

## How to Obtain a Lottery Licence

When hosting a game of chance as a fundraiser, a lottery licence must be obtained from AGCO. Use this resource to guide you through the AGCO licence process, from beginning to end.

*Note if your scheduled gaming activity is within the next 45 days you may not have time to complete the licencing process and should reconsider your timing or chosen activity.*

### At least 45 days prior to your scheduled gaming activity

- Confirm whether you require a licence – [How do I know if I need a licence?](#)  
If so, proceed through the remainder of the checklist. If not, consider switching to the [Special Event Checklist](#).
- Complete a Draw Schedule form (Appendix A)
- Complete a [Rules of Play form](#)
  - It will seem repetitive, but it is necessary to note information in a number of places within the form. (Appendix B)
- Request a Letter of Authorization via email to [federated.health.charities@ontario.ca](mailto:federated.health.charities@ontario.ca). (Appendix C)
- Complete the Signature of Principals Form with signature of two agency/ministry representatives who can review and ensure that the game is run in accordance with the licence. (Appendix D)

### At least 30 days before your scheduled gaming activity

- Login/Create an account at [iAGCO](#) to submit your application to AGCO.
- Within the application process:
  - Under “New Applications”, select “start a new application”
  - Select “Charitable Gaming Lottery Licences”
  - From the drop down, select “Raffle Licence”
  - From the drop down, select “Provincial Government”
  - Legal name: “Ministry of \_\_\_\_\_”, not for profit, fill in contact information (other from drop down) and mailing address
  - Premises type “office” from dropdown, premises name Ministry of \_\_\_\_\_, office address where you are, your name as the contact for premises
  - Charitable gaming eligibility, select yes
  - Enter the information for your 2 designated signatories
  - Select your raffle type from dropdown



- Electronic raffle – **no** (logging and winner selection will be manual)
- Total prize value can be a guesstimate based on your understanding of each prize's' value. For 50/50's, estimate based on expected results.
- Enter your start date, and end date (draw date), number of draws
- Select “no” for the next 4 questions.
- Enter your intention of the proceeds. For a 50/50, enter “50% to winner ticket purchaser and 50% to Federated Health Charities” for all other games of chance, note “proceeds minus AGCO fees to be donated to Federated Health Charities.
- Select “no” for the remaining questions.
- Submit completed documents (Draw Schedule, Rules of Play, Letter of Authorization and Signature of Principals)
- For all games EXCEPT 50/50, pay the associated fees. For details about fees, see [Charitable Gaming Lottery Licensing Fees | Alcohol and Gaming Commission of Ontario](#).

Congratulations! You've submitted your application! You will receive a confirmation email with an attachment containing the information you entered in your application.

### **On the day of your scheduled gaming activity**

- Maintain records of tickets sold and money collected
- Have fun!

### **In the week following your completed gaming activity**

- Ensure delivery of prizes to winners

### **Within 30 days of your completed gaming activity**

- Prepare a Post Lottery Report (Appendix E) and Details of Donation form (Appendix F)
- Submit to AGCO by logging into iAGCO and selecting New Task
  - On the New Task page, select Lottery and Gaming.
  - Under Dashboard, go to the LICENCES/ REGISTRATIONS tab and select the File Number for the licence/ registration you are submitting for.
  - Under Activities, select “Submit a Regulatory Submission and/ or Notification” and select the “Regulatory Submission (post lottery report)” and follow the steps set out therein.



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## Appendix A: Draw Schedule Example



315 Front St, 5<sup>th</sup> Floor, Toronto ON, M7A 0B8 t:437-925-6227 f:416.327.4250  
[www.federatedhealth.ca](http://www.federatedhealth.ca)  
Charitable Registration # 85413 5480 RR0001

To: AGCO, Gaming Registration Office  
Address: 90 Sheppard Avenue East, Suite 200  
Toronto, Ontario, M2N 0A4  
Submitted: Via ~~AGCO~~  
From: Jana Osbourne, Federated Health Volunteer  
Date: April 15, 2026  
Re: Ministry of Children, Community and Social Services Raffle Draw

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Please find draw schedule for the Ministry of Children, Community and Social Services Raffle in support of Federated Health Charities 2026 campaign.

