



## RAFFLE LOTTERY APPLICATION CHECKLIST

- 1) An organization must be approved by the lottery licencing officer of the City as eligible for lottery licencing prior to applying for a licence to conduct a lottery in the City of Stratford. Eligibility is determined by submitting a completed "Eligibility Questionnaire" and the documentation requested therein.
- 2) The net proceeds derived from the conduct of the Lottery may only be used for purposes permitted by the Regulations. The proposed uses must be included in the Licence Application. Net proceeds may not be used for any other purpose without prior approval in writing from the licencing authority.
- 3) A designated Lottery Trust Account must be opened and maintained in the name of the licensee, in trust, and must have the following features:
  - a) Cheque writing privileges and monthly statements issued
  - b) All cheques returned with the monthly statement
- 4) The market retail value of the prize(s) to be awarded shall not be less than 20% of the anticipated gross proceeds from the sale of the tickets calculated on the total number of tickets expected to be sold multiplied by the price per ticket as approved on the licence application  
 Example:     2,000 tickets at \$2.00 each = \$4,000.00 (anticipated gross proceeds)  
                   \$4,000.00 x 20% = \$800.00 therefore \$800.00 in prizes must be awarded

In order to make it easier to complete the Application to Manage and Conduct a Raffle Lottery, the following checklist lists the information to be submitted with your Application.

INFORMATION TO BE FILED	ATTACHED
<b>Original Application to Manage and Conduct a Raffle Lottery</b> Including "the charitable or religious objects or purposes to which proceeds are to be donated". Please list on application or provide on a separate sheet.	<input type="checkbox"/>
<b>Sample of Proposed Ticket</b> The ticket should include the items listed on page 2 of this document	<input type="checkbox"/>
<b>Financial Guarantee</b> Applications to conduct a Raffle Lottery in which the total prize value is \$10,000.00 or more must include a financial guarantee.	<input type="checkbox"/>
<b>Cheque from Lottery Trust Account for Licence Fee payable to the "City of Stratford"</b> Amount of the cheque is calculated by multiplying the "Total Value of Prizes" by 3%	<input type="checkbox"/>
<b>Rules of Play</b>	<input type="checkbox"/>

If you have questions, please contact **Danielle Clayton at 271-0250 Ext. 239.**

## **RAFFLE LOTTERY TICKET REQUIREMENTS**

**The following information must be printed on the face of the ticket (customer's portion):**

1. Name of the licensed organization
2. Location at which the draw(s) is to be held
3. Date of the draw
4. Time of the draw
5. Description of the prize(s)
6. Value of the prize(s)
7. Lottery licence number
8. Price of the tickets
9. Total number of tickets printed – not required for Catch the Ace
10. Serial number of the ticket
11. For 50/50 draws, the maximum prize value must be identified on the ticket regardless of the value and final number of tickets sold.

**The following information must be printed on stub of the ticket (organization's portion):**

1. Name of the licensed organization
2. Lottery licence number
3. Serial number of the ticket
4. Adequate space for the name, address and telephone number of the ticket purchaser

**\*Roll Tickets for 50/50 Raffles only\***

**50/50 Raffles can use printed tickets or Roll Tickets. Maximum amount of tickets that are planned to be sold must be listed on Application.**

Example: Rules of Play

1. The price of the tickets is 1 for \$2.00 or 3 for \$5.00
2. The tickets are to be sold from 7pm until the start of the 3<sup>rd</sup> period.
3. At the start of the third period all money is to be added up and the cash float for the evening is to be deducted and the remaining amount divided by two (2).
4. The ticket stubs are to be placed in the large bin and taken to the penalty box for the draw.
5. Upon drawing the number, the Public Address Announcer is to announce the winning number and the prize amount. The winner is to report to the box office to claim their prize.
6. Repeat steps #5 for a maximum of three announcements, if no one claims please repeat the steps in #5 again for a maximum of 3 times.
7. Please ensure the winner signs the receipt for the prize
8. Turn over the receipt, cash float and Club share of the prize to the Treasurer or his designate immediately after completion of the draw.

If you have questions, please contact **Danielle Clayton at 271-0250 Ext. 239.**