

A User's Guide To Charitable Gaming and Lottery Licensing



Township of
Hornepayne

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General Guidelines for Charitable Gaming:

A Summary

Municipalities have the authority to issue licences for most lottery events conducted in their communities, including:

- Bingo events with prize boards up to \$5,500;
- Raffles with prizes up to \$50,000;
- Break Open Ticket events not conducted with another event and where tickets are sold within the municipality;
- Bazaar gaming events; and
- Media Bingo.

With this authority comes certain responsibility:

- Report any information required by Alcohol and Gaming Commission of Ontario (AGCO) Registrar, including number and type of licences issued and fees collected;
- Enforce licensing policies;
- Ensure licensees comply with terms and conditions of licences;
- Investigate any breaches of such terms and conditions;
- Refuse, suspend or cancel licences for non-compliance.

Municipalities have the authority to:

- Investigate suspected contraventions or any financial and/or management improprieties of licensed organizations and persons;
- Conduct audits of licensed organizations;
- Attach terms and conditions to any licence(s) issued.

Did you Know?

Eligibility and Use of Proceeds



To be eligible to receive a lottery licence, an organization must first have charitable purposes and objects that fall within one of the four classifications of chartiability:

1. Relief of Poverty;
2. Advancement of Education;
3. Advancement of Religion;
4. Other Charitable Purposes Beneficial to the Community.

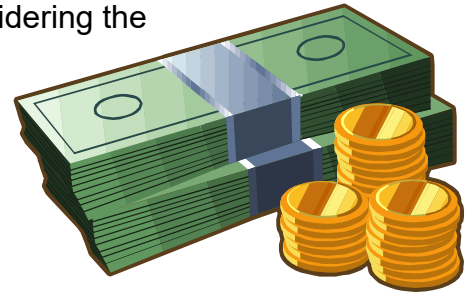
To summarize:

1. Relief of Poverty: organizations that assist the economically disadvantaged by directly providing goods, social services, programs or facilities to alleviate the effects of living in poverty.
2. Advancement of Education: significant training or instruction; development of mental faculties; or improvement of a branch of human knowledge resulting in a public benefit. Instruction must be available to a wide section of the public and not be restricted.
3. Advancement of Religion: promotion of a religious group's spiritual teachings and maintenance of doctrines and spiritual observances upon which those teachings are based. The group's activities must include an element of public instruction and promotion of spiritual teachings, serving religious purpose for the public good. Beliefs and practices cannot include anything the courts consider subversive, immoral or illegal.
4. Other Charitable Purposes Beneficial to Community: includes activities that benefit the whole community, without discrimination, so that the purposes have a truly public character and may include:
 - promotion of arts and cultural activities;
 - cultural ethnic, native, historic or heritage pursuits;
 - improvement of the quality of health through medical research;
 - treatment programs and preventative programs;
 - youth sporting activities;
 - community projects undertaken by service organizations.

Eligible Use of Proceeds: An Overview

The licensing official (appropriate Municipal staff) must examine the intended use of lottery proceeds as listed on the licence application, by considering the following factors:

- Which classification does the organization fall under?
- What is the mandate of the organization?
- The type of organization;
- The organization's structure.



Eligible proceeds must be:

- In themselves charitable and advance the charitable purposes/objects of the organization;
- Used for direct delivery of the charitable purposes/objects of the organization;
- Directed toward specific segments of the community with a common need.

Several restrictions are in place for use of proceeds and will be determined following a review of the application. A few examples of ineligible use of proceeds include:

- provision of personal benefit or gain for members of the applicant organization;
- supporting tourism or other purely economic benefits;
- advancing a particular political issue;
- enhancing lands and buildings owned and/or operated by a government;
- is a responsibility traditionally fulfilled by a government;
- or it funds activities that do not fall within one of the four charitable classifications.

Further, the Clerk must be satisfied that:

- ✓ The proposed uses of proceeds are consistent with the organization's purposes and objects, and the eligible uses of proceeds for the class and type of organization; and
- ✓ The proposed uses of proceeds are related to the direct delivery of programs and services to the eligible beneficiaries.

If the answer to both components is "yes", the applicant's lottery application and proposed use of proceeds may be eligible for lottery licensing. Please be clear and specific when completing your application form to ensure compliance.

"If in doubt, check it out!"
AGCO Lottery Licensing Policy Manual (LLPM)

Eligible Use of Proceeds: Tell me more!

examples are not all-inclusive



Relief of Poverty – Examples of Eligible Uses of Proceeds:

- ✓ Temporary shelter/subsidized rental accommodation;
- ✓ Food, supplies, clothing;
- ✓ Client life skills training, instruction & support to alleviate effects of living in poverty;
- ✓ Transportation costs for clients to attend programs/access services;
- ✓ Non-profit day care services where funds are used;
- ✓ For programs not historically funded;
- ✓ For the purpose of allowing access to persons who could not otherwise afford the service;
- ✓ Out-of-pocket expenses for staff and volunteers (i.e. staff or volunteers required to use personal vehicle to deliver the service).

Advancement of Education – Examples of Eligible Uses of Proceeds:

Funds from lotteries cannot fund core programs or services. Lottery proceeds cannot be used for purchase, construction or renovation of facilities or buildings, or purchase of capital assets such as school buses. Proceeds must be used for overall benefit of school; e.g. lottery proceeds raised for athletic programs must be used to support all representative sports teams within the school, not just selected teams. The licensing authority may approve the use of proceeds for the following purposes, as long as they are not historically provided by the organization or mandated by the Provincial government:

- ✓ Non-profit student publications (e.g. newsletters and yearbooks provided at nominal or no cost);
- ✓ Educational student conferences and field trips within Ontario;
- ✓ Student organizations such as arts/drama clubs and student councils/unions;
- ✓ Academic competitions;
- ✓ Student athletics programs: uniforms, sports equipment, safety equipment, fees for qualified officials where necessary, and facility rental fees;
- ✓ Scholarships and bursaries open to Ontario residents; and
- ✓ Travel provided it complies with prescribed criteria.

Advancement of Religion – Examples of Eligible Uses of Proceeds:

- ✓ Development and enhancement of religious programs for parishes, missions, synagogues, temples or other religious assemblies in Ontario;
- ✓ Religious training, education, instruction;
- ✓ Relief of poverty provided it is within mandate of organization;
- ✓ Publication and distribution of religious literature and educational materials;
- ✓ Administrative costs including wages & salaries;
- ✓ Rent or mortgage payments and utilities for buildings used for religious purposes;
- ✓ Direct travel costs within Ontario (for religious purposes);
- ✓ Maintenance and repair of buildings used for religious purposes;
- ✓ Capital projects including purchase or construction of facilities to be used for religious purposes and property improvements/renovations on buildings used for religious purposes.

For the category "Other Charitable Purposes Beneficial To Community": See Licensing Authority re Eligible Use of Proceeds.

Constituting Documents: What we need



Applicant organizations must have a document that establishes the organization, setting out the members' common purpose and detailing how the organization will operate in order to achieve that purpose. Formal documents include Letters Patent, a constitution, and a memorandum of association. Informal associations that have not adopted formal written constituting documents are not eligible for lottery licensing.

The following items must be included in constituting documents:

- Organization name;
- Organization purpose or object;
- Description of how one becomes and retains membership;
- A clause stating members will not derive any gain from the organization and that any profits will be used solely to promote the organization's objectives;
- Description of the organizational structure (e.g. president or chair, secretary, treasurer, etc.);
- Description of how organization elects directors;
- Signature of officers who adopted incorporating documents;
- Signature of at least three of the organization's current directing officers, certifying that the incorporating documents are current and still in effect;
- Effective date of the instrument;
- General dissolution clause addressing winding up of the organization;
- Further clause providing for distribution of assets.

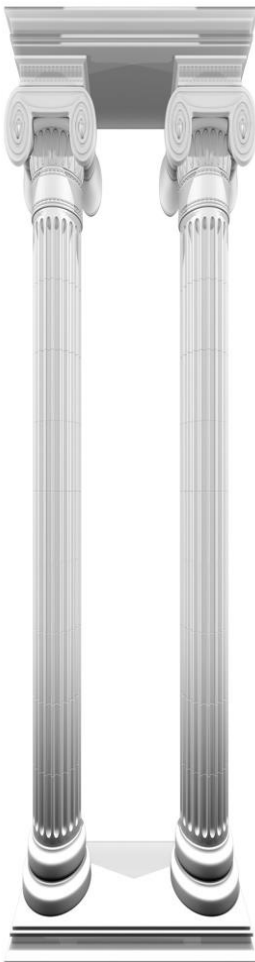
Please provide the Municipality with annual updates regarding your directing officers and financial particulars as outlined on page 8 of this information package.

