

GAMING LICENSE INFO FOR AVMLA FUNDRAISING EVENTS

The Fundraiser Coordinator for Alberni Valley Minor Lacrosse Association (AVMLA) will apply online for the gaming licenses, after you complete the application information (see form on next page) please pass along to that individual well in advance of your event.

For each event, the AVMLA Fundraiser Coordinator will apply for several Class D gaming licenses that allow for \$5000 or less in gross revenue each. Each gaming license costs \$10.00 and AVMLA will deduct this fee from your event funds. You need separate licenses for each type of raffle (50/50 draw, raffle table, loonie stick, or one large raffle item). The maximum allotted value per prize is \$500 and the maximum allotted price per ticket is \$2.00. Please indicate if prizes are donated or purchased.

It usually takes a minimum of 3 business days to hear back with gaming license numbers. Each gaming license permit needs to be displayed during the whole event. Gaming license numbers need to be printed onto the raffle tickets. In order to have time for **you** to print tickets with **ALL** necessary required BC Gaming info, please have this required form into the Fundraising Coordinator **at least** 2 weeks prior to event. (Please request necessary info requirements from Fundraising Coordinator)

We have found that one record sheet with individual numbers that correspond to purchaser's contact information is a convenient method, rather than writing contact information onto every ticket purchased. (Please request this from the Fundraising Coordinator)

Most events prepare booklets of five or ten tickets with same numbers all on one book. Each type of ticket (loonie stick and raffle) and corresponding record sheet should be printed on a different colour paper, for ease of sales. If you need more information please contact the Fundraising Coordinator

Suggested Ticket Prices:

Loonie Stick Tickets – 1 for \$2.00

Raffle Table Tickets – 1 for \$2.00 or 10 for \$10.00 (or your preference)

One large raffle item – 1 for \$2.00 or 3 for \$5.00

50/50 draw board – 100 squares for \$2.00/per square (purchasers name & # required)

50/50 tickets – 1 for \$1.00, 3 for \$2.00, 20 for \$5.00 (or your preference)

After the event, the AVMLA Fundraising Coordinator needs to complete an online gaming report within 60 days. Upon completion of your event, please complete the Gaming Summary Report (see last page of this document) and forward this information to the AVMLA Fundraising Coordinator. Evidence of winning tickets and winner information for raffles and 50/50 draws needs to be kept for a year.

For more information, please contact the following:

Heather Newton, Treasurer, treasurer@albernilacrosse.ca

FUNDRAISING INFORMATION & BC GAMING LICENSE APPLICATION

Division Holding Event _____

Main Contact _____

Reason For Event _____

Event Title _____

Type Of Event _____

Event Start and End Date _____

Final Draw Date and Time _____

* Three people required for "Officer Responsible" (People that are going to be around the event for the majority of the weekend to oversee.)

OFFICER RESPONSIBLE #1

NAME _____

ADDRESS _____

CITY _____ POSTAL CODE _____

WORK PHONE NUMBER _____

HOME PHONE NUMBER _____

CELL PHONE NUMBER _____

EMAIL ADDRESS _____

OFFICER RESPONSIBLE #2

NAME _____

ADDRESS _____

CITY _____ POSTAL CODE _____

WORK PHONE NUMBER _____

HOME PHONE NUMBER _____

CELL PHONE NUMBER _____

EMAIL ADDRESS _____

LIST OF RAFFLE PRIZES

	PRIZE ITEM or BASKET NAME	ACTUAL VALUE	DONATED or PURCHASED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL VALUE OF PRIZES			

AVMLA EVENT- GAMING SUMMARY REPORT

Event Title: _____
Contact: _____

1. Gaming Event License # _____

Type of Gaming Event _____
(Raffle Table, Loonie Stick, 50/50 Percentage Draw, or 1 Raffle Item)

Reporting Period _____
(Date of event – start and end)

LICENSE TOTAL SALES _____

Cash from Sale of Prizes _____

Cost of Purchased Merchandise _____

Value of Donated Prizes _____

Please note: If the prize is worth \$50 and you only paid \$20, include \$20 as the cost of merchandise and \$30 for donated prize. Or, all \$50 as donated, if the prize was free of charge. Complete one report for each license# (see below)

2. Gaming Event License # _____

Type of Gaming Event _____
(Raffle Table, Loonie Stick, 50/50 Percentage Draw, or 1 Raffle Item)

Reporting Period _____
(Date of Tournament – start and end)

LICENSE TOTAL SALES _____

Cash from Sale of Prizes _____

Cost of Purchased Merchandise _____

Value of Donated Prizes _____

3. Gaming Event License # _____

Type of Gaming Event _____
(Raffle Table, Loonie Stick, 50/50 Percentage Draw, or 1 Raffle Item)

Reporting Period _____
(Date of Tournament – start and end)

LICENSE TOTAL SALES _____

Cash from Sale of Prizes _____

Cost of Purchased Merchandise _____

Value of Donated Prizes _____

4. Gaming Event License # _____

Type of Gaming Event _____
(Raffle Table, Loonie Stick, 50/50 Percentage Draw, or 1 Raffle Item)

Reporting Period _____
(Date of Tournament – start and end)

LICENSE TOTAL SALES _____

Cash from Sale of Prizes _____

Cost of Purchased Merchandise _____

Value of Donated Prizes _____

TOTAL SALES FOR ALL LICENSES _____

Please complete **EXPENSES** information on next page....

EXPENSES:

Individual Gaming License Fee = \$10.00 x _____ = \$ _____

Total Fees for all Gaming Licenses _____

Detailed list of expenses: (advertising, posters, brochures, ticket printing, photocopying, stationery supplies, etc.)

TOTAL EXPENSES

TOTAL PROFIT (Total Sales less Expenses)

Please send this information to AVMLA Fundraising Coordinator