

St. Paul Visual Arts Committee (Centre)- Raffle Rules

RAFFLE TICKET NAME: *It's Your Lucky Day Cash Raffle* - AGLC Raffle Licence Number 639974

RAFFLE TICKET SALE DATES: April 13, 2023, to December 4, 2023

DRAW DATE, PLACE & TIME: December 11, 2023, at the St. Paul Visual Arts Centre at 6:00 pm. Address: 4613-53 Street, St. Paul, Alberta

NUMBER OF TICKETS PRINTED: 2000 tickets

TICKET PRICE: \$10.00/ PER TICKET

- Ticket purchasers MUST be 18 years of age
- Tickets are bought and sold in the Province of Alberta ONLY!

COLOR OF TICKET: BLUE

PRIZES:

1st Prize: \$1400.00

2nd Prize: \$850.00

3rd Prize: \$600.00

4th Prize: \$250.00

5th Prize: \$250.00

6th Prize: \$250.00

7th to 20th Prize: \$100.00

TICKET PURCHASE LOCATIONS:

- a) St. Paul Visual Arts Centre: SPVAC Board of Directors
- b) St. Paul Visual Arts Centre: SPVAC Members
- c) Business Locations: to be announced

RAFFLE RULES

1. **St. Paul Visual Arts Committee** shall establish and maintain rules to govern the conduct of the draw and awarding of prizes. The rules must comply with AGLC Terms and Conditions. Rules are available to all ticket buyers if requested. Rules will be made public via website at www.spvac.com

2. Raffle rules include the following:
 - a) Raffle tickets shall NOT be sold to persons under the age of 18;

 - b) A requirement that the **St. Paul Visual Arts Committee TICKET SELLERS** shall advise adult ticket buys not to write the name of a person under 18 years of age on the raffle ticket;

 - c) Restrictions on **St. Paul Visual Arts Committee** of Directors and SPVAC members or their families, buying tickets are as follows:
 - **THE ST. PAUL VISUAL ARTS COMMITTEE EXECUTIVE BOARD OF DIRECTORS ARE NOT ELIGIBLE TO PURCHASE RAFFLE TICKETS. THOSE EXECUTIVE BOARD OF DIRECTORS MEMBERS ARE AS FOLLOWS:**
 - **President:** Patricia Tymofichuk
 - **Vice President:** Pam Bohn
 - **Treasurer:** Elizabeth Pundick
 - **Secretary:** Janine Huber
 - **Raffle Chairperson:** Gina Laramee

 - **Immediate Family** members to the St. Paul Visual Arts Committee *Board of Directors* **ARE** eligible to purchase raffle tickets.

 - St. Paul Visual Arts Committee Members and their immediate families **ARE** eligible to purchase raffle tickets.

LEGISLATION AND BOARD POLICIES

1. **St. Paul Visual Arts Committee** shall operate AGLC Raffle Licence No. 639974 in accordance with the Criminal Code (Canada), the Gaming, Liquor and Cannabis ACT, the Gaming, Liquor and Cannabis REGULATION and Board policies established under the legislation, including these terms and conditions.

2. **St. Paul Visual Arts Committee** shall adhere to all federal, provincial, and municipal laws.
3. Non-compliance with federal, provincial, or municipal laws or Board policies may result in disciplinary action, up to and including suspension or cancellation of licence.
4. **St. Paul Visual Arts Committee** shall ensure AGLC Raffle Licence No. 639974 is conducted and managed completely within the province of Alberta.
5. Changes to a licence may only be made through a licence amendment issued by AGLC. Requests for approval to amend a licence shall be made in writing to AGLC by two executive officers of the licensed charity. If the approved amendments affect the awarding of prizes, **St. Paul Visual Arts Committee** shall:
 - Advise ticket holders by way of advertising; and
 - Amend unsold tickets
6. Amendments to the start date of ticket sales may not be allowed after a license is issued if there are other raffles within the same geographical region which might be impacted.
7. Amendments to delay draw dates will not normally be approved. Draw date amendments may be approved by AGLC if the license charity can demonstrate extraordinary circumstances. If a draw date is amended and a ticket buyer requests a ticket price refund, **St. Paul Visual Arts Committee** shall issue a refund to the ticket buyer.
8. NO licensed charity shall transfer or assign its licence.
9. AGLC reserves the right to restrict the total prize value of any raffle prior to issuing a licence.
10. Raffle tickets shall NOT be sold to persons under the age of 18. Names of MINORS shall NOT be written on ticket stubs.

