

Raffle Lottery Checklist



Hastings Highlands

Beautiful By Nature

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:

- An application to manage and conduct a Raffle Lottery
- Municipality of Hastings Highlands questionnaire form
- Raffle Licence Terms & Conditions

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 Municipality of Hastings Highlands)
- 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

- 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 (or when an Eligibility review is conducted) 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 all programs/services provided in the previous year**
What they are, how delivered to clients, specific costs incurred in the delivery, supporting materials, etc.
- Detailed Outline of all programs/services currently provided**
What they are, how delivered to clients, specific costs incurred in the delivery, supporting materials, etc.
- Organization's current operating budget**
- Organization's verified financial statements for last fiscal year (audited, where applicable)**
- Organization's Annual Report**
- Current List of Board of Directors**
Signed by each Member of the Board and should include their full name, title and contact information

- Membership List**
- Latest report to the Public Guardian and Trustee, if applicable**
- Revenue Canada notification of registration letter**
If your organization is registered
- Copy of *Business Account Service Request Document***
from the Bank demonstrating the names of at least two signing authorities for all lottery trust accounts
- The proposed use of proceeds**
which must be consistent with the primary objects and purposes of the organization set out in the bylaws and are of a charitable nature consistent with at least one of the four classifications of charitable purposes.
- Any other information**
that will assist in determining the charitable nature of the objects and purposes.