

Raffle Information Guide

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.

What is a Blanket Raffle Lottery?

A blanket raffle lottery allows eligible organizations to obtain a single lottery licence to conduct and manage more than one type of raffle event within a fixed time period and from one location within a capped prize amount of \$50 000 for total prizes

The types of raffle events that a licensee may conduct under a blanket raffle licence include:

- Stub draws
- Elimination draws
- 50/50 draws
- Meat spins/turkey rolls
- “name the raffle” lottery

See section [5.2.1 \(G\)](#). Blanket Raffle Licence for further details.

[Alcohol and Gaming Commission of Ontario's Lottery Licensing Policy Manual](#)

Link to Important Documents:

- [Application to Manage and Conduct a Raffle Lottery](#)
- [Lottery Report](#)
- [Application to Manage and Conduct a Blanket Raffle Lottery](#)
- [Blanket Raffle Lottery Report](#)
- [Lottery Licence Terms and Conditions](#)
- [Raffle Licence Terms and Conditions](#)

Licence Application Checklist

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

- **Licence fee**
3% of licenced prize board (cheque payable to the Municipality of Chatham-Kent from your lottery trust account)
- **Completed application form** – submit at least two weeks in advance of draw
- **A fully completed application must include:**
 - Location, date & time of the proposed draw
 - The price of the tickets and sample ticket (if using a stub ticket)
 - Total number of tickets to be printed
 - **Rules of Play for the draw**
 - Letter of Credit from a financial institution is required and must be made payable to the Municipality of Chatham-Kent for the full retail value of all prizes over \$10 000, (except for 50/50s) including taxes, with an expiry date of no less than 45 days after the last draw, or for amounts lower than \$10 000 in total prize value if requested by the Licensing Department
 - **Copies of all receipts, invoices, purchase orders, bills of sale or letters of intent for prizes of \$10 000 or more (including cases where multiples of the same items total more) supporting the states retail value of the prizes, plus taxes**

- A full explanation of how credit card sales and dishonoured cheques will be handled
- The cut-off date for the sale of tickets by cheque and credit cards
- A complete list of prizes with their full retail value (plus taxes) and a detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize

The total value of the prize's to be awarded can be no less than 20% of the potential maximum gross proceeds from the sale of all tickets printed (i.e. if 1000 tickets are printed and sold for \$1.00 each, there shall be a minimum prize board of \$200.00)

Prizes shall be awarded free and clear of any mortgage, lien or other encumbrances

With the exception of a 50/50 draw, the licensee shall award fixed prizes that are determined at the time of application. Blanket Raffle Licences value for a 50/50 draw shall be determined at the time of the application.

The 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, and
- Any other documentation deemed necessary by the Municipality

First Time Applicants:

Must complete an eligibility application and submit any supporting documentation (constitution, bylaws, etc.). Contact the Licensing Department.

Licence Report Checklist:

- Lottery Licence Report or Blanket Raffle Lottery Licence Report – **due 30 days** following date of draw/last draw
- Deposit slips or bank statements for entire licensed period
- List of winners

Advertising, promotion and selling of tickets may only begin once the raffle lottery licence has been issued.

Unclaimed Raffle Prizes

Raffle Terms and Conditions state:
Any prizes which are not claimed must be secured or place in safekeeping for a period of six (6) months from the date of the draw. If at that time the prize has still not been claimed, the prize or monies equivalent to the fair market value of the prize must be donated to a beneficiary approved by the licensing authority.

See Section [5.17.1](#). Unclaimed Raffle Prizes for further details

Sample Rules of Play

Applicants for a licence shall indicate the detailed procedures to be followed for all draws and for all prizes to be awarded. Rules of play shall be made available to ticket purchasers if requested. The following information will assist lottery applicants develop rules of play.

This is intended as a guide only. Occasionally, additional information may be requested by the Licensing Department. For further assistance contact the Licensing Department at (519) 360-1998 or email CKlicensing@chatham-kent.ca.

Sample General Lottery Rules

- Participants must be 18 years of age or older to purchase a lottery ticket and claim a prize;
- Tickets cost \$2.00 each or 3 tickets for \$5.00;
- Tickets may be purchased by cash sale only;
- Ticket sales will commence on January 1st, 2021 and will cease on April 4th, 2021;
- The draw will take place on April 5th, 2021 starting at 7:00pm;
- The draw will be held at the Club Headquarters, located at 123 Any Street, Chatham-Kent;
- Participants must be present at the draw to be eligible to win a prize;
- Draw winners will be notified by telephone;
- The draw winners will be advertised in the annual Club newsletter, as well, advertised in the local newspaper;
- The licensee will be responsible for awarding all prizes and for making all reasonable efforts to contact the prize winner(s).
- Prizes which are not claimed must be secured or placed in safekeeping for a period of six (6) months from the date of the draw. If at that time the prize has still not been claimed, the prize or monies equivalent to the fair market value of the prize must be donated to a beneficiary approved by the licensing authority. (as per AGCO Lottery Licence Policy Manual)

NOTE: If prizes are drawn low to high, the ticket must be re-entered in the draw for all subsequent draws – stipulate in rules how the tickets are to be drawn.

Sample Raffle Draw Details

NOTE: The rules below would be used in addition to the Sample General Lottery Rules.