Winning tickets for the Raffle will be manually drawn at 1:30 p.m. on June 19<sup>th</sup>. The manual drawing of the tickets will occur at the Ministry of Public and Business Service Delivery at 17 Gable Lane, Kingston, ON K7M 0H2.

- There is one winner for each raffle item that win the non-cash raffle prize and 100% of the cash raised from selling ticket will go to Federated Health Charities fundraising campaign.

*Jana Osbourne*

Jana Osbourne  
Federated Health Volunteer  
Ministry of Children, Community and Social Services

ALS Society of Canada ♦ Alzheimer Society of Ontario ♦ Arthritis Society - Ontario Division ♦ Autism Ontario ♦ Canadian Cancer Society ♦ Canadian Cystic Fibrosis Foundation ♦ Canadian Liver Foundation ♦ Canadian Paraplegic Association (Ontario) ♦ Crohn's and Colitis Foundation of Canada ♦ Diabetes Canada ♦ Heart and Stroke Foundation of Ontario ♦ Hemophilia Ontario ♦ Kidney Foundation of Canada ♦ Lung Association ♦ MS Society ♦ Ontario AIDS Network ♦ Ontario Federation for Cerebral Palsy ♦ Osteoporosis Society of Canada ♦ Parkinson Canada ♦ Schizophrenia Society of Ontario



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## Appendix B: Rules of Play Example



315 Front St, 5<sup>th</sup> Floor, Toronto ON, M7A 0B8 t:437-925-6227 f:416.327.4250

[www.federatedhealth.ca](http://www.federatedhealth.ca)

Charitable Registration # 85413 5480 RR0001

To: AGCO, Gaming Registration Office  
Address: 90 Sheppard Avenue East, Suite 200  
Toronto, Ontario, M2N 0A4  
Submitted: Via ~~AGCO~~  
From: Jana Osbourne Federated Health Volunteer  
Date: April 23, 2026  
Re: MCCSS Raffle supporting the 2026 Federated Health Charities campaign

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Please find the rules of play for the Ministry of Children, Community and Social Services Raffle supporting the Federated Health Charities 2025 campaign.

Raffle tickets are physically sold to Ministry employees in attendance of the charity BBQ. All functions, including conducting the number calling, communicating outcomes to players, and distributing prizes will be done manually.

Here are all the rules of play for the Ministry of Children, Community and Social Services Raffle supporting Federated Health Charities:

- Prize will be awarded to the person who has the winning tickets. The drawing of the raffle tickets will occur at the Ministry of Public and Business Service Delivery at 17 Gable Lane, Kingston, ON K7M 0H2
- Raffle tickets will be sold for \$2 each or 3 for \$5.
- There is one winner for each raffle item that win the non-cash raffle prize and 100% of the cash raised from selling ticket will go to Federated Health Charities fundraising campaign.
- Only persons 18 years and over can purchase tickets. Users are required to confirm they are 18 years or older before they can proceed with their purchase.
- The purchaser must reside in Ontario.

### Additional Information:

**Announcing Winner:** winner will be announced at the time when the ticket numbers are verified to the numbers called at 1:30 p.m. on June 19th. The winner will be confirmed directly to notify them of their prize. Winner will then be announced via an email to all participating ministries.

**Claiming Prizes:** to claim prize, the winner is required to provide identification. Ministry of Children, Community and Social Services will then confirm the winner meets all eligibility criteria (an employee of the Ontario Public Service, 18 years or older, located in Ontario, etc.).

**Prize Payout:** prizes will be provided to winners at attendance at the event. Winning raffle ticket numbers for those who are not present will be treated as "unclaimed prizes" as noted below.

**Geographic Restrictions:** Tickets will only be sold to those living in Ontario. Purchasers are required to submit their address and only purchasers with an Ontario postal code will be allowed to proceed with ticket purchases.

**Unclaimed Prizes:** all efforts will be made to locate prize winner. This will include publicly posting winner on email to all ministries who participated in the event. Ministry of Children, Community and Social Services will utilize provided contact information from ticket sales. MCCSS will hold the prizes until the winner is contacted.

Please let me know if I've there's anything else you require.



