

**TOWN of TECUMSEH  
RAFFLE LICENSE  
INFORMATION PACKAGE**



- 1. Alcohol & Gaming Commission of Ontario Terms & Conditions.**
- 2. Appointment of Bona Fide Members Form**  
*In accordance with Section 2 of the Terms & Conditions a Licensee shall designate two (2) bona fide active members to be in charge of and responsible for the conduct of the raffle.*
- 3. Appointment of Signing Officers**  
*In accordance with Section 10.4 of the Terms & Conditions a Licensee shall appoint two (2) signing officers to administer the Raffle Lottery Trust Account.*
- 4. Application to Manage and Conduct a Raffle Lottery**
  - *To be completed and signed by Appointed Bona Fide Members.*
  - *Total market retail value of prize(s) to be awarded shall not be less than 20% of the anticipated gross proceeds.*
  - *A receipt or letter of valuation for each prize to be awarded is to accompany the application.*
  - *License fee is 3% of the total value of the prize(s).*
- 5. Printers Form**
  - *To be accompanied by a Sample Ticket.*
  - *Ticket Requirements are set out in Section 4 of the Terms & Conditions.*
- 6. Lottery Report**
  - *Section 11 of Terms & Conditions*
  - *To be filed within 30 days of the last date of the last draw*
  - *Attachments to report:*
    - Copies of all deposit slips related to the event*
    - List of winners*
    - Copy of receipts for each expense incurred*  
*(ie. Ticket printing, license fee and publication of winners)*
    - Copies of cheques written for each expense.*
  - *Where Lottery funds are retained in the lottery trust account at the time of reporting, a final report will be required to be submitted at the time of disbursement of such funds.*