


Lottery / Fundraising Policy		SERPENT RIVER FIRST NATION 
Policy: Lottery / Fundraising	Type: Administration	Date Created: December 2024
Created by:	Category: Finance	Revision Date:
Reviewed by:	Sub - Category:	BCR Number:

Applicable Authorities and Legislation

- Alcohol and Gaming Commission of Ontario Act, 2019
- Gaming Control Act, 1992


Overview: The Serpent River First Nation has policies and systems in place for managing revenue from various sources. Fundraising through lotteries and raffles is one such revenue and this policy covers the methods to govern and manage fundraising for SRFN programs and activities. This policy equally governs fundraising for community wide efforts that are not directly related to raising funds for SRFN operations/programs.

Intent: Advance approval from Chief and Council is required before any effort to raise funds for any use under the SRFN's name and legal authority. The Serpent River First Nation shall ensure that revenue received for fundraising to assist in covering costs of SRFN programs or activities meets all relevant laws, regulations and Chief and Council's strategic priorities.

Policy: The Serpent River First Nation (SRFN) will review and approve or deny all use of lottery / raffles and similar events for community fundraising efforts. Chief and Council delegate to the Director of Operations (DOO) and/or their delegate to make individual decisions under this policy. The DOO shall report quarterly to the Finance Committee/Council on the approved lottery permits granted.

Standards: The following items are mandatory items for all applicants under this policy:

- Applicants will apply for the lottery / fundraising effort a minimum of 30 days before the proposed event and
- Applicants must use the attached application form provided by SRFN band administration.
- By making the application, the applicant contact person acknowledges they have the legal ability to represent the applicant for this fundraising effort.
- When a proposed fundraising activity occurs off reserve (whether in person ticket sales or online sales) the organizer may be subject to laws and processes outside the control of the SRFN. In such cases, the applicant must approach other jurisdiction(s), including but not limited to, neighbouring municipal lottery licensing processes.

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- The DOO reserves the right to deny any application for fundraising for SRFN programs and operations in the DOO's discretion and/or if the application does not meet minimum criteria under this or any other SRFN policy or AGCO (Alcohol and Gaming Commission of Ontario) regulations (for events off-reserve).
- An applicant's track record of adherence to this and all other SRFN policies may factor into applications for a lottery / fundraising permit.
- Events held must be accompanied by a safety plan.
- Complaints and/or concerns related to a fundraising event should be directed to the Director of Operations which will be brought forward at the Finance Committee.

Procedure:

The procedure for applying for a lottery fundraising permit differs slightly if the proposed fundraising effort is for SRFN band programs/services or other general community initiatives (not directly related to band services).

1) SRFN Programs or Services:

- a. Applicants from an organization or individual will consult with the SRFN dept head or for the program in question.
- b. Download or pickup application from the SRFN and complete the form with a min of 30 days advance notice before the event(s).
- c. Applicant will not proceed with the event until a permit number is provided by the DOO and/or designate.
- d. Applicant will follow any direction provided by the dept head / DOO as needed under the SRFN's Revenue Policy, more specifically:
 - i. ie. when fundraising involves the sale of tickets, tickets must be printed with sequential numbering to maintain control over all tickets. The sequential numbering of tickets shall be reconciled to the cash on hand for ticket sales and the remaining tickets on hand.
 - ii. Take direction from Finance staff on processing and reconciling the fundraising revenue (for SRFN operations)
- e. If the event is off-reserve, the applicant shall secure a permit or a letter of no objection from other relevant jurisdiction(s). If applicable, a copy of the letter/permit will be sent to the SRFN DOO.

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2) General Community Fundraising

- a. Download or pickup application from the SRFN and fill in the form accordingly with a min of 30 days advance notice.
- b. Applicant cannot proceed with the event until a permit number is provided by the DOO or designate
- c. If the event is off-reserve, the applicant shall secure a permit or a letter of no objection from other relevant jurisdiction(s). If applicable, a copy of the letter/permit will be sent to the SRFN DOO.

For added clarity, a permit number assigned by the DOO and/or designate and communicated by email or signed letter on SRFN letterhead to the applicant represents the permit to hold the fundraising event.

Related Policies

Revenue, Delegated Authorities

Forms:

Fundraising/lottery application form