

# Northern Lights Regional Humane Society 2018 Paws & Claws Raffle

AGLC Raffle Licence # 494542

## Official Raffle Rules

The following are the Rules, Regulations, and Draw Procedures for Northern Lights Regional Humane Society 2018 Paws & Claws Raffle:

1. Total ticket value is \$24,000.00 (twenty-four thousand dollars). 1,200 tickets will be available at \$20.00 each.
2. Individuals must be 18 years of age or older to purchase tickets. Pursuant to the Public Trustee Act, ticket buyers must not write the name of a person under the age of 18 on a ticket. Ticket sellers must advise adult ticket buyers not to write the name of a person under the age of 18 on a ticket.
3. All tickets must be purchased and sold within Alberta.
4. Tickets can be purchased by cash, credit card, cheque or money order made payable to Northern Lights Regional Humane Society. While non-certified cheques will be accepted, until the proceeds from these ticket sales are received, tickets stubs will not be included in any draws. Tickets purchased with a non-certified cheque must be purchased ten (10) days prior to the cut-off time of each draw. The cut-off time for purchasing tickets is as follows: First Early Bird draw - October 3<sup>rd</sup>, 2018, second Early Bird draw - October 31<sup>st</sup>, 2018 and the Grand Prize - December 6<sup>th</sup>, 2018. Tickets cannot be purchased online.
5. There is no refund or exchange on tickets.
6. No tax receipt will be issued for any portion of the price of a ticket.
7. Northern Lights Regional Humane employees and board members are not eligible to purchase tickets.
8. A minimum of 705 tickets must be sold by September 15, 2018, before Northern Lights Regional Humane Society may apply for an extension of the draw date or cancellation of the raffle. These decisions are subject to the approval of Alberta Gaming and Liquor Commission (AGLC).
9. All draws will be made in accordance with AGLC guidelines and will take place at the NLRHS Animal Shelter at 9702-97 Street, High Level, Alberta. Early bird draws will take place on Saturday, October 6, 2018 and Saturday, November 3, 2018. The final draw will be on Saturday, December 8<sup>th</sup>, 2018.
10. Northern Lights Regional Humane Society must be able to account for all tickets. Prior to the draw, Northern Lights Regional Humane Society shall reconcile the number of sold tickets and unsold tickets, as indicated in the raffle ticket sales record, with the number of ticket stubs in the draw container, to ensure that all eligible tickets form part of the draw.
11. The draw must be open to the public. At least one Northern Lights Regional Humane Society Executive Board Member and one member of the public who is not a member of Northern Lights Regional Humane Society must be present to witness each draw.
12. Northern Lights Regional Humane Society shall video-record the ticket draws and retain the recording with the raffle records for two years after the draw date.
13. Tickets shall be drawn from a container that is transparent or constructed with mesh so that tickets can be seen from the outside.
14. Tickets must be manually drawn from the container in a random manner. Winning tickets cannot be randomly drawn by a computer or other random number-generating device.
15. A ticket stub containing the ticket number of each sold ticket must be placed in the draw container and be eligible to participate in each draw of non-identical prizes.