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## Appendix C: Letter of Authorization



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315 Front Street W., 5<sup>th</sup> Floor, Toronto ON, M7A 0B8  
t:437.927.6227  
[www.federatedhealth.ca](http://www.federatedhealth.ca)  
Charitable Registration # 85413 5480  
RR0001

### LETTER OF AGREEMENT

Ministry of Children, Community and Social Services campaign FUNDRAISING COMMITTEE  
AND  
FEDERATED HEALTH CHARITIES CAMPAIGN

April 24, 2026

The Ministry of Children, Community and Social Services Fundraising Committee (henceforth referred to as "the Committee") was formed to raise funds to support the mission of Federated Health Charities Campaign. The Committee proposes to hold a lottery event to raise a portion of these funds.

The Committee proposes to hold an event during Federated Health Charities' published campaign period, and all net proceeds raised through lottery event will be donated to the Campaign.

The Committee is organized as follows:

Jana Osbourne, Campaign Volunteer

Sarah Wood, Federated Health Charities Executive Director

The Committee agrees that it will manage and conduct the raffle event in conjunction with the terms and conditions as set out by the Alcohol and Gaming Commission of Ontario, that the event will be managed and conducted within the workplace, and that participation in the event will be restricted to employers and employees of the Ministry of Children, Community and Social Services

#### **Ministry of Children, Community and Social Services Fundraising Committee Federated Health Charities**

Name: Jana Osbourne

Title: Program Analyst & Volunteer

Signature: *Jana Osbourne*

#### **Federated Health Charities Corporation**

Name: Sarah Wood

Title: Executive Director

Signature: *SWood* |



## Appendix D: Signature of Principals Example



Alcohol and Gaming Commission of Ontario  
90 Sheppard Avenue East, Suite 200  
Toronto ON M2N 0A4  
Tel: 416-326-8700  
Toll free in Ontario: 1-800-522-2876  
Inquiries: [www.agco.ca/agco](http://www.agco.ca/agco) • Website: [www.agco.ca](http://www.agco.ca)

### Signature of Principals

#### Application Information

Legal Name of Applicant ➡ Jana Osbourne/Sarah Wood	Application (New/Renewal/Change) NEW
Application Name MCCSS Raffle for Federated Health	File Number

#### Declaration

By signing below, all Principals have reviewed and authorized the submission of the application described above.

All Principals have read the Notification statement in the application.

We, the undersigned, as two principal officers of record of MCCSS for Federated Health Charities

(Name of Association/Charitable Organization),

jointly and severally, hereby certify that:

- We are Bona Fide Members of this organization.
- We are the holders of the office with descriptive title as set out appearing under our signatures below.
- We have read over this application.
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event.
- We have been authorized to make this licence application on behalf of organization.
- All answers provided in this Licence Application, as well as all the information contained in the documents and materials submitted with it, are true, correct and complete.
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada**, the **Gaming Control Act, 1992** and **Regulations** and Ontario **Order-In-Council 2688/93**.
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.
- If a licence is granted, I undertake to comply with all Terms and Conditions and Registrar's policies of such licence.

#### Notification

The personal information you have submitted is collected pursuant to the charitable gaming regime governed by Ontario Order-in-Council 1413/08. The principal purpose for which this information will be used is to consider suitability or continued suitability for a charitable gaming licence. The information may also be disclosed pursuant to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter F. 31. For questions



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## Appendix D: Signature of Principals Example Continued

about the collection of this information, please contact the Manager, Eligibility - Gaming at: Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, Ontario M2N 0A4 / Telephone: 416-326-8700 or 1-800-522-2876 (toll free in Ontario) / Inquiries: [www.agco.ca/iAGCO](http://www.agco.ca/iAGCO).

**We have read and understand the entire Declaration above.**

**Warning: It is an offence to knowingly provide false information on this application and any attachments.**

Name Jana Osbourne	Position/Title Federated Health Volunteer
Signature	Date dd mm yyyy 2 4 0 4 2 0 2 6

Name Sarah Wood	Position/Title Federated Health Executive Director
Signature	Date dd mm yyyy 2 4 0 4 2 0 2 6

**Clear Form Entries**



# Federated Health Charities

## Appendix E: Details of Donations (Post Event Reporting)



**Alcohol and Gaming Commission of Ontario**  
90 Sheppard Avenue East, Suite 200  
Toronto ON M2N 0A4  
Tel.: 416-326-8700  
Toll free in Ontario: 1-800-522-2876  
Inquiries: [www.agoo.ca/agoo](http://www.agoo.ca/agoo) • Website: [www.agoo.ca](http://www.agoo.ca)

