



Raffle Application Checklist

Name of Organization: _____

Address: _____

Member Contact: _____

Email Address: _____

These items must be enclosed with your **Application to Manage and Conduct a Raffle Lottery** form. (Do not send separately):

- Licence Fee**
 - 3 % of total prizes to be awarded
 - The cheque payable to the **Town of St. Marys**
 - The cheque must be drawn from your designated raffle trust account
- Sample/Mock Ticket**
- Complete List of Prizes and Retail Value**
- Rules for the Draw**
 - A detailed description of the sequence of the prize draws and in the case of 50/50 draws, the maximum value of the prize.
- Prizes Must be at Least 20% of Total Ticket Sales**
- Completed “Application to Manage and Conduct a Raffle Lottery” with**
 - Location, date & time of the proposed draw (sporting event schedules may be used to provide this information for 50/50 draws to be held during sporting events)
 - The price of the tickets
 - Total number of tickets to be printed
 - Charitable use of proceeds must be specific
 - If the prize value totals \$10,000 or more, a financial guarantee from a financial institution is required and must be made payable to the municipality
 - Signed by two principal officers

**Please Return Completed Applications to St. Marys Town Hall
175 Queen St. E. P.O. Box 998, St. Marys, ON. N4X 1B6**