AGCO Online Charitable Lottery Licences

Workplace Instructions

In accordance with the Alcohol and Gaming Commission of Ontario, organizations seeking charitable gaming licences for raffles must now conduct all their own transactions online through the iAGCO web-based portal.

The AGCO recognizes the United Way federal campaign in Ontario and allows businesses to submit raffle applications as part of their United Way fundraising efforts. The organization submitting the application does not have to be a charity, but if funds raised from the raffle are being donated to a charity (i.e. United Way), the organization must fill out the charitable license application.

As regulated by the AGCO, organizations will need to apply for and manage their own licences, permits and authorizations through the iAGCO portal electronically.

More information about the iAGCO online Charitable Gaming License process can be found here: https://www.agco.ca/welcome-iagco-guide-charitable-gaming-licensees

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**STEP 1 - REQUEST A RAFFLE WITH UNITED WAY**

If your organization would like to conduct a raffle as part of your United Way campaign, you will need to first obtain a Letter of Agreement from United Way authorizing you to hold a raffle. If you plan on hosting multiple raffles, you only need to acquire one letter for approval, but you must include all the raffles you plan on hosting in your request.

*Please fill out the Raffle Request Form and email Amanda Rudachuk at amanda.rudachuk@unitedwayniagara.org.*

**NOTE:** The AGCO requires that applications are submitted at least 30 days in advance of the proposed raffle lottery start date. Please allow enough time before your raffle date to acquire your Letter of Agreement and submit your application online.

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**STEP 2 - CREATE AN iAGCO ACCOUNT**

Once you have received the Letter of Agreement from United Way to host your raffle(s), you will need to create an account on the iAGCO portal.

**How to Create an iAGCO Account**

- Go to iAGCO at [www.agco.ca/iAGCO](http://www.agco.ca/iAGCO) and click **Create a New Account**
- You will need to:
  - Provide a valid email address, your first and last name and a valid telephone number.
  - Create a password and provide an answer to a security question to confirm your identity.
- Once you have created your iAGCO account, instructions to activate your account will be sent to the email address provided.
- After you are logged in, the portal can be used to apply for and manage any licences, permits and authorizations.

**Tutorial Video:** [How To Apply For Charitable Lottery Licence](#)

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**STEP 3 - SUBMITTING AN APPLICATION ONLINE**

Once you have logged into your iAGCO account, you will be able to submit raffle applications online.
How to Submit an Application

▪ On the Main Menu under New Applications select Start A New Application
▪ Select Charitable Gaming Lottery Licences
▪ From the drop-down menu, select the Type of Raffle you will be hosting (e.g. 50/50, Prize Raffle, Bingo, etc.)

▪ Select or Add the Applicant Information
  o If this is your first application, select the Applicant Type from the drop-down menu (e.g. Corporation, Not-For-Profit, etc.).
  o If you have previously submitted an application, you can choose to use an Existing Applicant (if the information for your company is the same).

▪ Add Premises Information
  o Location, address, contact info of where the draw will be held.

▪ Charitable Gaming Eligibility
  o “Is the applicant a private or public sector place of employment applying to fundraise on behalf of either the United Way or Federated Health campaigns?” - Select YES

▪ Add Lottery Details
  o Designated Members in Charge - you will need to select at least two people who will be responsible to conduct the raffle
  o Select the Raffle Type from the drop-down menu (e.g. 50/50)
  o Select if the raffle is Electronic or Hard Copy Tickets
  o Enter the total Prize Value Amount
  o Enter the Start and End Date of the raffle
  o Enter the Total Number of Draws for the raffle

▪ Questions
  o You will be required to answer a series of questions regarding your organization, previous licences, how proceeds will be used and how tickets will be sold.

▪ Documents to Attach (Required)
  o Draw Schedule - a list of the date, time and location of each draw in the raffle event.
  o Letter of Agreement - from United Way
  o Retail Value of Prizes - if the raffle has non-cash prizes, provide a detailed list of prizes and their retail value. Proof of retail value may be requested.
  o Rules of Play - at a minimum, the Rules of Play shall contain:
    ▪ A description of how each game is played
    ▪ Prize value for each game
    ▪ Quantity and price of fixed prize raffle tickets to be sold, if applicable
    ▪ Methods for determining winners
    ▪ Methods for concluding a game that does not proceed as intended or approved
    ▪ If there is a progressive prize, Rules of Play should also include an exit strategy
  o Signature of Principals - you must obtain the signatures of two principal officers of the applicant organization. You must use the sample form that can be downloaded from the application page.
  o Ticket Sample - a sample of the ticket (paper and/or electronic) that will be provided to participants.

▪ Declaration
  o Check box to declare information provided is true.

▪ Submit Application
  o Click button to submit application for processing.

**NOTE:**
  o Advertising, promotion and selling of raffle lottery tickets may only begin after the lottery licence is issued.
STEP 4 - LICENCE FEES/PAYMENTS

Your organization will have to pay for the licence fee up front online when you apply. Fees are based on the value of raffle prizes (typically 3% of the value).

Online Payment Options

- All payments must be made by Visa, MasterCard, Interac Online, Visa Debit or MasterCard Debit. (NOTE: The Bank of Montreal, CIBC and Scotiabank no longer offer the Interac online payment service).

NOTE:
- Lottery proceeds must go into a lottery trust account, so your organization will need to set up a bank account specifically to hold all lottery proceeds before transferring funds to United Way.

After your raffle has concluded, you may deduct the licence fee from the proceeds raised and pay United Way the difference.

STEP 5 - AFTER YOUR APPLICATION HAS BEEN SUBMITTED

Once you have submitted your application online, you will receive an email with a copy of your application summary confirming that the application has been received.

As your application is being processed, you can provide additional information or withdraw your application under the My Applications section on the Main Menu page. You may also be contacted by a licencing officer from the AGCO requesting additional information, if needed.

Once your application has been approved, you will receive an email confirmation containing your license. The license is also available to download as a PDF on the Main Menu page.

Please email a copy of your raffle license (and indicate what the license fee was) to Amanda Rudachuk at amanda.rudachuk@unitedwayniagara.org to confirm your raffle has been approved by the AGCO. United Way is required keep a copy for recording purposes.

STEP 6 - POST-EVENT REPORTING

As a Charitable Gaming Licensee, you are required to submit a Post-Event Report Regulatory Submission online through your iAGCO account within the time limit specified in the terms and conditions of your license.

When making a Post-Event Report Regulatory Submission, you may be required to:
- Upload supporting documentation
- Provide annual financial reports
- Answer additional questions
- Pay fees calculated based on the event results you provided

To make a Post-Event Regulatory Submission:
- Log into your iAGCO account
- On the Main Menu, under Additional Options select Regulatory Submissions and Notifications
- Select the report you are submitting and follow the prompts to complete the submission

Information Required for Report:
- Organization Name
- Lottery License Number
- Type of Lottery
- Date of Draw
- Total number tickets printed, sold, unsold
- Price per ticket
- Total amount derived from raffle
- Total value of prizes awarded
- License Fee
- Name/Address of Winner(s)
- Amount Winner(s) Received
- Name of Bank/Address/Account Number where lottery money is held
- Names/Signatures of Principal Officers

**Tutorial Video:** [How To Submit Post-Event Report](#)

*After you have submitted the report online, please email a copy of the raffle report results to Amanda Rudachuk at amanda.rudachuk@unitedwayniagara.org and indicate how payment of the raffle proceeds will be made to United Way.*

If you have questions or require assistance completing your online application, you may directly contact the **AGCO at 1-800-522-2876**