



### **REMINDER TO OUR LOTTERY LICENCEES**

PLEASE MAKE SURE THAT BEFORE LEAVING AN APPLICATION OR REPORT THE INFORMATION ON THIS CHECKLIST IS INCLUDED

We would kindly request that when you are bringing in an application or returning a report to please make sure you are giving it to one of the ladies at the office, we would hate to have anything become misplaced or picked up by another customer because it was set on the front counter without anyone knowing.

#### **Application for lottery event:**

We will try to process your application as soon as possible, but this may take up to 7 business days, please bring your application in with time to process, thank you.

detailed description of what proceeds from the event will be used for (generic not acceptable ie: projects)

Total value of prizes to be awarded  
(ie: for a meat raffle where \$25.00 per draw is the value and there are 5 draws in a night, and the draws run for 10 weeks.  $\$25 \times 5 = \$125$ ,  $\$125 \times 10 =$  The **total value** for the raffle application is **\$1250.00**)

If more than one draw, information needs to be provided in this area for when the draws are (ie: a meat raffle is held every Friday for 10 weeks, a note stating "on Friday's" needs to be included)

Closing Date for ticket sales and the address of the draw locations

The date & time for the draw(s)  number of draws

Description of how the Winner(s) is determined (ie: by random draw, from a hat)

Total # of Tickets Printed  How tickets are Numbered  Price per Ticket(s)

Certification Area of Organization  Signature

Title & Phone Number  Witness Signature (the persons signing can not be each others witness)

#### **Lottery Report:**

Report completed and signed

Copy of Bank Deposit(s)

Sample of Ticket sold  List of Lottery Winner(s) and Prize Won