Each year, the Municipality should receive the following information about your organization:



- A copy of the applicant's Articles of Incorporation and/or constitution as well as any by-laws, if applicable (if there has been a change in the past year).
- A copy of a letter from Canada Revenue Agency recognizing the charitable status under the Income Tax Act (if there has been any change since this information was previously submitted.)
- A copy of the most recent filing with Canada Revenue Agency.
- A list containing the names, business addresses and business telephone numbers of all bona fide members, and a list of the current Executive, including names of those persons having signing authority for your organization.
- A copy of the applicant's complete budget, covering the current twelve month fiscal or calendar year, detailing how resources will be acquired and disbursed during this period.
- A copy of your previous year's financial statement.
- Detailed program of services provided.
- Annual updates regarding your directing officers and financial particulars.

You may wish to provide this information package to subsequent Boards of Directors!



Conflict of Interest: Guidelines

Conflict of Interest guidelines have been established by the AGCO to give the public confidence in the integrity of charitable organizations conducting lottery events. As this can be a sensitive issue, licensees must be vigilant in preventing any possibility of a potential or perceived conflict of interest!

Guidelines:

- No member, principal officer or paid staff of an applicant organization may be involved, in any way, in the approval of a licence application and/or the management and conduct of a licensed event.
- No person assisting in the conduct and management of a lottery event may have any monetary interest in any card, ticket or bet, or have a chance to win a lottery prize in any way.
- No designated member responsible for the conduct of the licensed lottery, or volunteers assisting with the lottery, may have any direct or indirect personal financial interest in the funds raised.

Some examples:

- Designated members-in-charge, prize donors, and other persons or companies involved in the conduct of the raffle must not purchase tickets;
- Prizes must not be purchased from a business controlled by any of the designated members-in-charge of the licensed lottery event;
- A neutral third party should draw the winning ticket (i.e. a person who has not purchased a ticket);
- No one involved in the sale of Break Open Tickets may purchase tickets or participate in gaming events held in conjunction with the BOT gaming event;
- Owners and employees of registered BOT seller locations may not purchase Break Open Tickets sold at that location;
- Executive members of Hall Charities Associations may not purchase BOT's in their hall;
- Licensees may not permit their bona fide members or persons acting as runners, cashiers or other capacities to play bingo while they are conducting the bingo;
- Members of a licensee's board of directors may not personally benefit or profit in any way from a lottery event conducted and managed by the licensee or play bingo at that hall at any time.

A little about Raffles

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



The Alcohol and Gaming Commission of Ontario Policy Manual states that groups and organizations may only be licensed for one raffle event at a time, except for “calendar draws” or under a “blanket licence”.

Permitted raffle lottery events are: Stub Draws; Elimination Draws; Calendar Draws; Sports Raffles; Rubber Duck Races; 50/50 Draws; Blanket Raffle Licences; Meat Spins & Turkey Rolls; “Name the Raffle” lotteries; Bossy Bingo and Cow Patty Bingo.

Prize values cannot exceed \$50,000 or the licence is issued by the Province of Ontario (AGCO) directly. Retail market value of prizes must not be less than 20% of the total value of the tickets. So, if your total printed ticket sales value is \$2500, the total values of prizes cannot be under 20% or \$500.

Fixed prizes must be awarded in raffle draws, except 50/50 draws. You must know what your prizes are and the values prior to making application for a licence.

Raffle tickets must not be sold to anyone under the age of eighteen (18) and must not be offered, ordered or sold through the Internet, a web page or any other computer generated communications medium.

Only new and unused merchandise purchased from a reputed vendor may be offered as prizes. Livestock must not be awarded as prizes.

If the prize value exceeds \$10,000, financial guarantees will be required to be submitted to the Town Clerk. The licence application must state the number of tickets to be printed.

The licensee’s name and licence number must appear on both the main ticket and the ticket stub, and any advertising.

A sample application is included in this information package. Lottery Report must be submitted within 30 days of the holding of the lottery.

Special information regarding 50/50 draws

A 50/50 Draw is a raffle lottery where the prize is one half of the value of all tickets sold. The licensee may only award prizes based on a 50/50 split of the gross proceeds (you cannot deduct half of the administrative fees such as ticket printing or licence fee from the prize to be issued).

In some instances, groups may wish to conduct a series of 50/50 draws over a specified time period; i.e. a hockey association may wish to hold 50/50 draws during the second intermission of hockey games on the 1st and 15th of each month. Whenever a licence is issued for a series of 50/50 draws, the licensee must use different tickets for each draw throughout the course of the licence (two-part roll tickets can be used).

Sample Raffle Licence: Application



Alcohol and Gaming
Commission of Ontario

Gaming Registration and
Lotteries
90 Sheppard Ave. E., Suite 200
Toronto ON M2N 0A4

Commission des alcools
et des jeux de l'Ontario

Inscription pour les jeux
et loteries
90, av. Sheppard Est, bureau 200
Toronto ON M2N 0A4

Group Identification Number (GIN)
Numéro d'identification d'organisme (NIO)

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Application to Manage and
Conduct a Raffle Lottery
Demande de permis pour administrer
et conduire une tombola (tirage)

We, the undersigned, as two principal officers of record (organization)
Names of two officers with
signing authority.
Address _____

Address for organization's mail.

apply for a licence to manage and conduct a Raffle Lottery from the
premises municipally known as _____

where is the draw to take place?

and situated in the Municipality of _____

Town of Pelham

between the dates specified, and for the charitable or religious objects
and purposes, and in the manner described herein.

1. The Charitable or religious objects or purposes to which proceeds
are to be donated are described as
"SPECIFIC USE OF PROCEEDS" - a detailed
description of how proceeds will be used.

2. The total value of all prizes to be awarded in the Raffle Lottery for
which this application is made will be \$ TOTAL VALUE cash
value, or merchandise or articles at equivalent market retail value.
Merchandise prizes are described as _____

list prizes; use separate sheet if needed.

3. Closing date for the sale of the tickets will be last day to sell
and the draw for a winner or winners will be made at (address)
where is the draw to take place?

on (date) date of draw at (time) time of draw

If a series of draws, beginning date _____
ending date _____ Number of draws _____

4. A winner or winners will be determined by (describe)
i.e. draw of ticket
and the name(s) and address(es) of the winner or winners will be
published (describe)
i.e. local newspaper, etc.

5. The total number of tickets to be printed will be 500
and all tickets will be numbered consecutively from 001
to 500 Price per ticket \$ 20

Les soussignés, qui sont deux principaux dirigeants de
(organisme)

Adresse _____

font une demande de permis pour administrer et conduire une
tombola (tirage) dans les locaux connus dans la municipalité sous
le nom de _____

et situés dans la municipalité de _____

entre les dates indiquées, à l'intention des oeuvres religieuses ou de
bienfaisance spécifiées et de la manière décrite dans les présentes.
Les profits seront répartis aux oeuvres religieuses ou de
bienfaisance suivantes.

1. Les profits seront répartis aux oeuvres religieuses ou de
bienfaisance suivantes.
Note: Retail market value of prizes must
not be less than 20% of the total value of tickets

2. La valeur totale de tous les prix qui seront attribués dans le cadre
de la tombola (tirage) pour laquelle cette demande est faite sera
de _____ \$ en espèces, ou une valeur équivalente
au détail.
Les prix de valeur au détail consisteront en _____

3. La date finale pour la vente de billets sera le _____
et le tirage du ou des gagnant(s) sera fait au (adresse)

le (date) _____ à (heure) _____
S'il y a plusieurs tirages, première date _____
dernière date _____ Nombre de tirages _____

4. Le ou les gagnants seront déterminés (préciser)
et le nom et l'adresse du ou des gagnant(s) seront connus par
(préciser)

5. Le nombre total des billets qui seront imprimés sera de _____
et tous les billets porteront des numéros consécutifs allant de _____
à _____ Prix du billet _____ \$.

Certificate / Attestation

We (name)/Nous soussignés(nom) Print names of officers signing this form
of (organization) /de organisme) Your Organization Name
of (municipality)/de (municipalité) Town of Pelham of the county of/ du comté de Regional Niagara
jointly and severally, hereby certify that/attestons collectivement et individuellement que:

- 1) We have read, and have in our possession, and agree to comply
with, the provisions of Schedule A-Terms and Conditions under
which the Lottery Licence is issued.
- 2) We have read over this application.
- 3) All facts stated and information furnished herein are true and
correct.
- 4) We are the holders of the offices with descriptive title as set out
and appearing under our respective signatures below.
- 5) If a licence is granted, we undertake to comply with all the terms
and conditions of such licence.

- 1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes
à la délivrance d'un permis de tombola (tirage), que nous les avons
en notre possession et que nous acceptons de nous y conformer,
- 2) Nous avons lu la présente formule,
- 3) Tous les faits indiqués et les renseignements fournis dans les
présentes sont véridiques et exacts,
- 4) Nous assumons les fonctions correspondant aux titres spécifiés
sous nos signatures respectives ci-dessous,
- 5) Si un permis est délivré, nous engageons à en observer les
modalités.

