

The Saskatchewan Liquor and Gaming Authority may issue a licence pursuant to subsection 207(1)(b) of the *Criminal Code*, authorizing charitable or religious organizations to conduct and manage lottery schemes.

- Form 1A must accompany an application submitted to SLGA (unless submitted previously and no changes have occurred)
- This form is not required for the following licence types: Small Bingo, Small Raffle and Public Amusement Raffle or Class A Bingo Association applications.

Retain a copy for your records and for future submissions.

Part 1 – Applicant Information

1. Organization’s Full Legal Name: _____
2. Mailing Address: _____ City: _____
 _____ Province: _____ Postal Code: _____

Part 2 – Eligibility for Licensing

In order to be eligible to obtain a charitable gaming licence, an organization must meet two eligibility criteria. (1) Organization must be a charitable or religious organization and (2) all money raised through a charitable gaming licence must be used for a charitable or religious purpose. SLGA’s complete policy regarding eligibility can be found online at www.sлга.gov.sk.ca.

Charitable Purpose of Organization:

Please provide a detailed description of the nature, purpose and structure of the organization below:

To assist SLGA in evaluating your qualifications as a charitable or religious organization, SLGA requires legal documentation that provides a detailed description of the nature, purpose and structure of your organization. Please indicate which document(s) you will be attaching by checking the appropriate box . You may need to submit a combination of documents in order for SLGA to adequately assess your qualifications. Once submitted to SLGA, any changes made to your organization’s structure, object or purpose or types of programs/services you deliver must be reported to SLGA. Examples of acceptable documentation include, but are not limited to:

- Charter or bylaws
- Articles of Incorporation number _____
- Constitution/Governance document (e.g. how your organization is set up and structured, date you were established, current # of members, etc.)
- Financial statement
- Documented proof of existing delivery of your charitable object or purpose for the last 6 months (eg. minutes of annual general meetings, a membership list, most recent financial statement, etc.)
- (if you are an individual sports team/club) a copy of your official team roster that is submitted to your governing body that includes the date of birth for each individual
- Other: _____

**Charity Eligibility Application
FORM 1A**

Part 3 – Bank Account Information

You must open and maintain a lottery bank account to deposit and disburse money raised from conducting charitable gaming events. This bank account cannot be used for other financial transactions that are separate from your charitable gaming activities. If your organization conducts more than one type of charitable gaming event (e.g. bingo, raffle, etc.), separate deposits must be made.

- I confirm (✓) that my organization has or will be opening a lottery bank account for the charitable gaming proceeds
- I confirm (✓) that money deposited into this account (including interest) will only be used for items approved by SLGA (refer to *Charitable Gaming Policy Manual - Use of Proceeds*)

You must appoint a minimum of 2 people to have signing authority for the lottery bank account. These people can be members of your executive but cannot be related to each other.

Lottery records must be kept and maintained in Saskatchewan. SLGA defines lottery records as admission/entry ticket stubs, unsold admission/entry ticket, list of winners, your licence, any addendums to your licence, copies of financial reports, banking records and any other information related to your licence.

Part 4 – Consent Information

I DECLARE that I have signing authority on behalf of the organization to which this application relates. I further declare that all of the information provided on this application is true, correct and complete to the best of my knowledge.

I CONSENT to the Saskatchewan Liquor and Gaming Authority (SLGA) collecting additional information about the organization as may be necessary to verify the information contained on this application. I understand that this information is collected for the purpose of determining my eligibility for a charitable gaming licence.

I CONSENT to SLGA sharing information authorized to be collected under SLGA legislation to regulating authorities and other jurisdictions. I understand that information regarding the conduct and management of my charitable gaming licence(s) may be released under Section 24 of *The Freedom of Information and Protection of Privacy Act* and that such information may include, but is not limited to, a description of the organization's charitable object or purpose, their licence number(s) and the amount of charitable proceeds generated from their charitable gaming licence(s). I release SLGA and any person from any source, including their officers, agents and employees, from all liability respecting the collection or release of information by or to SLGA.

I acknowledge that a photocopy of this document will have the same force and effect as the original. I have read the above statement and understand it.

Signature

Printed Name and Position

Date

SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

SUBMIT APPLICATION

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This application must be submitted to SLGA for further processing. This can be done by either clicking the "Submit to SLGA" button or by manually attaching this completed form to an email and sending it to CharitableGaming@slga.gov.sk.ca. If you have additional supporting documents that need to be sent along with your application then choose the manual email option and attach all of the required supporting documentation.