



Raffle Lottery

Information Package

What is a Raffle Lottery?

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

Enclosures:

- Quick Guide to Lottery Licence Applications
- An application to manage and conduct a Raffle Lottery
- Township of Russell** questionnaire form
- Raffle Licence Terms & Conditions
- City/Town Lottery Licensing By-law

Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**
Set by Municipality. Must not exceed 3 % of total prizes to be awarded (cheque payable to the **Township of Russell**)
- Completed questionnaire**
- Completed application form**
- A fully completed application must include:**
 - Location, date & time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events)
- The price of the tickets and a sample ticket
- Total number of tickets to be printed
- Rules for the draw and the collection of prizes
- If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality

- An expiry date of no less than 45 days after the last draw
- Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$500 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- A full translation of the information to be printed on the tickets and advertisements (if other than English) and a copy of the text in the languages to be used
- A full explanation of how credit card sales and dishonoured cheques will be handled
- The cut-off date for the sale of tickets by cheques and credit cards
- A complete list of prizes, with their full retail value (plus taxes)
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

Municipality may also request:

- A business plan** and budget for the raffle lottery
- A detailed ticket sales plan**, including where, when and how sales will take place
- Any other documentation** deemed necessary by the municipality
- A description of** all the services to be obtained from each supplier

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- Copy of** preceding and current operating budget, which includes all sources of revenues and expenses
 - Advertising**, promotion and selling of tickets may only begin once the raffle lottery licence has been issued
 - First-time applicants must enclose copies of :**
 - Governing Documents**
Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
 - Detailed Outline of programs/services**
What they are, how delivered to clients, specific costs, supporting materials, etc.
 - Organization's** current operating budget
 - Organization's** verified financial statements for last fiscal year
 - List** of Board of Directors
 - Latest report** to the Public Guardian and Trustee, if applicable
 - Revenue Canada** notification of registration letter
If your organization is registered
 - Membership list**, if applicable
 - Organization's** Annual Report, if applicable
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