Signed/Signature	<u>Sign here please</u>	<u>Sign here please</u>
Print Name/Nom en lettres moulées	<u>Print Name of Officer</u>	<u>Print Name of Officer</u>
Title/Titre	<u>President</u>	<u>Treasurer</u>
Bus. Telephone No. N°. de tél. d'aff.	<u>(905) 123-4567</u>	<u>(905) 890-1234</u>
Date/Date	<u>January 26, 2009</u>	<u>January 26, 2009</u>
Witness (sign) Témoin (signature)	<u>Witness - can be town staff if necessary.</u>	

6004 B (06/05)

Sample Raffle Licence: Report



**Alcohol and Gaming
Commission of Ontario**
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90 avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)

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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.
Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme <i>Name of organization and full mailing address.</i>	Lottery Licence No./N° de licence de loterie M 555555 Type of Lottery/Genre de loterie ☒ Raffle/Tombola (tirage) ☐ Bazaar/Vente de charité Lottery Date/Date de la loterie <i>date lottery (draw) took place</i>
---	---

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés 500	Sold/Vendus 490	Unsold/Non vendus 10	\$20-

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.
Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie	\$ 9800.00
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués	\$ 2000
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/jointure une liste détaillée)	\$ 100
Net proceeds derived/Recettes nettes obtenues	\$ 7700.00 *

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
<i>this information should coincide with question 1 on the application</i>		
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ 7700.00 *

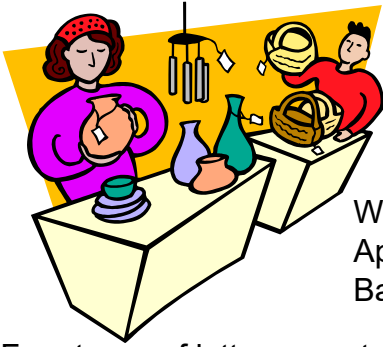
5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
NAME OF FINANCIAL INSTITUTION ; ADDRESS.		LOTTERY TRUST ACCOUNT #
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ Funds in Account

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.
Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal	Principal Officer/Dirigeant principal
<i>Signing Authority</i>	<i>Signing Authority</i>
Signature	Signature
Name in full/Nom au complet	Name in full/Nom au complet
Title/Titre	Title/Titre
Bus. Telephone/Téléphone d'aff.	Bus. Telephone/Téléphone d'aff.
Date	Date

06347 B (06/05)



A little about Bazaar Licences

A Bazaar is defined as “a sale of goods held to raise money for a charity.”

When raffles or penny sales are held ancillary to a Bazaar, an Application to Manage and Conduct a Lottery Type Scheme at a Bazaar is needed.

Four types of lottery events are permitted at bazaars, in any combination:

1. Wheels of Fortune
2. Bingo
3. Raffles
4. Penny Auction (Penny Sale) Raffles

Wheels of Fortune:

A game where players wager chips, tokens or cash on the spin of a wheel in order to win a prize. Wagers are set and the wheel is spun – it must complete at least three full revolutions and come to a full stop for prizes to be awarded (example – Crown & Anchor). Maximum of three wheels of fortune; maximum bets of \$2.00.

Bingo:

Under a Bazaar licence, a bingo lottery may be conducted with a maximum of \$500 in prizes. Bingo cards may be sold for cash only, and only on the day of the event. General Bingo Licensing Policies apply.

Raffles:

A raffle lottery may be conducted under a bazaar licence with a maximum of \$500 in prizes. Cash transactions for ticket sales only are permitted. Tickets must be consecutively numbered (i.e. you can use roll tickets).

When raffle tickets are sold at a single premises and tickets are drawn the same day (i.e. at the bazaar) the licensee is exempt from general raffle policies requiring printing of complete raffle information on the ticket and retaining unsold tickets for one year.

Penny Auction Raffles:

Total prize value has a maximum \$500 cap. Participants purchase tickets which are detachable from stub portion and are used to “bid” on a variety of “auction items” (the prizes) by depositing a ticket into a container assigned to that prize. The prize is awarded to the person whose ticket is drawn, at random, from the container.

Important Note: AGCO requires that the application include a complete list of the prizes to be awarded for each game.

Sample Bazaar Licence: Application



Alcohol and Gaming
Commission of Ontario
Gaming Registration and Lotteries
90 Sheppard Ave. East, Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1-800-522-2876 toll free in Ontario

Application to Manage and Conduct a Lottery Type Scheme at a Bazaar

1. Organization information (Please print or type)

Name of Organization

e.g. Church Women's Group

Address of Organization

Church address

City / Town

Province

Phone No.

()

Postal Code

GIN #

Fax No.

()

For Office Use Only

2. Type of lottery scheme(s) you will be operating

Type of Wheel of Fortune	Number

Type of Raffle	Number & Times of Draws	Total Prize Value
<i>Penny Sale/Auction</i>		<i>\$ 500.00</i>
Type of Bingo	Number & Times of Games	Total Prizes / Game

3. For what purposes will the money raised from this event be used? (attach a separate sheet if necessary)

a) <i>Sunday School Programs</i>	c)
b) <i>Large Print Prayer Books</i>	d)

4. Where will your lottery be conducted?

Name of Premises

i.e. Church Name

Address of Premises

i.e. Church Address

City / Town of Premises

Tonawanda

Municipality of Premises

PELHAM

From

Year Month Day
2009 11 10

To

Year Month Day
2009 11 10

Starting Time

10:00 a.m.

Ending Time

2:00 p.m.

5. Certificate

We, *self explanatory* (Name of Committee Chairperson) and *self explanatory* (Name of Committee Secretary/Treasurer), of *Pelham* (Name of organization) of *Pelham* (Name of municipality), jointly and severally, hereby certify that:

- 1) We have read, have in our possession, and agree to comply with the provisions of the Bazaar Licence Terms and Conditions under which the Lottery Licence is issued,
- 2) We have read over this application,
- 3) All facts stated, and information furnished herein, are true and correct,
- 4) We are the holders of the offices with descriptive title as set out appearing under our respective signatures below,
- 5) If a licence is granted, we undertake to comply with all the Terms and Conditions of such licence,
- 6) We, the undersigned, as two principal officers of the above-named organization, apply for a licence to manage and conduct a Lottery Type Scheme at a Bazaar to be conducted and managed by us on behalf of the organization.

Committee Chairperson

Name in Full (please print)

Title *self explanatory*

Phone Numbers:

Business ()

Fax ()

Date

Signature

Committee Secretary Treasurer

Name in Full (please print)

Title *self explanatory*

Phone Numbers:

Business ()

Fax ()

Date

Signature

6005 E (06/05)

Sample Bazaar Licence: Report



Alcohol and Gaming
Commission of Ontario
Gaming Registration and Lotteries
90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

Commission des alcools
et des jeux de l'Ontario
Inscription pour les jeux et loteries
90 avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Lottery Report/Rapport de loterie

Group Identification Number (GIN)
Numéro d'identification d'organisme (N.I.O.)

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Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque: Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

1. Organization Name - Address/Nom et adresse de l'organisme i.e. Church Women's Group - as detailed on Application	Lottery Licence No./N° de licence de loterie M123456 Type of Lottery/Genre de loterie ☐ Raffle/Tombola (tirage) ☒ Bazaar/Vente de charité Lottery Date/Date de la loterie November 10, 2009
--	---

2. Total number of tickets or cards / Nombre total de billets ou de cartes			Price per Ticket/Prix du billet
Printed/Imprimés (Purchased) 1,000	Sold/Vendus 870	Unsold/Non vendus 130	\$1.00

Note: in the case of a Raffle, a list of all prize winners must accompany the return of this report.

Remarque: S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie	\$ 870.00
Application of Funds/Affectation des fonds	
(a) Total value of prizes awarded/Valeur totale des prix attribués	\$ donated.
(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/joindre une liste détaillée)	\$1512 fee \$50 tickets \$65-
Net proceeds derived/Recettes nettes obtenues	\$ 805.00

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)		
Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Church Sunday School	church address	500.00
i.e. Church large print supplier		300.00
Total value of proceeds actually donated for charitable or religious purposes/ Valeur totale des profits réellement donnés à des oeuvres religieuses ou de bienfaisance		\$ 800.00

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom de la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
Name of Your Organization's Bank & Address		give Acc. Number.
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$5.00

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.
Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal	Principal Officer/Dirigeant principal
Signature	Signature
Name in full/Nom au complet	Name in full/Nom au complet
Title/Titre	Title/Titre
Bus. Telephone/Téléphone d'aff.	Bus. Telephone/Téléphone d'aff.
Date	Date

06347 B (06/05)

A little about Bingo Licences

BINGO !

A game of chance where players are awarded a prize for being the first to complete a specified arrangement of numbers on Bingo paper based on numbers selected at random.



