

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.

**Part 1 – Applicant Information**

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

**Part 2 – Member Information**

**Bingo Hall Manager**

- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_
- Preferred Method of Correspondence:  Mail  Email: \_\_\_\_\_  Fax: \_\_\_\_\_

**President**

- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_
- Preferred Method of Correspondence:  Mail  Email: \_\_\_\_\_  Fax: \_\_\_\_\_

We certify that each person is aware that their contact information is being included on this application and will be utilized for SLGA licensing purposes only.

**Part 3 –Bingo Information**

1. Bingo Hall (name): \_\_\_\_\_
2. Bingo Hall (address): \_\_\_\_\_
3. What is the term of your fiscal year?  Calendar end (Dec 31)  Other (specify): \_\_\_\_\_
4. The number of current members (charities) \_\_\_\_\_

**Application – Class A Association Bingo**

5. Date Association was established: \_\_\_\_\_

6. Attach a preliminary assignment of bingo events (if known) using the following format

Name of charity	Date	Matinee	Evening	Late Night
ABC Charity	2015/11/30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Has there been a change to your constitution or bylaws within the last 5 years?  Yes  No

8. Bingo Associations are required to be incorporated as a non-profit organizations; provide your incorporation # \_\_\_\_\_

9. Has there been a change to; or have you entered into; a lease agreement with the owner of the facility?  
 Yes  No  Not applicable

10. Has there been a change to; or are you entering into; a management agreement to provide management services (e.g. staff, bingo minders, etc....)?

Not applicable

No

Yes » please provide the following:

- the name of the company: \_\_\_\_\_
- A copy of the proposed management/ contractual agreement. (Any agreement you enter into with a management company must receive prior approval from SLGA)

11. Do you currently or plan to offer bingo minders to your players?  Yes  No

12. Bingo Game Format:  Come & Go  Program

**Part 4 – Eligibility for Licensing**

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. If you are not renewing an existing licence, 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.)
- Other: \_\_\_\_\_

**Application – Class A Association Bingo**

**Part 5 – Annual Expenses** *(list below or attach)*

List the proposed expenses for the licence year:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total expenses »	\$

**Part 6 – Bingo Session Information**

Bingo Session Time restrictions:

- One bingo session cannot be less than two (2) hours and not more than six (6) hours of time from the start of the first bingo game to the end of the last bingo game
- Any changes to your bingo session times (as indicated below) require prior approval from SLGA

Indicate the number of bingo sessions to be conducted during one (1) calendar week.

Day of the Week	Matinee Session (events held between 9am and 2:59pm)	Evening Session (events held between 3pm and 7:59pm)	Late Night Session (events held between 8pm and 2am)
<i>Example</i>	<i>11am - 2:30pm</i>	<i>3pm - 6pm</i>	<i>9pm - 2am</i>
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

**Part 7 – 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

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 8 – 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 of Contact

\_\_\_\_\_  
Date

**This form may be submitted to SLGA using any of the following methods:**

**Email (preferred):** [Charitable\\_Inquiries@slga.gov.sk.ca](mailto:Charitable_Inquiries@slga.gov.sk.ca)

**Fax:** (306) 787-8612

**Mail:** Box 5054, 2500 Victoria Ave, Regina SK, S4P 3M3

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*.