



## 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:

- An application to manage and conduct a Raffle Lottery
- Laurentian Valley Township 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, 3 % of total prizes to be Awarded (cheque payable to the Township of Laurentian Valley)
- Completed questionnaire**
- 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
- 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
- A complete list of prizes, with their full retail value (plus taxes); Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$1,000 or more (including cases where multiples of the same item total more) supporting the stated retail value of the prizes, including taxes
- A full explanation of how credit card sales and dishonoured cheques will be handled
- A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.

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- 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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