

Lottery Licence Overview & Sample Letter of Agreement

As your organization begins planning for its upcoming United Way fundraising campaign, it is important to be mindful of legalities. If you're planning a lottery event, your organization is required by law to obtain a lottery licence.

Alcohol and Gaming Commission of Ontario (AGCO) has a special process for workplaces running a United Way Campaign.

Many public, corporate, and private sector places of employment conduct and manage lottery events amongst their employees as part of their annual fundraising campaigns on behalf of United Way Waterloo Region Communities (UWWRC). The funds raised from these lotteries are donated to UWWRC which, in turn donate these proceeds to eligible charitable organizations that provide a direct charitable benefit to the community. Public, corporate, and private sector places of employment are permitted to conduct and manage lottery events at their places of employment when overseen by the UWWRC and must obtain a lottery licence in order to comply with the Criminal Code (Canada).

If you are going to run a lottery event you will need to apply for a license through the AGCO and enter into a letter of agreement with UWWRC. Below is a sample letter.

In addition, the following policies apply to all lottery licences issued to UW employee fundraising committees:

- the licensing policies and the terms and conditions for lottery events must be followed;
- lottery events must be conducted and managed within the workplace;
- participation in the lottery event is restricted to employers and employees only;
- all applications must be submitted by the chair of the committee;
- the committee must obtain municipal support for UW events;
- the committee must pay the standard licence fees; and
- all licence applications must be accompanied by a copy of the letter of agreement between UW and the employee fundraising committee
- bona fide members of the eligible charitable organizations must conduct and manage the licensed lottery scheme

More detailed information on rules and regulations can be found on the AGCO site. Page 78-80 will provide additional information. https://www.agco.ca/sites/default/files/llpm_2019e.pdf.

If this is something you'd like to pursue please contact your staff partner at United Way or contact our office 519-888-6100 or info@uwaywrc.ca.

Thank you.



LETTER OF AGREEMENT BETWEEN XYZ FUNDRAISING COMMITTEE AND THE UNITED WAY OF ABC FEBRUARY 28, 2018

The XYZ Fundraising Committee (henceforth referred to as "the Committee") was formed in order to raise funds to support the mission of the United Way. The Committee proposes to hold a lottery event in order to raise a portion of these funds.

The Committee proposes to hold an event during the United Way's published campaign period, and all net proceeds raised through the lottery event will be donated to the Campaign.

The Committee is organized as follows:

- Chair
• Vice Chair
• Secretary
• Treasurer

The Committee agrees that it will conduct and manage the lottery event in conjunction with the terms and conditions as set out by the Alcohol and Gaming Commission of Ontario, that the event will be managed and conducted within the workplace, and that participation in the event will be restricted to employers and employees of the XYZ.

Table with 2 columns: XYZ Fundraising Committee, United Way of ABC. Rows include NAME, TITLE, and SIGNATURE.