



AGCO Online Charitable Lottery Licenses Workplace Instructions

STEP ONE: REQUEST A RAFFLE WITH UNITED WAY NIAGARA

Get permission from United Way to hold a raffle as part of your campaign. If you're doing multiple raffles, list them in your request. Contact your United Way liaison with:

- Date and type of draw (50/50 or raffle)
- Brief description and total value of prizes for a raffle
- Total value for a 50/50

Submit this at least 30 days before your raffle start date.

STEP TWO CREATE AN IAGCO ACCOUNT

Sign up for an iAGCO account, which you'll use for licenses and permits. Follow the link and check your email for activation instructions.

- <https://www.iagco.agco.ca/prod/pub/en/Login.aspx>

STEP THREE: APPLY ONLINE

Before you start, gather your answers using the Raffle Application's Know Ahead Questions & Materials in the Campaign Toolkit. You can save your application as a draft if you need to find answers later.

How to Apply:

- Log in to your iAGCO account.
- On the Main Menu, click "Start A New Application" under New Applications.
- Choose "Charitable Gaming Lottery Licences."
- Choose the type of raffle you're hosting (likely "Raffle License") from the drop-down menu.
- Enter your applicant information.
 - If it's your first time, choose your applicant type (e.g. Corporation, Not-For-Profit).
 - If you've applied before, you can use an Existing Applicant if the information is the same.
- Enter new applicant details.
- Add premise information including location, address, contact info, and where the draw will be held.
- Confirm eligibility for Charitable Gaming.
 - Answer "YES" if you're a private/public sector place of employment fundraising for United Way or Federated Health campaigns.

Add Raffle Details:

- Choose at least two people responsible for the raffle as Designated Members in Charge.
- Pick raffle type from the drop-down menu (e.g. 50/50).
- Choose Electronic or Hard Copy Tickets.
- Enter the total Prize Value Amount.
- Provide Start and End Dates of the raffle.
- Enter Total Number of Draws for the raffle.

Answer Questions:

- Answer a series of questions about your organization, previous licenses, how you'll use proceeds, and how tickets will be sold.

Attach Required Documents:

Attach the following:

- Draw Schedule (date, time, and location of each draw).
- Letter of Agreement from United Way.
- Retail Value of Prizes (for non-cash prizes, list details and retail value).
- Rules of Play (minimum requirements provided).
- Signatures of two principal officers of your organization (use provided form).
- Sample of the ticket provided to participants.

Declare and Submit:

- Check the declaration box to confirm your information is true.
- Click the button to submit your application for processing.

STEP 4 - LICENCE FEES/PAYMENTS

You will need to pay the license fee online when applying. The fee is 3% of the prize value. **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 the raffle, deduct the fee and pay the difference to United Way.

STEP 5 - AFTER YOUR APPLICATION HAS BEEN SUBMITTED

You'll get an email confirming your application. During processing, you can provide more information or withdraw your application under the **My Applications** section on the **Main Menu** page. AGCO might request more information. Once approved, you'll get a confirmation email and a downloadable license. Send a copy to United Way. United Way is required to keep a copy for recording purposes.

STEP 6 - POST-EVENT REPORTING

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 questions
- Pay fees calculated based on the event results

Post-Event Regulatory Submission:

- Log into your iAGCO account
- Go to the Main Menu and choose "Regulatory Submissions and Notifications" under Additional Options.
- Select the report you're submitting and follow the prompts to finish the submission. Required information includes:
 - 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

Email a copy of the raffle report results to your staff liaison and explain how raffle proceeds will be paid to United Way.

FAQ

1. **What is the difference between a 50/50 and a raffle?**
 - 50/50

- A 50/50 draw is a raffle lottery in which the prize is one half the value of all tickets sold during the event or a defined period of the licence
- RAFFLE
 - A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw.

2. Licensing Fees

- Your organization will have to pay for the license fee up front online when you apply. Fees are based on the value of raffle prizes (typically 3% of the value). 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 license fee from the proceeds raised and pay United Way the difference.
- Methods of Payment - All payments must be made by Visa, MasterCard, Interac Online, Visa Debit or MasterCard Debit. BMO, CIBC and Scotiabank no longer offer the Interac Online payment service.

3. Forgot your Login

- If you forgot or don't know your login (e.g. someone else from organization previously applied) you will need to request a one-time access code. You can call 1-800-522-2876 between 8:30 am and 5:00 pm to get your access code.

4. What documents and information do I need to send United Way Niagara?

- COPY OF LICENCE/FEES
 - After you have received your lottery license, please email a copy of the license (and indicate what the license fee was) to confirm your raffle has been approved by the AGCO.
- POST-EVENT REPORTING
 - 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.
 - After you have submitted the report online, please email a copy of the report.
- RAFFLE PROCEEDS/PAYMENT
 - Please indicate how much was raised from your raffle and how payment of proceeds will be made to United Way.

If you have questions or require assistance completing your online application, you may contact your United Way staff liaison or call the AGCO at 1-800-522-2876.