The Township of Hornepayne is authorized to issue licences for the following types of Bingo events:

- | | |
|--------------------------|-----------------------|
| (a) Regular Bingo | (d) Decision Bingo |
| (b) Merchandise
Bingo | (e) Table Board Bingo |
| (c) Loonie Pot Bingo | (f) Media Bingo |

Regular bingo events may be licensed by a municipality allowing eligible charitable organizations to conduct Regular Bingo events with prize boards that do not exceed \$5,500. Game schedules may include any combination of fixed prize and variable prize payouts for each game on the schedule. If all games are variable prize, maximum prizes to be awarded cannot exceed 60% of gross sales for each game; total prizes paid out can never exceed the licensed prize board.

Merchandise bingo is where prize board consists of items of merchandise. Licences can be for regular bingo events or at a “black tie event” where participants play by invitation only.

Loonie Pot Bingo is a special, variable prize game within a Regular Bingo game schedule. Bingo cards are stamped (for a fee) and before the game begins a number is selected, announced and replaced in the machine. If a player with a stamped bingo paper calls “Bingo!”, and their winning number arrangement contains the pre-selected number, they also win the Loonie Pot Bingo prize.

Decision Bingo is where players use chips to purchase bingo paper and during each game, players have an option of ending play or continuing by an ante.

Table Board Bingo is played on a mechanical table board bingo device which contains permanent bingo cards and shutters.

Media Bingo licences may be issued where prize boards do not exceed \$5,500. Media Bingo is operated through the public media including radio, newspaper or television. Cards sold must have clearly visible, consecutively numbered serial numbers for tracking purposes.

Sample Bingo Licence: Application



**Alcohol and Gaming
Commission of Ontario**
**Gaming Registration
and Lotteries**

90 Sheppard Avenue East
Suite 200
Toronto ON M2N 0A4

416 326-8700 or/ou 1 800 522-2876 toll free in Ontario /sans frais en Ontario
Website/site Web : www.agco.on.ca

**Commission des alcools
et des jeux de l'Ontario**
**Inscription pour les jeux
et loteries**

90, av. Sheppard Est
Bureau 200
Toronto ON M2N 0A4

Application to Manage and Conduct a Bingo Lottery Demande de licence pour mettre sur pied et administrer un bingo

Group Identification Number (GIN)
Numéro d'identification d'organisme (NIO)

1 2 3 4 5 6 7

We, the undersigned, as two principal officers of record of (organization)
Nous soussignés, qui sommes deux principaux dirigeants de (organisme)

YOUR OFFICIAL ORGANIZATION NAME

(address) ADDRESS FOR ORGANIZATION'S MAIL
(adresse)

apply for a licence to manage and conduct a Bingo lottery on the dates and times, and for the charitable or religious object or purpose,
and in the manner described herein.

présentons une demande de licence pour mettre sur pied et administrer un bingo aux dates et aux heures indiquées, aux fins religieuses
ou de bienfaisance spécifiées et de la manière décrite dans les présentes.

1. Check one/Cocher une case

☐ A single Bingo lottery to be held on (date) _____
Un seul bingo qui aura lieu le (date)
starting at (time) _____ finishing at (time) _____
de heures à _____ heures

☒ A series of Bingo lotteries to be held in the period from (date) JANUARY 1, 2009
Une série de Bingos qui auront lieu pendant le période allant du (date)

to (date) JUNE 30, 2009, each lottery starting at (time) 7:00 P.M.
au (date) _____, chaque Bingo commencera à heures
finishing at (time) 9:00 P.M. and at the rate of once every week or once every (specify)
et finira à _____ heures à la fréquence d'une fois par semaine ou d'une fois tous les (spécifier)

Total number of events 24
Nombre total de bingos

To be held on ☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Le bingo aura lieu le lundi mardi mercredi jeudi vendredi samedi dimanche

2. The charitable or religious objects or purposes to which proceeds are to be devoted are described as Les oeuvres de bienfaisance ou religieuses auxquelles le produit sera accordé consistent en

Provide a detailed description demonstrating how proceeds will be
distributed; must be eligible to receive proceeds

3. Is Applicant incorporated as a non-profit Organization in the Province of Ontario? ☐ Yes/Oui ☐ No/Non L'auteur de la demande est-il constitué en Ontario en tant qu'organisme sans but lucratif?

4. Is the Organization registered with Revenue Canada as a charitable organization? L'organisme est-il enregistré auprès de Revenu Canada en tant qu'organisme de bienfaisance?

If yes, give Registration Number (this is your GIN - if you have one).
Dans l'affirmative, donner son numéro d'enregistrement

5. How long has the Organization been in existence? _____
Depuis combien de temps l'organisme existe-t-il? _____

6. How many members does the Organization have? _____
Combien de membres l'organisme compte-t-il? _____

7. The total value of all prizes to be awarded within the operation of each Bingo lottery for which this application is made is not to exceed
La valeur totale de tous les prix qui seront décernés à l'occasion de chaque bingo pour lequel la présente demande est soumise ne dépassera pas
_____ \$ cash value or merchandise or articles at equivalent market retail value
en espèces, ou une valeur au détail équivalente en nature

8. Indicate Premises where Bingo games will be conducted
Indiquer dans quels locaux le bingo aura lieu
Name _____
Nom _____
Location _____
Lieu _____ Street/Rue _____ Municipality/Municipalité _____
Capacity of Premises for Public Assembly Purposes _____
Capacité des locaux pour les réunions publiques _____

9. Other games being conducted in conjunction with special bingo: _____
Autres parties mises sur pied conjointement avec un bingo de circonstance.

Note: If provincial bingo games licensed by the Registrar are being conducted in conjunction with a **special (monster) bingo**, the Bingo Sponsors' Association **MUST** obtain signed consent below.

Nota: Si des parties de bingo provinciales pour lesquelles le registrateur a délivré des licences sont mises sur pied conjointement avec un **bingo de circonstance (monstre)**, l'association de commanditaires **DOIT** obtenir le consentement signé ci-dessous.

Print name (Authorized Signing Official for Special (Monster) Bingo Licensee) Nom en lettres moulées (agent signataire autorisé du titulaire de licence pour un bingo de circonstance (monstre)).			
Signature	Date	YY/AA	MM
	DD/JJ		

10. Designated Member in Charge/Membre désigné responsable

I, as an active, bona fide member of _____
Je soussigné, membre véritable de _____ Organization/Organisme

hereby certify that as the designated member in charge of the Bingo lottery for which this application is made, I will be responsible for the management and conduct of the Bingo lottery in accordance with the terms and conditions under which the Bingo lottery licence is issued.

atteste qu'en tant que membre désigné responsable du bingo pour lequel la présente demande est soumise, je veillerai à ce que la mise sur pied et l'administration du bingo soient conformes aux modalités en vertu desquelles la licence de bingo est délivrée.

(To be completed by second designated member where applicable)/(Si un deuxième membre est désigné, il doit remplir cette partie)

<i>President or other signing authority</i>	Signature	
	Print name in full Nom complet en lettres moulées	
	Title Titre	<i>designated member in charge or Treasurer of organization</i>
	Business telephone number N° de téléphone au bureau	()
	Date of signing Date de signature	

11. Proposed Administrative expenses for each event (on an amortized basis if necessary)
Frais d'administration proposés pour chaque bingo (compte tenu de l'amortissement au besoin)

Item/Poste	Name and Address of Payee/Nom et adresse du bénéficiaire	Cost/Coût \$
Hall Rent Loyer de la salle		
Supplies Fournitures	<i>do you purchase bingo cards?</i>	
Advertising Publicité		
Honorariums Honoraires		
Equipment Équipement		
Security Sécurité		
Licence Fee Droits de licence	<i>break down of licence fees - per event</i>	
Other (List) Autres (spécifier)		
		TOTAL \$

12. Which equipment and services are included in the rent? (check where applicable) *some groups own their equipment*
Quels services et quel équipement sont inclus dans le loyer? (cocher les cases appropriées)
- | | | |
|--|---|--|
| ☐ Security/Sécurité | ☐ Tables/Tables | ☐ Blower (or cage)/Soufflerie (ou cage) |
| ☐ Clean-up/Nettoyage | ☐ Chairs/Sièges | ☐ Bingo Cards/Cartes de bingo |
| ☐ Parking/Stationnement | ☐ Air Conditioning/Climatisation | ☐ Lighted Board/Affichage lumineux |
| ☐ P.A. System/Système de sonorisation | ☐ Closed Circuit TV/ Télévision en circuit fermé | |

13. *see sample* Games to be played at the Bingo/Parties de bingo jouées
(Enclose on a separate sheet, a listing of all games to be played, the value of the prize to be awarded for each game, the particular arrangement of numbers required to win the game, the prices of cards to be sold for each game.)
(Sur une feuille séparée, dresser la liste de toutes les parties qui seront jouées, la valeur du prix accordé pour chaque partie, la combinaison particulière de numéros voulue pour gagner une partie et le prix des cartes vendues pour chaque partie.)

