

Class A Gaming Event Licences

- Class A licences are issued for a gaming event or a series of gaming events for which \$20,000 or **more** in gross revenue is projected.
- Complete applications for a Class A gaming event licence requires **10 weeks** to process once received by GPEB.
- A non-refundable \$50 processing fee.

A Class A gaming event licence permits a licensee to conduct one of four types of gaming events:

- Ticket Raffles
- Bingo
- Wheel of Fortune
- Social Occasion Casinos

Class B Gaming Event Licences

- Class B licences are issued for a gaming event or a series of gaming events for which \$20,000 or **less** in gross revenue is projected.
- Complete applications for a Class B gaming event licence requires **10 business days** to process once received by GPEB.
- A non-refundable \$25 processing fee

A Class B gaming event licence permits a licensee to conduct one of five types of gaming events:

- Ticket Raffles
 - Bingo
 - Pokers
 - Social Occasion Casinos
 - Wheel of Fortune
- ❖ Electronic Raffle Systems (ERS) are only permitted on Class A and Class B ticket raffle gaming event licences for eligible organizations

❖ **Class D Gaming Event Licences**

- Class D licences are issued for a gaming event or a series of gaming events for which **\$5,000 or less** in gross revenue is projected.
- Complete applications for a Class D licence requires 10 business days to process once received by GPEB.
- A non-refundable \$10 processing fee

Class D gaming event licences are intended for the operation of small-scale ticket raffle and bingo gaming events.

A Class D gaming event licence permits a licensee to conduct one of two types of gaming events:

- Ticket Raffles
- Bingo

APPLYING FOR A GAMING EVENT LICENCE

All applications must be submitted online using the Gaming Online Service (GOS) link on the GPEB website. Step-by-step application guides are available on the GPEB website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gamblinglicence-fundraising/documents-forms>

Required Information When Applying

The information that an applicant is required to provide as part of a gaming event licence application includes:

- Any eligibility documents, if applicable;
- The full name and address of the group or organization and its general purpose;
- All gaming event location(s), date(s) and time(s);
- The type of gaming event (i.e. ticket raffle, bingo) and the amount of tickets for sale, pricing and prize details;
- How the net proceeds (funds) will be used to benefit the community; and

- The names addresses and phone numbers of the correct number of persons listed on the application. It is strongly recommended that a day-time telephone number is provided for the contact person listed on the application.

A licence cannot be processed and approved if this information has not been provided.

Parent Advisory Council Disbursements

For Parent Advisory Councils (PACs), gaming proceeds must be used for disbursements within BC and must have a direct benefit to BC students by enhancing their extracurricular opportunities.

For PACs, eligible disbursements include, but are not limited to:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within BC;
- Uniforms and equipment for extracurricular activities;
- Awards and trophies;
- Scholarships and bursaries;
- Student transportation and travel within BC; and

All gaming proceeds must remain under the control and management of the PAC, whose membership must be comprised of parents or guardians of students attending the school.

Gaming proceeds cannot be:

- Used for curriculum-based purposes or programs;
- Transferred directly to the school; or • Transferred directly to a school district.

USE OF PROCEEDS Gaming proceeds must be disbursed within 12 months of the end of the licence period, unless otherwise approved. If an organization cannot disburse its funds within the required timeline, a request to extend the timeline, inclusive of reasoning, must be submitted to gaming.licensing@gov.bc.ca. The request must be sent from an individual listed on the application or a board member of the organization. Requests may take up to 10 business days to process. Licensees unable to disburse their gaming proceeds within the required timelines may also request approval to make a one-time donation to an organization deemed eligible by GPEB.

- You must complete your application in one session; you can't save your application and return it later.
- Applying should take under 30 minutes. You may run into issues if you take over 30 minutes.
- Use Google Chrome, if possible.
- Do not click back or refresh the page while completing your application.
- Application fields have a limit of 4,000 characters, including space & punctuation.
- Do not copy & paste from other documents into the application fields.
- File attachments must be one of the following formats: o DOC, DOCX, XLS, XLSX, PDF, JPG
- To include electronic copies of physical documents, scan them using a scanner, taking a photo and saving it as a JPG or use a PDF scanner app.
- Ineligible prizes include: alcohol, cannabis products & paraphernalia, live animals, and firearms.

Please refer to the BC Gaming Branch websites for full details

<http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>

as it is ultimately your responsibility to ensure you comply with the requirements.