- Participants may purchase a lottery ticket for a chance to win one of 4 prizes worth a total value of \$5000.00.
- The prizes will be awarded according to the following schedule:
 - 1st ticket drawn wins \$250.00 cash
 - 2nd ticket drawn wins \$500.00 cash
 - 3rd ticket drawn wins \$1250.00 cash
 - 4th ticket drawn wins the Grand Prize trip to Vancouver worth \$3000.00.
- Before each ticket is drawn, the tickets within the drum will be mixed. Winning tickets will be placed back in for a chance to win the grand prize.

Sample 50/50 Rules of Play

- Participants must be 18 years of age or older to purchase a lottery ticket and claim a prize;
- Tickets cost \$2.00 each or 3 tickets for \$5.00;
- Tickets may be purchased by cash sale only;
- Participants must be present at the draw to be eligible to win a prize;
- The draw winner will be announced over the PA system
- If the holder of the winning ticket number is not present when the number is drawn, the licensee must draw another ticket.
- Tickets sold to be placed in a container – mixed together before ticket drawn
- The draw will take place on _____, 2021 at _____
- The draw will be held at the skating carnival located at _____
- Participants may purchase a ticket for a chance to win. The ticket purchaser deposits ticket(s) in the raffle box. The tickets within the box will be mixed together and the first ticket drawn will be considered the winning ticket and announced. However, in the event a winner does not come forward to claim the prize, the ticket number will be announced again after waiting one minute it will be announced the third time should no one claim. Another ticket will then be drawn and the same process used until a winner has claimed.
- Winner wins up to 50% of the total collected for the 50/50 draw to a maximum prize value of \$300;

Penny Draw Details

Participants may enter as many tickets as they possess on any item (prize) they are interested in by depositing the tickets into a container assigned to that item (prize). The item (prize) is awarded to the person whose ticket is drawn, at random, from the container.

- Participants must be present to win;
- Participants must be 18 years of age to purchase envelope(s) containing 100 tickets and claim prize(s);
- Cost \$1.00 for an envelope containing 100 tickets;
- Tickets may be purchased by cash sale only;
- The penny raffle will take place on November 15, 2021 starting at 7:00 pm;
- Winner must produce numbered envelope to claim prize, and must sign winner's list;
- The tickets within the container will be mixed together and the first ticket drawn will be considered the winning ticket and announced. However, in the event a winner does not come forward to claim the prize, the ticket number will be announced again after waiting one minute it will be announced the third time should no one claim. Another ticket will then be drawn and the same process used until a winner has claimed.

Elimination Draw Details

NOTE: The rules below would be used in addition to the Sample General Lottery Rules.

Participants may purchase a lottery ticket for a chance to win one of six prizes worth a total value of \$10,000.00. The prizes will be awarded according to the following schedule:

- 1st ticket drawn wins \$100.00 cash
- 5th last ticket drawn wins \$250.00 cash
- 4th last ticket drawn wins \$750.00 cash
- 3rd last ticket drawn wins \$1250.00 cash
- 2nd last ticket drawn wins \$2650.00 cash
- Last ticket drawn wins \$5000.00 cash

Before the start of the draw, the tickets in the container will be mixed together.

Other

For raffles including the following prizes refer to the appropriate section in the Alcohol and Gaming Commission of Ontario's Lottery Licensing Policy Manual <https://www.agco.ca/lottery-and-gaming/lottery-licensing-policy-manual-llpm>

Link to [5.16.1](#) Raffle Lottery Prizes

5.16.1 (b) Motor Vehicles as prizes

5.16.1 (b) (i) Antique Motor Vehicles as Prizes

5.16.1 (c) Ontario Lottery and Gaming Corporation tickets as prizes

5.16.1 (d) Antiques and Art Objects as Prizes

5.16.1 (e) Vacations as prizes

5.16.1 (f) Liquor as prizes

5.16.1 (g) Firearms as prizes

5.16.1 (h) Crossbows as prizes

5.16.1 (i) Loyalty program points

Ticket Requirements

The licensee shall print only the number of tickets indicated and approved in the application for licence. (The retail market value of the prizes to be awarded must not be less than 20% of the total value of all tickets printed.)

Licensee must provide a sample of the ticket – please ensure all ticket requirements are met.

Checklist:

The licensee shall have tickets printed in two parts.

On the part to be retained by the participant/purchaser:

- Licence number;
- Name of the licensee;
- Location(s), date(s), and time(s) of the draw(s);
- A description, including the nature, number and value of the prize(s) to be awarded;
- Price of each ticket;
- Number of the ticket, and;
- Total number of tickets printed.

On the part retained by the organization (for draw or record purposes):

- Number of the ticket;
- Licence number and the name of the licensee;
- Adequate space for the name, address and telephone number of the ticket purchaser.

Note:

- If tickets are to be discounted from the regular price (i.e. \$1.00 or 3 for \$2.00), then the prices shall be indicated and printed on each ticket.
- 'Scratch and win' tickets cannot be used
- Where prizes are donated, and the donor and the licensee agree, the donor name or company name may be included on the ticket, provided that the name of the licensee is more prominent.
- Tickets shall not bear any coupon, promotional or advertising material unless it is promoting the licensee and approved by the licensee.

<p>Full Proper Name of Organization You can put a subheading here Name: _____ Address: _____ _____ Phone # _____ Licence no. M##### Ticket # _____</p>	<p>Full Proper Name of Organization *only* You can put a subheading here List all prizes: Description, nature, number and value of prize(s) Location(s), date(s) and time(s) of draw(s) Ticket #: _____ # of tickets printed: _____ Ticket Price \$2.00 each or 3 for \$5.00 Licence # M#####</p>
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