

Super Bingo Application Process

Interested parties must submit an application letter to the City of Yellowknife Lotteries Official expressing their interest in the Super Bingo draw.

Applications should be directed to:

The City of Yellowknife
Attn: Lottery Officer
PO Box 580
Yellowknife, NT X1A 2N4

or lotteries@yellowknife.ca

This application should include the following information:

1. A brief history of your organization. When did your organization start and outline some of the major projects/events that have been completed during that time.
2. What is your organizations mandate? Why does it exist? What are its goals/objectives?
3. What do you plan to use the Super Bingo Funds for? Be as specific as possible. (Remember, there must be a broad community benefit in order to be approved for the Super Bingo. Please explain how your planned use of proceeds will benefit a majority of Yellowknife.)
4. Does your organization have enough volunteer man power to run an event of this size? We recommend a minimum of 40 volunteers to ensure the event runs smoothly. If your organization requires outside help, they do so strictly on a volunteer basis.
5. Please ensure your application has a return mailing or email address and contact name. Official letters will be sent after the draw notifying organizations who won and what they plan to do with the proceeds.
6. The organization that is awarded the Super Bingo will be required to open a separate bank account.
7. Please include a list of current Board Members with your application.

Event Requirements

- In order to run a successful event, ticket sales should begin within 6 weeks of the event date. Various vendors around Yellowknife are willing to participate and it is recommended a contact number for persons outside Yellowknife be made available for inquiries.
- Advertising on the radio, TV and by mail is recommended throughout the NWT, Nunavut and into Northern Alberta

- The winning organization will be required to fill out a proper Bingo Application form and pay the Licence fee of \$5,050.00 before a licence number can be issued. All tickets and advertising must include the licence number. Please contact the lottery officer at 920-5600 for more information and a copy of the application.
- Organizations will also be required to contact the City of Yellowknife's Community Services Department to arrange for the appropriate number of chairs and tables for the event.
- All supplies and rental of the bingo machine must be arranged by the organization.
- A floor plan for the event must be submitted to the Fire Hall for approval prior to the event.
- A record of ticket sales and account balance in the Super Bingo account should also be submitted to the lottery officer, 3 weeks before the event to ensure sales are adequate to proceed with the event.
- An outline of the games and staff duties should also be submitted to the Lottery Officer two weeks before the event begins. Please include the name of all volunteers (if not done so in your application).

Other Conditions

Any organization that is awarded a Super Bingo will be ineligible for future Super Bingo draws for a period of 3 years.

It is strongly recommended that event volunteers not be allowed to participate in the event.

All event volunteers should be 18 years of age or older. Volunteers under the age of 18 are allowed but must be directly supervised by an individual over the age of 18.

Any complaints or discrepancies that arise during the event should be submitted, in writing, to the Lottery Officer for review. Please include the complainant's name, contact information and a brief, clear description of the issue.