14. Designated Member in Charge/Membre désigné responsable

We have read, and have in our possession, and agree to comply with, a statement of the Terms and Conditions under which the Bingo lottery licence is issued.

Nous avons lu les modalités régissant à la délivrance d'une licence de bingo, nous avons ces modalités entre les mains et nous acceptons de nous y conformer.

Signed _____
Signature

Signed _____
Signature

CERTIFICATE ATTESTATION

We (name) _____ and (name) _____
 Nous, soussignés (nom) _____ et (nom) _____

of (organization) _____
 de (organisme) _____

of (municipality) _____ of the County of _____
 de (municipalité) _____ du comté de _____

jointly and severally hereby certify that
 attestons conjointement et individuellement que

- (1) We have knowledge of the matters herein set out.
 Nous avons pris connaissance des points spécifiés dans les présentes.
- (2) We have read over this application,
 Nous avons relu attentivement cette demande de licence
- (3) All facts stated and information furnished herein are true and correct.
 Tous les faits indiqués et les renseignements fournis dans les présentes sont véridiques et exacts.
- (4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.
 Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous.
- (5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.
 Si une licence est délivrée, nous nous engageons à en observer les modalités.

	Signature	
	Print name in full Nom complet en lettres moulées	
	Title Titre	
()	Business telephone number N° de téléphone au bureau	()
	Date	

REMARQUE : Tous les masculins et féminins se rapportent également aux hommes et aux femmes

Sample Listing of Bingo Games

	GAME #1 \$10.00 LETTER "X"
GAME #2 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD	
	GAME #3 \$10.00 POSTAGE STAMP: ANY CORNER
GAME #4 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD	
	GAME #5 LETTER "T" \$10.00 (UPSIDE DOWN OR RIGHTSIDE UP)
GAME #6 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD	
	GAME #7 \$10.00 "THE CROSS"
GAME #8 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD	
	GAME #9 \$10.00 "AROUND THE FREE"
GAME #10 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD	
	GAME #11 \$10.00 "RAILWAY TRACKS"
JACKPOT: GAME #12 - 1st LINE \$5.00 "SHARE THE WEALTH" 50/50 - FULL CARD FULL CARD WITHIN CRITICAL NUMBER IS \$100. FIRST WEEK CRITICAL NUMBER IS 55 AND GOES UP EACH WEEK UNTIL WON. THE FOLLOWING WEEK, CRITICAL NUMBER RETURNS AGAIN TO 55.	

Sample Bingo: Report



Alcohol and Gaming
Commission of Ontario
Gaming Registration and
Lotteries
90 Sheppard Avenue E., Suite 200
Toronto ON M2N 0A4
416-326-8700 1-800-522-2876 toll free in Ontario / sans frais en Ontario

Commission des alcools
et des jeux de l'Ontario
Inscription pour les jeux
et loteries
90, avenue Sheppard Est, bureau 200
Toronto ON M2N 0A4

BINGO LOTTERY REPORT
RAPPORT DE BINGO
Group Identification Number (GIN)
Numéro d'identification d'organisme (NIO)

This report must be filed with the Lottery Licensing Officer not later than 15 days after the holding of each licensed bingo in accordance with the Terms and Conditions under which the Bingo lottery licence is issued.
Ce rapport doit être soumis à l'agent de délivrance des permis de loterie dans les 15 jours qui suivent chacun des bingos autorisés, conformément aux modalités de délivrance de la licence de bingo.

Name of organization/Nom de l'organisme

Address/Adresse

Premises utilized
Locaux utilisés

Hall Address/Adresse des locaux

City/Town
Ville

Postal Code
Code postal

Lottery Licence No.
N° de licence de loterie
M #

Total Prizes Licensed
Total des prix autorisés
\$ 200.00

Licence Period/Période autorisée
From/De: To/À: Date du bingo
yy/aa mm dd/jj 09 02/03

Date of Bingo
yy/aa mm dd/jj 09 02/03

Time Event Licensed/Durée du bingo
From/De To/À
7:00 h 9:00 h am/pm

No. of players attending
Nombre de joueurs présents
26

Designated member in charge
Membre responsable désigné
person responsible

Home Phone Number
Tél. à dom.

Bus. Phone
Tél. d'aff.

1. Details of Gross Receipts and Prizes Awarded/Détails des recettes brutes et des prix attribués

	Canadian Funds/Dollars canadiens				U.S. Funds/Dollars américains			
	No. of cards sold N° de cartes vendues	Price per card Prix de la carte	Receipts Recettes	Prizes Prix attribués	No. of cards sold N° de cartes vendues	Price per card Prix de la carte	Receipts Recettes	Prizes Prix attribués
Regular Games & Extra Parties régulières et supplémentaires	234	25¢	58.50	60.50				
(1) Early Birds (Total) Inscriptions hâtives (total)								
(2) Special No. 1 Partie spéciale n° 1	104	50¢	52.00	29.00				
(3) Special No. 2 Partie spéciale n° 2	98	50¢	49.00	27.00				
(4) Special No. 3 Partie spéciale n° 3	98	50¢	49.00	27.00				
(5) Special No. 4 Partie spéciale n° 4	98	50¢	49.00	27.00				
(6) Special No. 5 Partie spéciale n° 5	99	50¢	49.50	27.50				
(7) Special No. 6 Partie spéciale n° 6	132	50¢	66.00	55.00				
(8) Night Owls (Total) Parties pour oiseaux de nuit (total)								
(9) Other Autres								
(10) Other Autres								
Total	863		373.00	253.00				

Details of Gross Receipts Détails des recettes et des prix attribués	A Total Receipts in Canadian Dollars Total des recettes en dollars canadiens	\$ 373.00	D Total Prizes in Canadian Dollars Total des prix en dollars canadiens	\$ 253.00
	B Total Receipts in U.S. Dollars Total des recettes en dollars américains	\$	E Total Prizes in U.S. Dollars Total des prix en dollars américains	\$ 0
	C + State Premium on U.S. Dollar(s) + Indiquer le taux de change	%	F + State Premium on U.S. Dollar(s) + Indiquer le taux de change	%
	Total Gross Receipts (A + B + C) Total des recettes brutes (A + B + C)	\$ 373.00	Total Prizes Awarded (D + E + F) Total des prix attribués (D + E + F)	\$ 253.00

2. Details of Administrative Expenses/Détails des frais d'administration engagés

Item/Poste	Name of Payee/Nom du bénéficiaire	Cost \$/Coût en \$
Hall Rent Location de la salle		
Supplies Fournitures		
Advertising Publicité		
Paid Staff Rémunération des employés		
Personal Bingo Verifiers Vérificatrices personnelles		
Security Sécurité		
Licence Fee Droits de licence		
Bona Fide Member Expenses Les honoraires des membres véritables		
Other (List) Autres (préciser)		\$

Total Administrative Expenses to be paid in Canadian Funds only /Total des frais d'administration à acquitter en dollars canadiens seulement

3. Total Net Proceeds derived from this event
Produit net de ce bingo \$ 120.00

(Total Net Proceeds = Total Gross Proceeds - Total Prizes - Total Administrative Expenses) / (Produit net = total des recettes brutes - total des prix - total des frais d'administration)

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Page 1 of 2

4. Details of Lottery Trust Account/Renseignements sur le compte de loterie en fiducie
Name of Financial Institution in which the Trust Funds are deposited/
Nom de l'établissement financier où les fonds en fiducie sont déposés :

Name / Nom

Branch Address: /Adresse de la succursale:

5. Charitable Donations/Dons de bienfaisance

(a) Total Donations to Date
Total des dons effectués à ce jour \$

(b) Amount donated since last report
Montant donné depuis le dernier rapport \$

Enter Amounts in appropriate boxes
Indiquer les montants dans la case appropriée

Canadian Funds Monnaie canadienne	American Funds Monnaie américaine
ACCOUNT NO. N° DE COMPTE	ACCOUNT NO. N° DE COMPTE
As of this Report À la date de ce rapport	As of this Report À la date de ce rapport
\$	\$
As of Last Report À la date du rapport précédent	As of Last Report À la date du rapport précédent
\$	\$
SPECIAL SUPER JACKPOT (WHERE APPLICABLE) PRODUIT DU SUPER GROS LOT (S'IL Y A LIEU)	
Proceeds Date Period: From Période du	To au
yy/aa mm dd/jj	yy/aa mm dd/jj
Group Share Proceeds Part du produit revenant à l'organisme	\$
Proceeds to Date Produit des super gros lots à ce jour	\$

6. Details of Charitable Donations/Renseignements sur les dons de bienfaisance

Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse	Amount Donated/Montant des dons
<i>details of donations from lottery (bingo) funds must be shown.</i>		
Total Charitable Donations since last Report / Total des dons de bienfaisance depuis le dernier rapport		\$

I, as the designated member of the Bingo Lottery, certify that the above is full and correct statement of the Bingo Lottery Funds referred to herein.

