

Know the following before you apply:

- Authority to issue lottery scheme licences is contained in section 207(1)(b) of the *Criminal Code* of Canada, which provides that charitable or religious organizations may be licensed if proceeds are to be used for charitable or religious purposes.
- Submit this application **at least 2 weeks prior to the commencement of advertising** or the date on which the bingo event occurs.
- **All advertising of bingo events must state the licence number.**
- All organizations **applying for the first time** must complete a questionnaire to determine charitable status for the purpose of licensure. Contact Professional Licensing and Regulatory Affairs for questionnaire.

Supporting documentation checklist

- Copy of Meeting Motion authorizing the event.
- Copy of house rules governing bingo, including early bird and bonanza rules.
- Copy of game schedule(s) outlining games, prizes, intermissions and door prizes.
- Copy of facility rental agreement.
- Payment information form.
- Travel Itinerary form (if applicable).
- Prize guarantee is required if the total retail value of the prizes for each bingo exceed \$5,000.

Questions? Email: charitablegaming@yukon.ca
Phone: 867-667-5111 (toll free in Yukon: 1-800-661-0408, ext. 5111)

Return your documents and fees to:

Mail: Professional Licensing and Regulatory Affairs, C-5
Box 2703, Whitehorse, Yukon Y1A 2C6

Courier or dropoff: Professional Licensing and Regulatory Affairs, C-5
307 Black Street, Whitehorse, Yukon Y1A 2N1



BINGO LICENCE APPLICATION

Choose one: Mail licence Hold licence for pickup

Confirm eligibility

We have completed the Eligibility for Gaming Licensing Questionnaire and Professional Licensing and Regulatory Affairs (PLRA) has confirmed our eligibility to apply for a lottery licence.

Organization details

Name of your organization

Address

Postal code

Is your society registered with Corporate Affairs and in good standing? Yes No

Banking information – Total revenue must be deposited to bank account of the society and payment of all expenses and disbursements must be made from this account.

Name of financial institution

Account number

Address of financial institution

Designated person information

Person organizing and running this bingo. All future correspondence will be with this person.

Last name

First name

Email

Phone

Mailing address (if different from above)

City

Prov./terr.

Postal code

Country

Event details

Bingo type Single event
 Multiple bingo event. Number of bingos: _____ (attach a calendar indicating dates)
 Mini-giant/giant bingo

Date(s) of bingo(s)

Start and end time From _____ a.m. p.m. to _____ a.m. p.m.

Location

Cost of cards	6-pack	\$	Early bird cards	\$
	9-pack	\$	Bonanza cards	\$
	12-pack	\$	Others	\$
	15-pack	\$	Others	\$

Minimum purchase required? Yes. Minimum purchase is _____ No

Estimated costs associated with operation of bingo	Facility rental	\$
	Bingo supplies	\$
	Advertising	\$
	Cost of prizes for regular games	\$

Proposed use of proceeds

Proceeds must be used for a charitable or religious purpose that advances a program or activity which will benefit the community at large. Be as specific as possible. If proceeds are to be used for travel, a completed travel itinerary form must be included with your application.

You are required to keep all receipts for auditing purposes

Note: Gaming proceeds shall not be applied to programs that are funded by government: i.e. grants. If there are terms and conditions for the use of these government funds, please provide the information with this application for review.

Signature and authorization

We, the undersigned president and treasurer, certify that the foregoing and all documents supplied are correct and that we have been authorized to make this application on behalf of the organization, and authorize any inspector of the Registrar of Lotteries to examine and make copies of all records relating to this application and any licence issued pursuant thereto including the account records at the financial institution referred to above and any other financial institutions or locations where such records may be held.

President name (print)

Treasurer name (print)

Signature

Signature

Phone

Phone

Email

Email

Personal information is collected, used, and disclosed under the authority of Section 15(a)-(c) of the *Access to Information and Protection of Privacy Act* and under the Act associated to the profession related to the licence or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint-related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703, Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at inquiry.plra@yukon.ca



Tally sheet – Regular game card				
12-pack				
Start #		Finish #		# sold
Start #		Finish #		# sold
Start #		Finish #		# sold
OR Beginning # of pkgs: _____ – End # of pkgs: _____ =				Total cards sold
9-pack				
Start #		Finish #		# sold
Start #		Finish #		# sold
Start #		Finish #		# sold
OR Beginning # of pkgs: _____ – End # of pkgs: _____ =				Total cards sold
6-pack				
Start #		Finish #		# sold
Start #		Finish #		# sold
Start #		Finish #		# sold
OR Beginning # of pkgs: _____ – End # of pkgs: _____ =				Total cards sold
3-pack				
Start #		Finish #		# sold
Start #		Finish #		# sold
Start #		Finish #		# sold
OR Beginning # of pkgs: _____ – End # of pkgs: _____ =				Total cards sold

Reconciliation – Regular game card				
Card type	Total cards sold	Price	Total sales	
12-pack		x \$	=	\$
9-pack		x \$	=	\$
6-pack		x \$	=	\$
15-pack		x \$	=	\$
18-pack		x \$	=	\$
21-pack		x \$	=	\$
Other: _____		x \$ _____	=	\$
Total				\$

Bonanza control sheet

From	To	From	To	From	To

Total # of tickets: _____ – (minus) # of cards returned: _____ = **Total # of tickets sold:** _____

Colour: _____

Total # of bonanza tickets sold: _____ x \$ _____ = **Total sales:** \$ _____

Total sales: \$ _____ x \$ _____ = **Total prize:** \$ _____

Total prize: \$ _____ - \$ _____ = **1st prize:** \$ _____

\$ _____ CONSOLATION + \$ _____ "WORST CARD" PRIZE

Early bird control sheet

Early bird #1

Colour: _____

Total # of cards for sale: _____

Starting #	Ending #	# sold

Total # of cards sold _____

Total # of cards sold: _____ x \$ _____ = **Total sales:** \$ _____

Total sales: \$ _____ x \$ _____ = **Total prize:** \$ _____

Early bird #2

Colour: _____

Total # of cards for sale: _____

Starting #	Ending #	# sold

Total # of cards sold _____

Total # of cards sold: _____ x \$ _____ = **Total sales:** \$ _____

Total sales: \$ _____ x \$ _____ = **Total prize:** \$ _____