



Federated  
**Health Charities**

**Applying for 50/50 Gaming Licenses  
with AGCO**

**Welcome to the Federated Health Charities Campaign!**

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## Planning a raffle or game of chance

### Do you need a license?

#### Raffles, draws, pools, games of chance – a caution...

You may choose to do games of chance (draws, raffles, bingo, etc.) in your Ministry/ Agency as they can be fantastic fundraisers. HOWEVER, all games of chance must be licensed, regardless of size, by the Alcohol Gaming Commission of Ontario. Once the game of chance is held, every license requires that you send a final report to the Commission and failure to do so could jeopardize Federated Health's charitable registration or its ability to conduct future gaming activities.

Please Note: The Alcohol Gaming Commission of Ontario licensing process can take several weeks. Please give thought early on in your planning as to whether you want to do something that requires a license. If so, begin the application process early to ensure you receive your license in time to run your event.

If you would like to apply for a license, please contact Sarah Wood, [sarah.wood2@ontario.ca](mailto:sarah.wood2@ontario.ca), for the required paperwork.

### What requires a license and what doesn't?

Anything that falls under the category of a "game of chance" requires a license. This includes things like raffles, ticket draws, 50/50's, etc. where a person receives something in return for the money spent to enter.

Anything that falls under the category of transactional or skills based does not require a license. This includes things like trivia, auctions (silent or public), skills-based questionnaires, etc.

### Preparing your application

All applications are submitted online via the Alcohol & Gaming Commission of Ontario (AGCO) online portal ([iAGCO - Login](#)). It is recommended that you prepare all required documents prior to beginning your application for a smoother process (see appendix section below for examples of the required documents). To apply, you will need to prepare the following:

### Submitting your application

Alcohol and Gaming Commission of Ontario online application procedure:

- Sign up for an iAGCO account here: [iAGCO - Login](#)
- Once your account is active, and you are logged in click "start a new application" under New Applications
- Select "Charitable Gaming Lottery Licences" next.
- From the drop down, select "raffle licence" next.
- From the drop down, select "provincial government."

- Fill in the legal name – Ministry of \_\_\_\_\_, not for profit, fill in contact information (other from drop down) and mailing address next.
- Premise type “office” from dropdown, premise name Ministry of \_\_\_\_\_, office address where you are, your name under contact for premise – next
- Charitable gaming eligibility – click yes next.
- You will have to enter 2 designated members in charge.
- Raffle type 50/50 draw from dropdown
- Electronic raffle – no as draw will be manual and logging is manual too.
- Total prize value will now appear – this is a guesstimate so most have entered \$9,000 – it won’t generate this much so feel free to enter what you feel would be appropriate for your workplace.
- Enter your start date, and end date (draw date)
- Number of draws is 1 next.
- The first 4 questions would click “no”, The intention of the proceeds you would enter 50% to winner ticket purchaser and 50% to Federated Health Charities campaign, question 6 “no”, prize is 50% of ticket sales to winning ticket purchaser. 50% to Federated Health Charities, the rest of the questions are “no”. Hit next..
- This is where you would upload the documents in the appendix. The draw schedule, letter of agreement (even though it shows not required), rules of play, signature of principals, ticket sample. Next & submit.
- That’s it – now just wait for it to be approved. The approval process can take several weeks so plan to do this early.

### Cost

There is a processing fee at the end of the draw which is approximately 7% of the total raised – this amount comes out of the funds raised that would go to Federated Health Charities.

### Additional considerations

- It will take several weeks to a month for your application to be approved. You may be contacted for additional information during this period too.
- It is best practice to build in a ticket sales end date that is 3-4 days before your draw date so you can tally everything up, account for delay in reporting, and prepare your stubs for the draw.
- How will you be accepting funds? Cash, e-transfers, Federated Health Charities special event payment platform (please gain preapproval if utilizing the payment platform). If using the payment platform, you will request purchasers to send you their confirmation to ensure funds were paid.

- You will have to purchase a roll of 2 stubbed numbered tickets. These can be found at Staples and certain Dollar Stores. Alternatively, you can create them as well – keep in mind that pre-populated ticket numbers in sequence is required.