Je soussigné(e), en qualité de membre désigné du bingo, atteste que les renseignements donnés ci-dessus constituent une déclaration complète et exacte de l'état des fonds provenant du bingo susmentionné.

To be completed by Designated Members / Cette partie doit être remplie par les membres désignés.

Name in full Nom au complet				
Title(s) Titre(s)				
Address(es) Adresse(s)	Number and Street/N° et rue		Number and Street/N° et rue	
	City & Province/Ville et province	Postal Code/Code postal	City & Province/Ville et province	Postal Code/Code postal
Phone Number(s) N° de téléphone	Home/Domicile	Business/Affaires	Home/Domicile	Business/Affaires
Date(s)				
Signature(s)				

CERTIFICATE/ATTESTATION

We the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the Lottery Funds referred to herein.

Nous soussigné(e)s, en notre qualité de dirigeants principaux de l'organisme susmentionné, attestons que le présent rapport constitue une déclaration exacte de l'état des fonds provenant du bingo susmentionné.

To be completed by Principal Officers / Cette partie doit être remplie par les dirigeants principaux.

Name in full Nom au complet				
Title(s) Titre(s)				
Address(es) Adresse(s)	Number and Street/N° et rue		Number and Street/N° et rue	
	City & Province/Ville et province	Postal Code/Code postal	City & Province/Ville et province	Postal Code/Code postal
Phone Number(s) N° de téléphone	Home/Domicile	Business/Affaires	Home/Domicile	Business/Affaires
Date(s)				
Signature(s)				



A little about Break Open Tickets "B.O.T's"



Break Open Tickets are instant win lottery tickets, commonly known as “pull tab” or “Nevada” tickets. They are:

- Made of cardboard;
- Have one or more perforated cover window tabs which conceal winning and losing numbers or symbols;
- Are played by tearing off the cover tabs; and
- Also include seal cards and bingo event tickets.

In order to be approved for sale in Ontario, all B.O.T.'s must comply with the Registrar's requirements and standards, including the Standards for Suppliers of Goods and Services: Break Open Tickets. Schedules of such approved B.O.T.'s are available from the Registrar and can also be found on the AGCO website.

In addition to general conflict of interest guidelines, licensees must comply with the following guidelines for B.O.T. lottery events:

1. No one involved in the sale of B.O.T.'s may purchase tickets or participate in gaming events held in conjunction with the licensed B.O.T. gaming event;
2. The owner and employees of a registered B.O.T. seller location may not purchase tickets sold at that location;
3. Executive members of Hall Charities Associations may not purchase Break Open Tickets in their hall.

Important Points:

- The period for a B.O.T. licence cannot exceed five years, including any amendments;
- A ticket dispenser or container must not contain tickets sold under more than one licence;
- A deal of tickets must not be split between dispensers or containers;
- If all tickets are sold before the licence expiry date, the licence will be deemed to have expired;
- The licensing authority may grant an amendment extending the licence period provided that:
 - ✓ All tickets authorized by the licence have been imprinted with the licence number and name of licensee, but not sold;
 - ✓ The licensee makes the request for extension in writing before the current licence expires; and
 - ✓ Total licence period does not exceed 12 months.

Sample Break Open Ticket: Licence Application



**Alcohol and Gaming
Commission of Ontario**
Gaming Registration & Lotteries
90 Sheppard Ave E., Suite 200
Toronto ON M2N 0A4
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**
Inscription pour les jeux et loteries
90, av. Sheppard Est, bureau 200
Toronto ON M2N 0A4
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

Break Open Ticket Licence Application Demande de licence de billets à fenêtres

Please print or type / Dactylographier ou écrire l'information en lettres moulées

1. Previous charitable gaming licence/Licence antérieure d'activité de jeu à des fins de bienfaisance Has your organization ever applied for a charitable gaming event licence? / Votre organisme a-t-il déjà présenté une demande de licence d'activité de jeu à des fins de bienfaisance?		FOR OFFICE USE ONLY/ RÉSERVÉ À L'USAGE INTERNE :	
☐ No / Non	If Yes / Si oui :	What is the most recent licence number issued by: / Quel est le numéro de licence le plus récent qui vous a été émis et par qui :	AGCO / CAJO : P Municipality / Municipalité : M #
Have you had gaming event licences cancelled or suspended in any jurisdiction in the last 2 years? / Avez-vous eu des licences d'activité de jeu qui ont été annulées ou suspendues au cours des 2 dernières années et ce, dans n'importe quel ressort de compétence?		☐ Yes / Oui	☐ No / Non
2. Information on organization/Renseignements sur l'organisme			
a) Incorporated or legal name / Dénomination sociale			
Street address of organization / Adresse de l'organisme		City / Ville	
Postal Code / Code postal		Telephone no. / N° de téléphone	
Mailing address (if different) / Adresse postale (si différente)		Fax no. / N° de télécopieur	
b) Is your organization incorporated? / Votre organisme est-il constitué en société?			
☐ No / Non		If Yes / Si oui :	
Incorporation number / Numéro de corporation		Jurisdiction of incorporation / Ressort de constitution	
c) Is your organization registered as a Charitable Organization with the Canada Customs and Revenue Agency? / Votre organisme est-il inscrit en tant qu'organisme de bienfaisance auprès de l'Agence canadienne des douanes et du revenu?			
☐ No / Non		If Yes / Si oui :	
Canada Customs and Revenue Agency Registration number / N° d'inscription de l'Agence canadienne des douanes et du revenu		MM/MM DD/JJ	
d) How long has your organization existed? / Depuis combien de temps votre organisme existe-t-il?			
Years / Années		What is the financial year end of your organization? / Quelle est la date de clôture de votre exercice financier?	
3. Affiliates/Affiliations			
a) Is your organization a bingo sponsors' association? / Votre organisme est-il une association de commanditaires?			
☐ Yes / Oui		☐ No / Non	
b) Is your organization affiliated with any corporations or organizations? / Votre organisme est-il affilié à d'autres sociétés ou organismes?			
☐ No / Non		If Yes: List the legal names / Si oui : Donnez-en la dénomination sociale	
i)		ii)	
4. Use of net proceeds/ Utilisation des produits nets			
What will the money raised from this event be used for? / À quoi serviront les fonds générés par cette activité de jeu?			
a) Please be as specific as possible;			
b) i.e. Specific programs, articles, etc.			
c)			
f)			

5. Location of break open ticket sales / Endroit où les billets à fenêtres seront vendus			
Name of break open ticket sales location / Nom de l'endroit où les billets seront vendus <i>must be a pre-approved facility</i>		Street address / Adresse	
City / Ville	Province	Postal Code / Code postal	Telephone number / N° de téléphone
Is the location registered under the Gaming Control Act, 1992 as a Break Open Ticket Seller or Bingo Hall? / Cet endroit est-il inscrit en vertu de la Loi de 1992 sur la réglementation des jeux en tant que vendeur de billets à fenêtres ou de salle de bingo?		GCA Registration number / Numéro d'inscription en vertu de la Loi	Expiry date / Date d'expiration YY/AA MM/MM DD/JJ
☐ Yes / Oui ☐ If No: / Si non :		Bingo Hall registration type / Genre d'inscription de salle de bingo ☐ A ☐ B ☐ C	
Will break open tickets be sold at a Fair or Exhibition? / Les billets à fenêtres seront-ils vendus lors d'une foire ou d'une exposition?		Provide reason why location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit	
☐ If Yes: / Si oui : ☐ No / Non		Name of Fair/Exhibition / Nom de la foire ou de l'exposition	Start date / Date du début YY/AA MM/MM DD/JJ
			End date / Date de la fin YY/AA MM/MM DD/JJ

6. Details of event & Licence fee (Single BOT Licence: Bingo Sponsors' Association (B.S.A.) Applicants ► go to 6b)			
Détails sur l'activité et les droits de licence (Association de commanditaires demandant une licence de billets à fenêtres unique ► passer à 6b)			
a) Ticket Type / Genre de billets <i>i.e. Nevada B.O. SP1</i>	Cost/deal / Coût/tranche <i>\$ 57-</i>	Sales currency / Devises pour les ventes ☒ Canadian \$ / \$CAN ☐ American \$ / \$US	
Total prizes/deal Prix totaux/tranche <i>\$ 930.00</i>	x Total number of deals Nombre total de tranches <i>6</i>	x <i>3</i> % Licence fee droits de licence	= <i>\$ 167.40</i> Amount due Montant exigible
b) Single BOT Licence Applicants (B.S.A.Only) / Auteurs d'une demande de licence de billets à fenêtres unique (Association de commanditaires seulement)			
The licence fee calculation is: Total prizes \$ _____ x 3 % Licence fee droits de licence = \$ _____ Amount due Montant exigible			
Calcul des droits de licence : Prix totaux \$ _____ x 3 % Licence fee droits de licence = \$ _____			
Start date / Date du début YY/AA MM/MM DD/JJ	End date / Date de la fin YY/AA MM/MM DD/JJ	Will break open tickets be sold in conjunction with another gaming event? / Les billets à fenêtres seront-ils vendus conjointement avec une autre activité de jeu? ☐ No / Non	If Yes: / Si oui : Name of Gaming event / Nom de l'activité de jeu

