

Alberta Cancer Foundation Raffle Guidelines.

The Alberta Cancer Foundation is fortunate to have a large community that supports Albertans facing cancer, which means we receive many requests for raffle licenses. With each raffle, a large amount of staff resources is required to manage and ensure accountability for tickets and raffle reconciliation. If this information is done incorrectly, it places our AGLC license in jeopardy. For this reason, the Alberta Cancer Foundation established the following policies and procedures regarding raffles and raffle licensing.

1. RAFFLE DEFINITION

As per AGLC guidelines, any time **you pay a price for a chance to win a prize**, a raffle license is needed.

The following are common examples which would fall under AGLC's definition of a raffle:

- 50/50 draw
- Prize draw
- Chase the ace

You do NOT need a license or AGLC approval for the following:

- Silent auction
- Live auction
- Bottle drives
- Receiving donations

2. APPROVAL PROCESS & ELIGIBILITY

The following criteria must be met and will be evaluated in consideration of which events qualify for an Alberta Cancer Foundation raffle license:

- a. The raffle must be a prize raffle. Alberta Cancer Foundation will not administer any 50/50 raffles.
- b. The raffle must be an online raffle. Alberta Cancer Foundation will not administer any in-person raffles or raffles with physical tickets.
- c. The raffle will be set up by Alberta Cancer Foundation on the Rafflebox online raffle platform. Even if the event organizer has worked with Rafflebox previously, the foundation will only administer the raffle if it is set up under its account.
- d. It is the responsibility of the event organizer that their raffle raises a minimum of \$5,000.
- e. The raffle prize(s) must have a combined minimum value of 20% of overall ticket revenue. For example:
 - a. If the raffle license is for \$20,000, the prize must be valued at a minimum of \$4000

- b. If the raffle license is for \$10,000, the prize must be valued at a minimum of \$2000
- c. If the raffle license is for \$5000, the prize must be valued at a minimum of \$1000
- f. The number of tickets and price(s) of ticket(s) available for purchase must be pre-determined and cannot be changed once the raffle license is issued
- g. Since the raffle is drawn on Rafflebox via an Alberta Cancer Foundation staff, the draw date and time for the raffle must be on a weekday during business hours.
- g. The Raffle Intake Form (linked below under procedure) must be completed in full by the event organizer.

3. PROCEDURE

Once it is determined that the raffle has met the above criteria, please complete the **Raffle Intake Form**. This form must be completed in full, as it contains all the information needed to run a raffle.

Email the completed form to events@albertacancer.ca

Please note, we need at least two weeks' notice to get a raffle running. We will let you know once your raffle is live.

4. RAFFLE ALTERNATIVES

There are other fundraising alternatives recommended by Alberta Cancer Foundation to replace raffles, such as silent auctions, live auctions, bottle drives or cash calls for donations. We can work with you to determine the best idea for your event.

