



Email templates for use when the Licensed Charitable Gaming Event Guidance directs an applicant to contact the IGCO:

1. s. 1.3.3 - Becoming a designated fair or exhibition

Hello,

[ORGANIZATION NAME] has submitted a Fair or Exhibition Approval Request Form online.

The application number is [NUMBER].

Please advise if further information is required.

2. s. 1.4.2 - Disaster or emergency relief outside of BC

Hello,

[ORGANIZATION NAME] is looking to raise gaming funds for disaster or emergency relief outside of BC.

We would like to raise gaming funds for [detailed description of how proposed use of proceeds will support the disaster or emergency].

Please advise if further information is required.

3. s. 1.6.1 - Types of Games

Hello,

[ORGANIZATION NAME] would like to guarantee a minimum prize pot amount of [dollar amount] for my percentage ticket raffle application [application number].

We are aware that should my request be approved, if the prize generated through the event does not meet the minimum guaranteed prize amount, we, the licensee, must pay the difference.

Please advise if further information is required.



4. s. 1.8.2 - Specific prize information

Firearms:

Hello,

[ORGANIZATION NAME] would like to propose awarding a non-restricted firearm as a prize on [application number]. Please find the completed Non-Restricted Firearms Form attached.

Please advise if further information is required.

Prize Homes - Built

Hello,

[ORGANIZATION NAME] would like to propose awarding a built home as a prize on [application number]. Please find the occupancy permit attached as required.

Please advise if further information is required.

Prize Homes - Unbuilt

Hello,

[ORGANIZATION NAME] would like to propose awarding an unbuilt home as a prize on [application number]. Please find the required letter outlining terms between the developer and [ORGANIZATION NAME], inclusive of:

- Description of the licensed gaming event;
- Description of home including enough detail for the winner to make an informed decision;
- Completion date;
- Value of the home as agreed upon by developer and licensee; and
- Details of the home that are consistent with the advertising of the prize. attached as required.

Please advise if further information is required.

Vehicle Prizes

Hello,



[ORGANIZATION NAME] would like to propose awarding a vehicle as a prize on [application number]. Please find the required letter outlining the terms of the prize vehicle, inclusive of:

- Whether the vehicle is purchased or donated.
- The year, make, model, colour, and Vehicle Identification Number (VIN).
- The vehicle's fair market value.
- Confirmation that vehicle description will match all advertising.

Please advise if further information is required.

5. s. 2.1.2 - What information do you need for your application? & s. 2.1.3 House Rules – event pools, sports pools and player drafts

Hello,

[ORGANIZATION NAME] has applied for a Ticket Raffle application online and plan on raising over \$100,000 in gross revenue on this licence and do not plan on using an Electronic Raffle System (ERS).

The application number is [application number].

Please find the required sample ticket/sample entry form attached for review.

Please advise if further information is required.

6. s. 2.1.2 - What information do you need for your application? Selling tickets interchangeably

Hello,

[ORGANIZATION NAME] would like to request to sell tickets interchangeably on my licence.

The application number is [application number].

Please advise if further information is required.

7. s. 2.1.2 - What information do you need for your application? Using digital tools



Hello,

[ORGANIZATION NAME] is planning on using digital tools other than an Electronic Raffle System (ERS) to run our gaming event.

The application number is [application number].

The digital tools I am planning on using are written below (delete tools that are not being used):

- Livestreaming
- Electronic Fund Transfer (EFT)
- Online Payment
- Online Ordering
- Scanning and emailing tickets

We are aware that the scanning and emailing of bingo cards is not permitted.

Please advise if further information is required.

8. s. 3.1.2 Conditional licence numbers

Hello,

[ORGANIZATION NAME] would like to request a conditional licence number associated with application [application number] to prepare advertising and other materials prior to my licence being issued.

We are aware that [ORGANIZATION NAME] is not permitted to start advertising or selling tickets until the licence has been issued and approved.

Please advise if further information is required.

9. s. 3.2.1 - Application Withdrawal

Hello,



INDEPENDENT
GAMBLING CONTROL
OFFICE

[ORGANIZATION NAME] would like to request to withdraw application [application number] because [reason for withdrawal].

I confirm that I am listed on this application or a board member of the organization and aware that a refund may not be issued.

Please advise if further information is required.

10.s. 3.4.2 Refusal

Hello,

Application [application number] was refused and [ORGANIZATION NAME] would like to apply for reconsideration of the decision.

Please advise if further information is required.