7. Gaming Supplier			
Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres <i>Specialty Prints</i>		GCA Registration number / Numéro d'inscription en vertu de la Loi <i>0100005613</i>	
Will your break open tickets be supplied by an Equipment Supplier? / Obtenez-vous vos billets à fenêtres d'un fournisseur de matériel relatif au jeu?	If Yes: / Si oui : ☐ No / Non	Name of Gaming Equipment Supplier / Nom du fournisseur <i>Nevadaman</i>	GCA Registration number / Numéro d'inscription en vertu de la Loi <i>0100005616</i>
Will you be using bingo hall services and employees to assist with the break open tickets? / Avez-vous recours aux services offerts par la salle de bingo ainsi qu'aux employés de la salle pour la vente des billets à fenêtres?		☐ Yes / Oui ☒ No / Non	
Will you be using other services from outside your organization to assist with the break open tickets? / Avez-vous recours à d'autres services offerts à l'extérieur de votre organisme pour la vente des billets à fenêtres?	If Yes: / Si oui : ☒ No / Non	Name of Gaming Services Supplier / Nom du fournisseur de services relatifs au jeu	GCA Registration number / Numéro d'inscription en vertu de la Loi

8. Break open ticket dispenser / Dispensateur de billets à fenêtres			
Will you be selling break open tickets from more than 1 transparent container/break open ticket dispenser? / Vendrez-vous des billets à fenêtres à partir de plus d'un contenant transparent/dispensateur de billets à fenêtres? ☐ Yes / Oui ☒ No / Non			
Will you be using an electrical or mechanical break open ticket dispenser(s)? / Utiliserez-vous un (des) dispensateur(s) de billets à fenêtres électrique(s) ou mécanique(s)?	If Yes: / Si oui : ☒ No / Non	Name of Gaming Equipment Manufacturer / Nom du fabricant de matériel relatif au jeu	GCA Registration number / Numéro d'inscription en vertu de la Loi

Sample Break Open Ticket: Lottery Report



Alcohol and Gaming Commission of Ontario
Gaming Registration and Lotteries
90 Sheppard Avenue East, Suite 200
Toronto, Ontario M2N 0A4
Tel: (416) 326-8700 or toll free in Ontario 1-800-522-2876

Break Open Ticket Lottery Report

This report must be filed with the Lottery Licensing Officer in accordance with the Terms and Conditions under which the Break Open Ticket Licence is issued.

Your
Group
INFO

Name of Organization		GIN #
Address	Fiscal Year End	Licence # M #
Print the name, position and telephone number of the designated member in charge to be contacted in reference to this report.		
Last name	First name	Middle name(s)
Position	Telephone Number(s)	Bus: ()
	Res: ()	Fax: ()

1. PERIOD (CHECK ONE) FOR WHICH THIS REPORT IS MADE (FOR TICKETS PURCHASED AND SOLD)

☐ Quarterly Report (every 3 months) <i>(Applies to Provincial Nevada and Single BOT Bingo Sponsors' Association (B.S.A.) Licences only)</i>	From YY MM DD	To YY MM DD
☒ Final Report (for duration of licence) <i>(Discrepancy report; if applicable as per the Terms and Conditions must be included)</i>	From YY MM DD	To YY MM DD

Same as licence.

2. TYPE OF TICKETS SOLD (BY CHARITY AND/BINGO SPONSORS' ASSOCIATION)

Ticket Type	No. of Complete Deals	No. of Individual Tickets (if applicable)	Price per ticket	Gross Receipts Derived	Cash Prizes Awarded	No. of Tickets per Deal
BO SP1	6	16380	50¢	\$ 8,190.00	\$ 5,455.00	2,130
Total			N/A	\$ 8,190.00	\$ 5,455.00	N/A

3. DETAILS OF TICKET INVENTORY (FOR REPORT PERIOD)

PRINT TICKET TYPE →	Break Open						
a) Total number of Deals purchased per type	6						
b) Number of complete Deals on hand from previous Report (if applicable)	0						
c) Number of complete Deals sold this period	6						
d) Number of Complete Deals on hand	0						
e) Number of individual tickets in container(s)/dispenser(s) (if applicable)	0						

4. RECEIPTS DERIVED FROM DEALS SOLD (CANADIAN OR AMERICAN CURRENCY)

Total Gross Receipts derived (from complete and partial deals sold) - as per section 2	\$ 8,190.00
Less Total Cash Prizes awarded (from complete and partial deals sold) - as per section 2	\$ 5,455.00
Net Receipts	\$ 2,735.00
Enter the Total Deposits for this Report period \$ 2,735.00. Attach explanation for any cash shortage between Total Deposits and Net Receipts.	
Is the licence for American currency? ☒ No ☐ Yes ► If YES, please list amounts below in American currency.	
THIS SECTION TO BE COMPLETED FOR LICENCES IN AMERICAN CURRENCY ONLY.	
CANADIAN CURRENCY BOT LICENCES ► GO TO SECTION 6.	
5. ADMINISTRATIVE EXPENSES INCURRED IN AMERICAN CURRENCY:	
Bingo Hall Rental (Commission)	\$
Net Receipts (in American currency)	\$
CONVERSION TO CANADIAN CURRENCY:	
Bank exchange rate: _____%	\$
Net Receipts (in Canadian currency)	\$

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(Over)

THIS SECTION IS TO BE COMPLETED BY ALL LICENSEES WHERE APPLICABLE.

6. ADMINISTRATIVE COSTS INCURRED IN CANADIAN CURRENCY:

Tickets (cost for # Deals sold during this Report period)	\$ 795.96
Gaming Services Supplier Commission	\$ -
Break Open Ticket Seller Commission	\$ -
Bingo Hall Rental (Commission)	\$ -
Container(s) / Dispenser(s)	\$ -
Out-of-pocket Expenses (See: <i>Information Bulletin No. 18 & Addendum</i>)	\$ -
Adjustments (attach written explanation)	\$ -
Other (please list):	\$ -
Total of above Administrative Costs	\$ 795.96
FEES:	
Licence Fee: 3% X Prizes X # Deals purchased during this Report period	167.40
BSA Licence Fee: 3% of prizes to be awarded during this Report period (Note: this blanket licence fee applies only to Bingo Sponsors' Association licences issued by AGCO)	-
Provincial Fee: 5% X Gross Selling Price X # Deals purchased during this Report period	-
Total Administrative Costs and Fees	\$ 963.36
(Net Receipts minus Total Administrative Costs & Fees) Net Proceeds Derived	\$ 1,771.64

7. PAYMENTS MADE FROM LOTTERY TRUST ACCOUNT DURING REPORT PERIOD (USE SEPARATE SHEET IF INSUFFICIENT SPACE)
Please provide (where applicable): (1) Details of all gaming and program expenses; (2) List of charitable disbursements

Cheque Date	Cheque No.	Name of Payee	Explain in Full the Nature of Expenses	Amount
		attach a spreadsheet if necessary showing all necessary information - gaming expenses and charitable		
Total Expenses				\$ disbursements

8. DETAILS OF BREAK OPEN TICKET LOTTERY TRUST ACCOUNT (ATTACH COPIES OF BANK STATEMENTS FOR REPORT PERIOD)

Name of Bank, Loan/Trust Company or Province of Ontario Savings Office	Lottery Trust Account No.
Address <i>also provide copies of bank statements</i>	Bank statement date YY MM DD
	Balance as per bank statement \$

Certificate

We, the undersigned, as two Principal Officers of the above organization certify that the above report is a correct statement of the Lottery Funds referred to herein.

Principal Officer	Signature	Principal Officer
	Print Name in Full	
	Title	
()	Individual's Business Telephone Number	()
	Date of Signing	

INSTRUCTIONS TO LICENSEES

- The BOT Quarterly Report for Provincial Nevada and Single BOT (B.S.A.) Licences must be filed every 3-months and is due no later than the 30th day of the following month. You must also submit a BOT report within 30 calendar days of the expiry of the licence. See **Break Open Ticket Licence Terms and Conditions, (10.3) Reporting Requirements and (11.3) Provincial Break Open Ticket**.
- If you can reasonably determine that the sale of all tickets purchased will not be concluded prior to the expiry date of a Licence, you must apply for an amendment at least 15 days prior to the expiry date of your current licence. You must submit a municipal letter of approval (if applicable) and a Quarterly Report along with the request for amendment. **Note:** Amended licences cannot exceed one (1) year from the original date of issue.

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Blanket Licensing: We've got you covered!



If your group wishes to conduct more than one type of raffle event within a fixed time period, from one location, with the capped prize amount not exceeding \$5,000, then do we have a licence for you!