## Details of Donations

**Details of Donations (for proceeds actually donated)**

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### Clear Form Entries



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## Appendix F: Lottery Report



Alcohol and Gaming  
Commission of Ontario  
Gaming Registration and Lotteries  
90 Sheppard Avenue East  
Suite 200  
Toronto ON M2N 0A4  
(416) 326-8700 1 800 522-2876 toll free in Ontario/sans frais en Ontario

Commission des alcools  
et des jeux de l'Ontario  
Inscription pour les jeux et loteries  
90, avenue Sheppard Est  
Bureau 200  
Toronto ON M2N 0A4

Note: This report must be filed with the Lottery Licensing Officer within 30 days of the holding of the lottery in accordance with the terms and conditions under which the lottery licence was issued.

Remarque : Il faut soumettre ce rapport à l'agent(e) de délivrance des licences de loterie dans les trente jours qui suivent la loterie conformément aux modalités en vertu desquelles la licence de loterie a été délivrée.

### Lottery Report/Rapport de loterie

Group Identification Number (GIN)  
Numéro d'identification d'organisme (N.I.O.)

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1. Organization Name - Address/Nom et adresse de l'organisme

Ministry of Children, Community and Social Services

Lottery Licence No./N° de licence de loterie  
RAF123456

Type of Lottery/Genre de loterie  
 Raffle/Tombola  Bazaar/Vente de charité  
(tirage)

Lottery Date/Date de la loterie  
June 19, 2026

2. Total number of tickets or cards / Nombre total de billets ou de cartes

Printed/Imprimés	Sold/Vendus	Unsold/Non vendus	Price per Ticket/Prix du billet
500	247	253	\$2

Note: In the case of a Raffle, a list of all prize winners must accompany the return of this report.

Remarque : S'il s'agit d'une tombola (tirage), la liste des gagnants des prix doit accompagner le présent rapport.

3. Total Gross Receipts derived from lottery/Total des recettes brutes tirées de la loterie ..... \$ 494

Application of Funds/Affectation des fonds

(a) Total value of prizes awarded/Valeur totale des prix attribués ..... \$ 0

(b) Total administrative costs incurred/Total des frais d'administration engagés (attach itemized list/jointre une liste détaillée) ..... \$

Net proceeds derived/Recettes nettes obtenues ..... \$ 494

4. Details of Donations/Renseignements sur les dons (For proceeds actually donated/Recettes réellement données)

Name of Payee/Nom du bénéficiaire	Address of Payee/Adresse du bénéficiaire	Amount Donated/Montant donné
Federated Health Charities	315 Front St. W, 5th Floor, Toronto ON, M7A 0B1	\$258.5

Total value of proceeds actually donated for charitable or religious purposes/  
Valeur totale des profits réellement donnés à des œuvres religieuses ou de bienfaisance

\$ 494

5. Chartered Bank, Loan or trust company or Province of Ontario Savings Office in which the Lottery Trust Account is kept/Banque à charte, compagnie de prêt ou de fiducie ou caisse d'épargne de la province de l'Ontario où se trouve le compte de loterie en fiducie.

Name of Bank/Nom du la banque	Branch Address/Adresse de la succursale	Account Number/Numéro de compte
BMO	763 Bay St, Toronto	1995-921
Balance of proceeds retained in Lottery Trust Account/Solde des profits conservé dans le compte de loterie en fiducie		\$ 0

We, the undersigned, as two Principal Officers of the above organization, certify that the above report is a correct statement of the lottery funds herein.  
Nous, soussignés, à titre de dirigeants principaux de l'organisme mentionné ci-dessus, attestons que le rapport qui précède décrit correctement l'état des fonds de loterie en question.

Principal Officer/Dirigeant principal	Signature	Principal Officer/Dirigeant principal
Jana Osbourne	Name in full/Nom au complet	Sarah Wood
Federated Health Charities Volunteer	Title/Titre	FHC Executive Director
289-928-0986	Bus. Telephone/Téléphone d'aff.	613-567-1234
June 23, 2026	Date	June 23, 2026

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Clear Form Entries/Effacer des entrées de la Formule