16. Prior to each drawing of a ticket for prizes, the ticket container must be rotated, or the contents of the container agitated a minimum of three times. Anti-static spray may be used to facilitate the rotation of tickets.
17. The draw can be made by any person who does not own a ticket or a share of a ticket in the draw container.
18. The arm of the person making the draw must be bare of clothing below the elbow and they must exhibit their draw arm and both sides of their open hand to the draw witnesses, immediately prior to making the draw.
19. Only the person making the draw may put their arm/hand in the draw container.
20. When selecting winning tickets, the person making the draw shall look away from the container in the direction of the witnesses.
21. A record of each ticket drawn shall be made indicating the ticket serial number, the name, address, and phone number of the prize-winner and the time and date the ticket was drawn.
22. Winning tickets shall be immediately exhibited to witnesses and held open for inspection until the end of the draw or until returned to the draw container to be eligible for additional prizes.
23. Northern Lights Regional Humane Society shall retain all tickets with the raffle records for two years after the last draw date.
24. If a draw occurs and Northern Lights Regional Humane Society later determines not all eligible ticket stubs were placed into the draw container, AGLC is to be notified immediately. A Discrepancy Report must be submitted by the raffle manager to the AGLC within three days of discovering not all eligible tickets were placed into the draw container. The Discrepancy Report shall specify the total number and serial numbers of the affected tickets and an explanation for how the problem occurred. Northern Lights Regional Humane Society will have to conduct a second draw with all eligible ticket stubs and award another set of prizes equivalent to the original list of approved prizes.
25. Following each draw and recording of all relevant information required by AGLC, the drawn ticket will be returned to the draw bin for each and every subsequent draw.
26. Winners need not attend the draw to qualify. Every effort will be made to notify all winners, including notification by telephone, email, and registered mail if necessary.
27. Winners have one (1) year from the date of the draw to claim their prize. In the event that a winner(s) cannot be located after one (1) year, the prize or moneys equivalent to the fair market value of the prize will, with AGLC approval, be donated back to Northern Lights Regional Humane Society.
28. Northern Lights Regional Humane Society has the right to publish the names and/or photographs of the prize winners.
29. In the event a winning ticket stub has more than one name on it, Northern Lights Regional Humane Society shall award the prize to only one of the individuals identified on the ticket, and Northern Lights Regional Humane Society and the AGLC are not responsible for any disputes which may arise between the different individuals whose names appear on the ticket stub.
30. Prizes will be awarded as follows:

Early Bird Draw #1:	\$250.00 Cash
Early Bird Draw #2:	\$500.00 Cash
Grand Prize:	2018 Ski-doo Summit SP 850 146"
31. Merchandise prizes cannot be redeemed for cash and must be accepted as presented.
32. Prize delivery and freight costs are the responsibility of winning ticket holder.

## Advertising and Promotion

The following are the proposed promotional activities for the Northern Lights Regional Humane Society (NLRHS) 2017 Paws & Claws Raffle:

1. Raffle shall be advertised on the website [www.northernlightshumanesociety.ca](http://www.northernlightshumanesociety.ca), through our Facebook page and emails directed to members of the Northern Lights Regional Humane Society.
2. Raffle posters will be placed at the Northern Lights Regional Humane Society animal shelter, on community bulletin boards and at local retail outlets.
3. Raffle will be advertised in local newspaper.
4. Raffle tickets will be sold and advertised at community events such as the annual Spirit of the North Trade Show and Get-To-Know You Night community events.
5. Tickets are not available for purchase online
6. Northern Lights Regional Humane Society website ([www.northernlightshumanesociety.ca](http://www.northernlightshumanesociety.ca)) will be used as information and shall have the raffle rules posted as well as license number of raffle, and prizes to be raffled.

## Financial Controls

1. All receipts from ticket sales shall be handled by the Raffle Chairperson and/or Treasurer of the Northern Lights Regional Humane Society.
2. The position of Raffle Chairperson is filled by the Treasurer of the Northern Lights Regional Humane Society.
3. All ticket books shall be assigned and accounted for to members only by signature or written request.
4. Each ticket book contains 10 sequentially numbered tickets.
5. The cost of each ticket book is \$200.00.
6. All ticket books will be recorded as to who is responsible for them.
7. Ticket sellers must sign for their returned tickets/stubs/payments to confirm that these reconcile at that point.
8. Stubs from tickets sold on or before October 3rd, 2018 must be returned to the Raffle Chairperson no later than October 4th, 2018 for the first Early Bird Prize draw. Stubs from tickets sold on or before October 31st, 2018 must be returned to the Raffle Chairperson no later than November 1st, 2018 for the second Early Bird Prize draw.
9. Stubs from tickets sold on or before December 6th, 2018 must be returned to the Raffle Chairperson no later than December 7th, 2018 for the Grand Prize draw.
10. Should any sold ticket stubs or unsold tickets be misplaced, damaged or lost the member to whom those tickets were assigned must notify the Raffle Chairperson within 24 hours.
11. All monies from sale of tickets shall be deposited to the Raffle Account. Raffle prizes will be paid from this account as monies become available, or if necessary will be paid from the general account which will be reimbursed as monies are available.
12. All monies will be held in separate account and the accounting will be done under a separate ledger in the organization's bookkeeping program.