

Raffle Licence Application

Fillable Form

Under \$10,000



United Way
Alberta Northwest

Raffle 50/50 Wine Survivor

Bingo events require a different application process. Please contact: development@unitedwayabnw.org

Company Name	
Contact Person Name	
Email Address	
Ticket Sale Start Date <i>(You must have a license before selling tickets)</i>	
Draw Date	
Draw Location- Physical Address	

#1 TICKET DETAILS *all fields must be completed*

Ticket Type	Ticket Color	Unit	Unit Price	Quantity	Ticket Value
Regular (1 for \$)			\$		\$
Discount 1			\$		\$
Discount 2			\$		\$
Discount 3			\$		\$
				Total:	\$
				Under \$10,000	

- **Type** Refers to whether a ticket is regular priced or discounted. You **must** have individual tickets for sale, but you are not required to have discounted tickets.
- **Color** For each ticket type, you must either have a different color, or a different set of series numbers.
- **Unit** Refers to how many tickets are being sold for a certain price range.
 - Ex. 1 for \$3.00, 3 for \$5.00 and 10 for \$10.00. 1, 3 and 10 are the units.
- **Unit Price** In the above example, \$3.00, \$5.00 and \$10.00 are the unit prices.
- **Quantity** Refers to how many printed/purchased rolls of tickets you will have available for sale in each price range. Remember that the quantity has to be divisible by the unit. If you have groupings of 3 tickets for sale, then the quantity must be a multiple of 3.
- **Ticket Value** How to calculate ticket value: $\text{Unit price} \times \text{Quantity} \div \text{Unit} = \text{Ticket Value}$

#2 PRIZE DETAILS

Prize Description	Retail Value	In a prize raffle: Were the prizes donated or will they be deducted from ticket sales?
	\$	
	\$	

NOTE: Total Prize must be a minimum of 20% of total ticket value

#3 ESTIMATED EXPENSES

If any proceeds from this raffle will be used to cover the costs of this event, please document them below:

Type	Amount
Advertising	\$
Printing	\$
Other	\$
Total Expenses deducted from ticket sales	\$

#4 FINANCIAL REPORTING

Completed reports with supporting documents **MUST BE RETURNED TO UNITEDWAY ALBERTA NORTHWEST** once your event has been finalized. Please ensure these forms (which are included with your licence) are submitted within a maximum of sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence may affect future licenses. **Email completed forms and/or questions to:** development@unitedwayabnw.org

Raffle Licence Application EXAMPLE Form

Under \$10,000



United Way
Alberta Northwest

Please choose: Raffle 50/50 Wine Survivor

Bingo events require a different application process. Please contact: development@unitedwayabnw.org

Company Name	ABC Company
Contact Person Name	Jane Smith
Email Address	jane.smith@abccompany.com
Ticket Sale Start Date (You must have a license before selling tickets)	September 2, 2015
Draw Date	September 8, 2015
Draw Location- Physical Address	12323 -117 STREET
United Way Contact- Campaign Associate/Manager	John Doe

#1 TICKET DETAILS

Ticket Type	Ticket Color	Unit	Unit Price	Quantity	Ticket Value
Regular	Red	1	\$3	100	\$300
Discount 1	Blue	3	\$5	300	\$500
Discount 2	Green	10	\$10	600	\$600
				Total Ticket Value:	\$1400
				Under \$10,000	

- **Type** Refers to whether a ticket is regular priced or discounted. You **must** have individual tickets for sale, but you are not required to have discounted tickets.
- **Color** For each ticket type, you must either have a different color, or a different set of series numbers.
- **Unit** Refers to how many tickets are being sold for a certain price range.
 - Ex. 1 for \$3.00, 3 for \$5.00 and 10 for \$10.00. 1, 3 and 10 are the units.
- **Unit Price** In the above example, \$3.00, \$5.00 and \$10.00 are the unit prices.
- **Quantity** Refers to how many printed/purchased rolls of tickets you will have available for sale in each price range. Remember that the quantity has to be divisible by the unit. If you have groupings of 3 tickets for sale, then the quantity must be a multiple of 3.
- **Ticket Value** How to calculate ticket value: $\text{Unit price} \times \text{Quantity} \div \text{Unit} = \text{Ticket Value}$

#2 PRIZE DETAILS

Prize Description	Retail Value	In a prize raffle: Were the prizes donated or purchased and will be deducted from ticket sales?
Hockey Game Tickets	\$ 200	Purchased
Basket of Goodies	\$80	Donated

\$280 is 20% of the \$1400 total ticket value as seen above

NOTE: Total prize value must be a minimum of 20% of total ticket value

#3 ESTIMATED EXPENSES

If any proceeds from this raffle will be used to cover the costs of this event, please document them below:

Type	Amount
Advertising	\$ 15
Printing	\$ 30
Other	\$ 200 Hockey Tickets
Total expenses deducted from ticket sales	\$ 245

#4 FINANCIAL REPORTING

All the documents needed for this reporting will be included with your licence. It is your duty to comply and submit the reporting no later than 60 days after the event has taken place.