



Raffle Lottery Application Checklist

- 1) An organization must be approved by the Clerk for lottery licencing prior to applying for a licence to conduct a lottery in the Municipality of West Perth. 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 Clerk.
- 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
Original Application to Manage and Conduct a Raffle Lottery Including “the charitable or religious objects or purposes to which proceeds are to be donated”. If an “Annual List of Uses” for the current year has been approved indicate “as per Annual List submitted” on the	<input type="checkbox"/>
Sample of Proposed Ticket The ticket should include the location and date of Draw, the total amount of tickets printed and the municipal license number.	<input type="checkbox"/>
Financial Guarantee 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"/>
Cheque from Lottery Trust Account for Licence Fee payable to the “Municipality of West Perth” Amount of the cheque is calculated by multiplying the “Total Value of Prizes” by 3%	<input type="checkbox"/>

If you have questions, please contact the **Clerk at 519-348-8429**

Raffle Lottery Ticket Requirements

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

- 1. Name of the licenced 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**
- 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 licenced 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**