With a view to reduce the number of times you need to apply for a licence, AGCO has developed a Blanket Raffle Lottery application. The types of raffle events that may be conducted under a blanket licence include:

Stub Draws;
Elimination Draws;
50/50 Draws;
Meat Spins/Turkey Rolls;
“Name the Raffle”

Applications may be submitted to conduct any number of these raffle events for up to a maximum six-month period, for a total prize board not exceeding \$5,000.

Blanket licence applications must include, in addition to the basic application requirements, the following information:

- ✓ Types of raffle lottery events to be conducted during the period;
- ✓ The number of raffle events to be held;
- ✓ The total number of tickets to be printed for each individual raffle, and the total value of all tickets printed for each event;
- ✓ The cost per ticket for each event;
- ✓ Location where events will take place;
- ✓ Scheduled dates for each raffle event to be held;
- ✓ Detailed explanation of the rules for each type of raffle event;
- ✓ Description of all prizes to be awarded and the approximate total retail value of all prizes to be awarded for each raffle event;
- ✓ Total value of all prizes to be awarded for the period; and
- ✓ The licence fee.

We have developed a sample “events schedule” that may be of assistance. It is important for you to note that separate ledgers must be kept for each raffle event, outlining the financial details including: proceeds derived, expenses paid, and a list of how the proceeds have been disbursed.

Each deposit slip must identify the date of the raffle event for each deposit made into the designated lottery trust account, and specify the total proceeds deposited for each individual event.

Sample of Table That Could Be Used for Blanket Licence:

Month:						
Draw Date						
Type of Event						
Total Tickets						
Cost per Ticket						
Prize Board						
Licence Fee						

Frequently Asked Questions:

Why do I need a licence to raise money for a good cause?

A lottery is an event where a fee is paid for a chance to win a prize. Typically these may include bingos, raffles, break open (Nevada) tickets and charity casino events. All lotteries require a licence issued by a municipality or by the Province of Ontario.

What happens if our Break Open Ticket (B.O.T.) licence expires before we have sold all of the tickets?

You may apply to the Municipality for an amendment to your licence to extend the time period of the licence. However, the total period for one licence, including amendments, must not exceed one year. If you have not sold all B.O.T.'s within the one year, the licence is not valid and tickets must not be sold.

If I am a member of the Board of Directors or lottery/ fundraising committee, can I purchase a lottery ticket on that lottery event?

No. In accordance with the AGCO rules and regulations, this constitutes a Conflict of Interest and is not permitted. See the conflict of interest guidelines contained in this information kit. Note - anyone who has purchased a ticket cannot pull the winning ticket.

How soon can I pick up the licence once the application has been submitted?

Municipal staff must carefully review all applications and ensure that the organization's file is complete. Please allow at least five business days for processing your licence application.

Can my licence application be suspended, cancelled or refused?

Yes. A licence may be suspended, cancelled or refused where there has been a breach of any term or condition; if there are reasonable grounds to believe the licensee will not conduct and manage the lottery scheme in accordance with the law; it is in the public interest to do so; or if a licensee fails to submit the financial reports relating to the conduct of any lottery event.

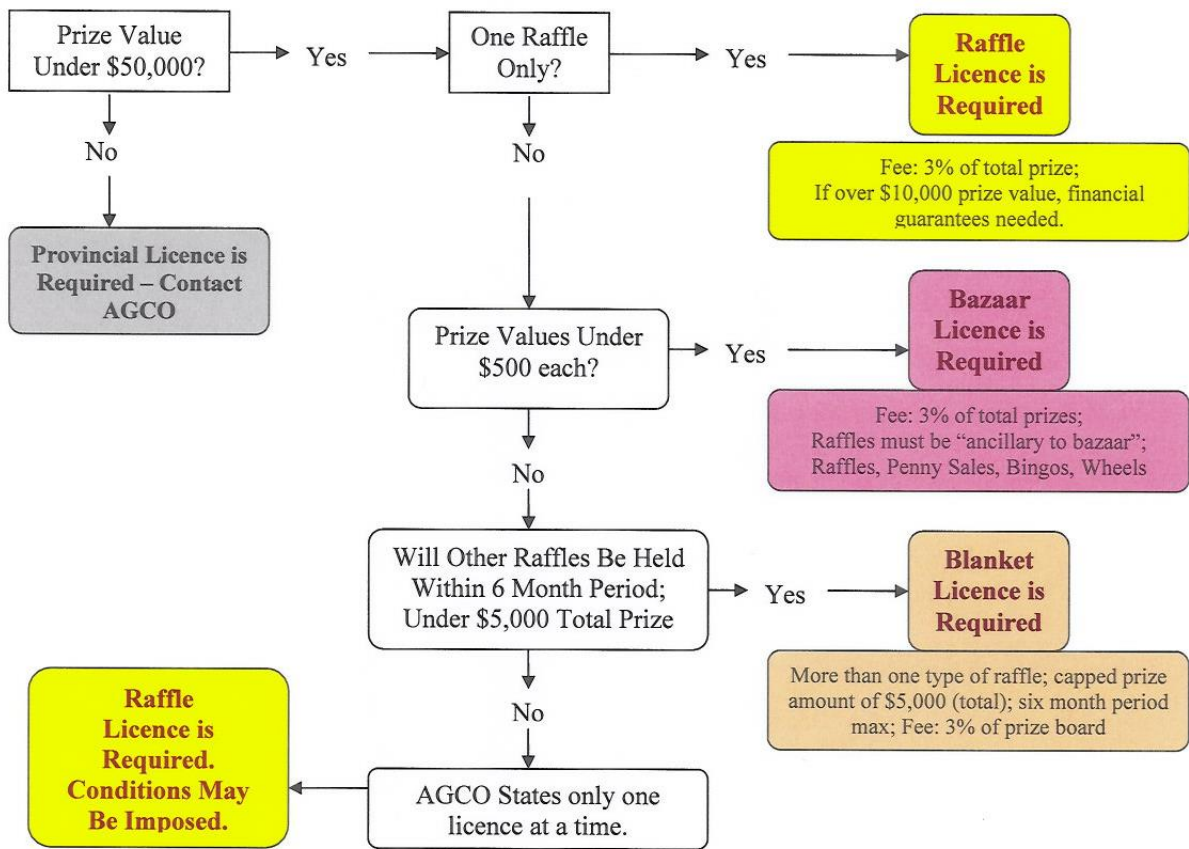
Must lottery revenues be held in a separate bank account?

Yes. A licensed organization must open and maintain a separate lottery trust account, designated as a trust account by the branch of a recognized financial institution.

What if I have more questions?

There is a great deal of useful information available on the AGCO website under Lottery Licensing Policy Manual. However, if you need further information, please contact the Municipal Office.

What kind of Licence do I need?



This simple flow chart has been developed to assist you in determining what type of application your group will need for your fundraising event. Please do not hesitate to contact the municipal Clerks Department if you need additional assistance!

Type of Event	Prize Board Limit	When Issued/ Description	Fee Payable	Type of Application
Raffle Lottery Chapter 5	Total prizes of \$50,000 and Under; Retail market value of prizes must not be less than 20% of total value of tickets;	Only one raffle event at a time; except calendar draw or blanket licence. Must award fixed prizes except for 50/50 draws. Stub/Elimination/Calendar Draws; Raffles; Meat Spins/Turkey Rolls; 50/50; Blanket Raffle Licence; Cow Patty Bingo. Special provisions for vehicles (includes motorcycles) – See 5.6.1. Over \$10,000, need financial guarantees.	3% of total prizes to be awarded; For 50/50, 3% of max. prize board	RAFFLE
Bazaar Chapter 4	Ancillary to Bazaar – any combination of: Wheels of Fortune – max. bet of \$2.00; Raffles under \$500 and Penny Sale under \$500; Bingo up to \$500	Sale of goods held to raise money for a charity. Eligible organizations may conduct lottery events ancillary to bazaar.	\$10 max per wheel; 3% of prizes for raffle, penny sale or bingo	BAZAAR
Blanket Licence Chapter 5	Capped prize amount of \$5,000	One licence for more than one type of raffle event within fixed time period and from one location; capped prize amount not to exceed \$5,000 and six months; Stub draws; elimination draws; 50/50 draws; meat spins/turkey rolls; Name the Raffle.	3% of total prize board	BLANKET
Break Open Nevada Chapter 7		Cannot exceed one year including amendments (extensions); One organization per address (i.e. Avondale); If tickets sold before licence expiry date, licence is deemed to have expired; amendments to extend are permitted, see 7-10; If term is less than one year and tickets remain unsold, group may apply for amendment (extension) but cannot exceed one year total; Must have agreement to lease the dispenser and valid registration for location of sales.	Maximum 3% of total prizes to be awarded; 2.25% for organizations using home base only to sell tickets.	BREAK OPEN TICKET LICENCE
Bingo Chapter 9	Up to \$5,500	Bingo events including table board bingo	3% of licensed prize board max.	BINGO

What kind of Licence do I need?