TICKET DRAW

- a) Raffle ticket draw will be held Monday, December 11, 2023, at the **St. Visual Arts Centre** at 6:00 pm Address: 4613-53 Street, St. Paul, AB.
- b) 2 of **St. Paul Visual Arts Committee Executive BOARD Members** must be present for the Raffle Draw.
- c) **St. Paul Visual Arts Committee** will be accountable for all tickets. Prior to the draw, **St. Paul Visual Arts Committee** shall reconcile the number of sold tickets and unsold tickets, as indicated in the raffle ticket sales record, with the number of ticket stubs in the draw container, to ensure that all eligible tickets form part of the draw.
- d) The Raffle draw is open to the public. At least one executive member from **St. Paul Visual Arts Committee** and one member of the public who is NOT a **St. Paul Visual Arts Committee Member** must be present to witness each draw.
- e) Tickets to be drawn from a container which is transparent or constructed with mesh so that tickets can be seen from the outside. If the container is not transparent or constructed of mesh, the inside of the container must be inspected by one of the witnesses, other than the person making the draw, immediately prior to the draw to ensure the container and the ticket stubs have not been tampered with in any manner to unfairly influence the outcome of the draw.

- f) Tickets must be manually drawn from the container in a random manner. Winning tickets cannot be randomly drawn by a computer or other random number generating device.
- g) A ticket stub containing the ticket number of each sold ticket must be placed in the draw container.
- h) The winning ticket stub drawn will not be placed back into the draw container.
- i) Prior to each drawing of a ticket, the ticket container must be agitated a minimum of 3 times.
- j) The draw can be made by any person who does not own a ticket or a share of a ticket in the draw.
- k) The arm of the person making the draw must be “bare” of clothing below the elbow and they must exhibit their draw arm and both sides of their open hand to the draw witnesses, immediately prior to making the draw.
- l) Only the person making the draw may put their arm/hand into the draw container.
- m) When selecting winning tickets, the person making the draw shall look away from the container in the direction of the witnesses.
- n) A record of each ticket drawn shall be made indicating the ticket serial number, the name, address, phone number of the prize winner and the time and date the ticket was drawn.
- o) Winning tickets shall be immediately exhibited to witnesses and held open for inspection until the end of the draw.
- p) **St. Paul Visual Arts Committee** shall retain all tickets with the raffle records for two (2) years after the last draw date.

PRIZES

1. All prize(s) as described and approved in the licence application shall be awarded. **St. Paul Visual Arts Committee** is responsible for contacting prize winner(s) and will make every reasonable effort to notify the prize winner(s).
2. All raffle winners have one year from the date of the draw to claim their prize. **St. Paul Visual Arts Committee** shall secure or place in safe keeping unclaimed prizes for a period of one year from the date of the draw. If at the time the prize has still not been claimed, the prize or cash equivalent to the fair market value of the prize shall be donated to a charitable beneficiary approved by AGLC.
3. **St. Paul Visual Arts Committee** shall submit a list of unclaimed prizes to AGLC with the raffle financial report.

FINANCIAL REPORT

- a) The Financial Summary section of the face of the original licence shall be submitted to AGLC 60 days after the last draw date.
- b) Additional reporting may be required as determined by AGLC.

RAFFLE RECORDS

- 1) **St. Paul Visual Arts Committee** shall keep a serial number record for the raffle.
- 2) The record shall show the distribution of ticket stubs and cash and unsold tickets. It should show enough detail to account for all tickets and cash and to reconcile totals at the raffle's finish.
- 3) All raffle records shall be kept for 2 years after the last draw. These records include:
 - a) Bank Statements
 - b) Cancelled cheques
 - c) Invoices/ receipts
 - d) Ticket inventory control sheets
 - e) List of prize winners
 - f) All unsold tickets
 - g) All ticket stubs of sold tickets; and
- 4) **St. Paul Visual Arts Committee** is responsible for ensuring that, at all reasonable times, AGLC Inspectors have access to all records. AGLC inspectors may copy or temporarily remove records at their discretion.

ST. PAUL VISUAL ARTS COMMITTEE Raffle Chairperson will follow the raffle ticket inventory control procedures as set out by AGLC. The **ST. PAUL VISUAL ARTS COMMITTEE Raffle Chairperson** will oversee all matters relating to the physical control and monitoring of raffle tickets issued and returned and cash related thereto.