advertising, etc. **Do not include the cost of prizes.** \$

Your application cannot be processed until the signed copy of this page is received by the MGCC. You can send the signed copy to us by scanning and emailing, faxing, mailing or dropping it off at the MGCC office.

Organization Name

Licence Number

6. 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.

The President and the Raffle Chair listed on this application must sign below. If this is the same individual, then the Treasurer must sign as well.

Signatures	<input type="text" value="President"/>	<input type="text" value="Date"/>
	<input type="text" value="Raffle Chair or Treasurer"/>	<input type="text" value="Date"/>

Check this box if the signed certification of this application will be forwarded to MGCC separately
This must be received within 7 days of your application being submitted

Please remember to:

- Forward any required supporting documents listed in Section 2, Background Information
- Forward a copy of a contractual agreement for each prize with a retail value of \$5,000 or greater, Section 5A
- Refer to the Application Guide for the standards for ticket printing and operational information
- Keep a copy of this application for your records

If you need assistance, contact the licensing department: 954-9400 or toll free: 1-800-782-0363

The MGCC is committed to protecting your privacy. The personal information you are providing on this application is collected under the authority of The Gaming Control Act and Regulation and section 44 of the Freedom of Information and Protection of Privacy Act. The information is strictly for the use of the MGCC for authorized purposes relating to assessing your eligibility for a licence and the processing of your application.

Please be advised that the MGCC may make the following information public: your organization’s full legal name, address, MGCC licence number, event location(s), date(s) and prize information.

Important: please read these instructions before submitting this form.

Once you’ve completed the form, e-mail it to licensing@mgcc.mb.ca and your application will be forwarded to us. In this e-mail you should attach any supporting documentation you have in an electronic version. (Use the interactive buttons below)

As a second option, print your completed application form, sign it and mail it to us. Make sure to keep a copy for your records. You must remember to mail any supporting documentation that was not included in your e-mail. Our mailing address is listed at the beginning of the form.

Please do not bind or staple your printed application and supporting documentation.

SAVE

PRINT

E-MAIL FORM