



WMHA LOTTERY LICENSE ACQUIRING PROCESS for TEAMS

Before Applying for Lottery License

- Review all documentations on our website under Governance/Lottery Licenses for information on completing the Lottery License in its entirety including tickets to be sold (if applicable)
- Open a bank account specifically for proceeds from your fundraising activity requiring a license for money to be deposited
- Ensure your fundraising activity meets AGCO requirements
- Show proof of bank account to WMHA Fundraising Chair, she will provide you with a letter to take to the City of Welland to get a license application

Application Process

- Once you have received the letter from WMHA Fundraising Chair, take the letter to the City of Welland License Clerk
- Complete the entire application and include sample of tickets to be sold (if applicable); as well as what will be purchased or what will the funds be used for
- Have the lottery license signed by the WMHA Fundraising Chair
- Take the application and sample of tickets (if applicable) to the City of Welland
- Once all requirements are met, the City of Welland will approve your application
- Hold your event/begin selling tickets

Lottery Reporting

- Once your event is complete, you have 30 days to complete the Lottery Report
- Review the Lottery Report Reminder on our website under Governance/Lottery License for information needed to complete the report
- Submitted your completed Lottery Report to the City of Welland and to the WMHA Fundraising Chair
- Additionally, please be prepared to provide copies of all bank statements, invoices, or expenses to the City of Welland and WMHA Treasurer at the end of the season for anything purchased from the Lottery Account for your fundraising activities
- For coaches expenses, a spreadsheet should be created with km's paid, expenses accompanied with invoices for hotel rooms and meals. All bank accounts must be zeroed out at the end of the season