- You will need 2 people to be principals on the licence application and will need both signatures as well.
- You will have to log every sale with the purchasers' contact details; ticket number; ensure they are over 18 years of age, an employee of your ministry, and a resident of Ontario.

#### Post lottery report:

Following the completion of your lottery, you will have to submit a post-lottery report. See appendix for documents and details required.

## Appendix A

### The Draw Schedule



2024 Draw  
Schedule.docx

This outlines when your draw occurs, who will conduct the draw, where it will occur, how many winners will be drawn and in what order they will be drawn.

This form will need to be customized to your raffle.

- Customize the From, Date, Re areas to your details and date.
- Update the first sentence to reflect your particular raffle.
- Keep the manual drawn as online/digital processes need additional approval from the AGCO.
- Update the address to where your physical draw will be conducted. Input the date and time of the draw that can not be changed.
- Update to your own signature and title at the bottom

### The Rules of Play



2025 Rules of  
Play.docx

outlines all the rules associated with your gaming activity, such as how many tickets will be available, who is authorized to purchase them, that purchasers must be 18 years or older, etc.

This form will need to be customized to your raffle.

- Customize the From, Date, Re areas to your details and date.
- Customize the first sentence to your raffle name – for example: “Ministry of Health 50/50 Raffle in support of Federated Health Charities”
- Update the physical address of where the draw will take place and the date in numerous spaces.
- Update to your own signature and title at the bottom

### Letter of Agreement



Letter of Agreement  
EXAMPLE.docx

This is a letter that we will provide to you to submit with your application. It vouches that you are running this gaming activity on behalf of Federated Health Charities.

Update to your ministry; your contact details and sign it

### Signature of Principals



6055E\_Signature of Principals (6).pdf

: this form can be downloaded off the application site and completed. It outlines who will be responsible for the gaming activity. A Signature of Principals form will be generated during your AGCO application. Have it signed by the 2 principals/contacts that are assisting with your ministry's raffle.

### Purchaser Log



50 50 Ticket Sales Log.xlsx

This is an example of the log you will have to keep with all purchasers contact details, ticket number sold (transcribed here from your roll of tickets bought), and amount raised.

### Ticket Draft



This is a ticket image (with ticket sequence numbers visible) that shows the tickets you intend to use for your activity.

## Lottery Report



AGCO Lottery  
Report.pdf

This is to be completed and submitted within 30 days after you complete the draw.

Include lottery license, type of lottery, lottery draw date, number of tickets (in your purchased roll + number of tickets sold and number of tickets unsold.

Complete the amount raised and have both principals sign it.

## Details of Donation



6054E\_Details of  
Donations\_fillable (

Fill in the amount raised and actually donated to Federated Health Charities



## Federated Health Charities Lottery

Federated Health Charities runs a provincial wide lottery that all participating ministry's and agency's take part in. The lottery was created to give you an easy-to-run special event activity. Your Ministry/Agency will receive credit for the full amount of every ticket you sell. And, it's simple to run because the Federated Health Charities has already obtained the required license. However, the Lottery is not meant to replace the canvass for payroll donations, so please make certain that that canvass occurs before you begin lottery sales.

This lottery is ONLY open to Ontario Public Service, OPP, and selected government agency employees.

The money people spend on tickets does not qualify for a tax receipt. Canada Customs and Revenue Agency prohibits receipting lottery proceeds.

The Lottery always sells out! [How to donate – Federated Health Charities](#) has the link to purchase lottery tickets online. QR codes are available to circulate as well.

### [How to donate - Federated Health Charities](#)

- Ticket Price – \$5.00
- First Day of Sales – Tuesday, April 1<sup>st</sup>, 2025
- Last Day of Sales – Tuesday, June 24<sup>th</sup>, 2025
- .
- Draw Date – Monday, June 30<sup>th</sup>, 2025 at 12 noon.
- Draw Location – Federated Health Charities offices at 315 Front St W, 5<sup>th</sup> Floor (Toronto)
- Prizes: Five prizes in total
  - 1<sup>st</sup> Prize           \$15,000
  - 2<sup>nd</sup> Prize           \$5,000
  - 3<sup>rd</sup> Prize           \$3,000
  - 4<sup>th</sup> & 5<sup>th</sup> Prizes   \$1,000 each