



P: 780.425.2133 | F: 780.426.1590  
P.O. Box 62061  
Edmonton, Alberta T5M 4B5

## Third Party Event – 50/50 or Raffle Information and Procedures

### 1.0 Prior to proceeding, please confirm the type of your event.

- Is this happening at one event, in one location, on one day, where the prize is a portion of the ticket money?
  - YES – This is a 50/50 (also known as a Bearer Ticket Raffle). See **Section 2.0**
  - No – This is NOT a 50/50.
- Is this happening over a length of time at various places, where the prize is a physical item (ie a gift card, a trip, or a teddy bear)?
  - YES – This a Raffle. See **Section 3.0**
  - No – This is NOT a Raffle.  
\*Raffles MUST have a physical prize(s) and cannot be a portion of ticket sales.

### 2.0 50/50 - Prior to the event

*This information is needed by Edmonton's Food Bank (Edmonton Gleaner's Association) to get a license from AGLC. \*Note: An individual or business is not eligible to get a license for a 50/50.*

- Date, location and **time** of the draw must be provided.
- It is up to the organizer to provide volunteers to sell tickets, per AGLC. If these sales happen in a licensed establishment, these “sellers” cannot also be serving or selling liquor due to liquor license regulations. To do so would be in violation of the establishment’s liquor license.
- It is up to the organizer to provide tickets.
- Confirm the number of tickets available for the 50/50 and the unit price(s) if there are different categories of tickets (i.e. 1 for \$2 and 5 for \$8).
- Each ticket price must use a different ticket colour, which would be established in advanced.
- Ticket information must be provided to Edmonton’s Food Bank no less than **SIX (6)** business days prior to the event.
- Edmonton’s Food Bank will provide a **Designate** to be onsite at the establishment during the sale of the 50/50. They may participate in selling tickets, but their main responsibility is overseeing the sale.
- A Board member **MUST** attend the draw as a witness.
- A member of the public **MUST** attend the draw as a witness.
- Potential amount raised **MUST** be less than \$20,000.



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## 2.1 50/50 - Responsibility of Edmonton's Food Bank Designate

- Log 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).
- Record number of first ticket and last ticket sold; tickets need to be sequentially numbered.
- Record number of tickets sold, broken down by colour, units and unit price, number of tickets printed and number actually sold.
- Track any tickets that go missing.
- All paperwork necessary for tracking is included with the license and **MUST** be filled out.
- Return all resources, ticket stubs and money to Edmonton's Food Bank.
- Confirm total gross revenue.
- Confirm prize expenses (in the case of a 50/50 this is half the amount raised).
- Provide the winning ticket number and name of winner.

## 2.2 All tickets (sold and unsold), receipts and materials will be stored for 2 years at Edmonton's Food Bank in accordance with Alberta Gaming (AGLC) policy.

## 3.0 Raffle - Prior to the event

*This information is needed by Edmonton's Food Bank (Edmonton Gleaner's Association) to get a license from AGLC. \*Note: An individual or business is not eligible to get a license for a Raffle.*

- Date, location and **time** of the draw must be provided.
- It is up to the organizer to provide volunteers to sell tickets, per AGLC. If these sales happen in a licensed establishment, these "sellers" cannot also be serving or selling liquor due to liquor license regulations. To do so would be in violation of the establishment's liquor license.
- It is up to the organizer to provide tickets.
- Confirm the number of tickets available for the Raffle and the unit price(s) if there are different categories of tickets (i.e. 1 for \$2 and 5 for \$8).
- Each ticket price must use a different ticket colour, which would be established in advanced.
- Ticket information must be provided to Edmonton's Food Bank no less than **SIX (6)** business days prior to the event.
- A Board member **MUST** attend the draw as a witness.
- A member of the public **MUST** attend the draw as a witness.
- The value of the prizes must be established and must be no less than 20% of the potential amount raised.



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- Potential amount raised **MUST** be less than \$20,000.

### 3.1 Raffle - Responsibility of Raffle Organizer on behalf of Edmonton's Food Bank

- Log 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).
- Record number of first ticket and last ticket sold; tickets need to be sequentially numbered.
- Record number of tickets sold, broken down by colour, units and unit price, number of tickets printed and number actually sold.
- Track any tickets that go missing
- Provide the winning ticket number and name of winner.
- Return all resources, ticket stubs and money to Edmonton's Food Bank.

### 3.2 Raffle - Responsibility of Edmonton's Food Bank

- All paperwork necessary for tracking is included with the license and **MUST** be filled out.
- Confirm total gross revenue.
- Confirm prize expenses, in the case of a Raffle the cost of the prize (if any).

**3.2 All tickets (sold and unsold), receipts and materials will be stored for 2 years at Edmonton's Food Bank in accordance with Alberta Gaming (AGLC) policy.**

*I have read, understand and am in agreement with the information stated in this agreement.*

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_

For more information on "Raffle Terms & Conditions Total Ticket Value \$20,000 and Less":  
<https://aglc.ca/documents/raffle-terms-conditions-total-ticket-value-20000-and-less>