

50/50 Information and Procedures For more information visit www.aglc.ca

Before

This information is needed to get a license from AGLC

- Date, location and time of the draw.
- Name of Food Bank Board member who can attend. A Board member **MUST** attend the draw as a witness.
- A member of the public **MUST** attend the draw as a witness.
- Number of tickets available for the raffle and the unit price or prices if there are different categories of tickets (i.e. 1 for \$2 and 5 for \$8).
- The colour/colours of the tickets. Each ticket price must use a different ticket colour.
- Potential amount raised **MUST** be less than \$10,000.

During

- A log of who was responsible for selling tickets and which tickets were their responsibility (e.g. Sarah Ruby responsible for green tickets 1-100 and blue 50-200).
- Numbers of first ticket and last ticket sold; tickets need to be sequentially numbered.
- Track any tickets that go missing.
- All paperwork necessary for tracking is included with the license and **MUST** be filled out. Example attached Appendix A.

After

This information is needed for the report to AGLC

- Actual number of tickets sold. Broken down by colour, units and unit price, number of tickets printed and number actually sold (see Appendix A).
- Total gross revenue.
- Prize Expenses (in the case of a 50/50 this is half the amount raised).
- Amount of any other related expenses incurred, such as printing, advertising, etc.
- The winning ticket number and name of winner.

****Please note: all tickets (sold and unsold), receipts and materials MUST be given to Edmonton's Food Bank where they will be stored for 2 years in accordance with Alberta Gaming (AGLC) policy.**

Raffle Information and Procedures For more information visit www.aglc.ca

Before

This information is needed to get a license from AGLC

- Date, location and time of the draw.
- Name of Food Bank Board member who can attend. A Board member **MUST** attend the draw as a witness.
- A member of the public **MUST** attend the draw as a witness.
- Number of tickets available for the raffle and the unit price or prices if there are different categories of tickets (i.e. 1 for \$2 and 5 for \$8).
- The colour/colours of the tickets. Each ticket price must use a different ticket colour.
- The value of the prizes. Must be no less than 20% of the potential amount raised. Potential amount raised **MUST** be less than \$10,000.

During

- A log of who was responsible for selling tickets and which tickets were their responsibility (e.g. Sarah Ruby responsible for green tickets 1-100 and blue 50-200).
- Numbers of first ticket and last ticket sold; tickets need to be sequentially numbered.
- Track any tickets that go missing
- All paperwork necessary for tracking is included with the license and **MUST** be filled out. Example attached Appendix A.

After

This information is needed for the report to AGLC

- Number of actual tickets sold. Broken down by colour, units and unit price, number of tickets printed and number actually sold. (see Appendix A)
- Total gross revenue.
- Prize Expenses, in the case of a raffle the cost of the prize (if any).
- Amount of any other expenses incurred, such as printing, advertising, etc.
- The winning ticket number and name of winner.

****Please note: all tickets (sold and unsold), receipts and materials MUST be given to Edmonton's Food Bank where they will be stored for 2 years in accordance with Alberta Gaming (AGLC) policy.**