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Gaming License Approval Process

These are the steps that must be taken in order to obtain a gaming license for fundraising in **your** Girl Guides area:

1. Start the process at least four (4) weeks prior to your event.
2. Read the most current [BC Standards](https://www.girlguides.ca/web/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioner/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioners_Resources.aspx?hkey=a23dfb27-7a55-421d-9652-42fcab02e691) for the guidelines regarding fundraising. Submit a complete FR.1 form and your budget for your event to **your Area** FR.1 Approval Committee or Approvers. Via email is best.
3. If your FR.1 is acceptable, you will receive permission to apply for a gaming license. The Area FR.1 Approval Committee takes a look at the image your event has – for example, you must select a family-friendly pub vs. a dark and dingy bar. The question to ask yourself is: "does the image of Girl Guides of Canada holding an event at this venue reflect positively or negatively on us?" The Area FR.1 Approval Committee will ask you questions and help you complete the form correctly.
4. When you apply for the gaming license you must use the name GGC -       (In the blank you will put your trip name or unit/event name. For example: GGC – FSA Europe 2018). Do not simply use Girl Guides of Canada, even though that is all they ask for. To apply, please visit the following website and keep in mind that there is a small fee: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>.
5. Once you have your license (note: it can take up to two weeks for approval), send the license number and the name of your ‘account’ to your Area FR.1 Approval Committee.
6. The Area FR.1 Approval Committee will approve your FR.1 and send you an email – you are not approved until you have received this email! So, if you do not get a reply in 72 hours – send another email inquiring!
7. When your event is completed, you **MUST** send a report into the BC licensing office and also to your Area FR.1 Approval Committee. If the Area FR.1 Approval Committee does not see a Gaming Revenue Report (back to the gov’t or them), they should contact their Area Commissioner. The Area Commissioner may then involve the Deputy Provincial Commissioner in following up to see what the status of the report is.
8. Email the Area FR.1 Approval Committee the completed tracking sheet that they sent you when they approved your fundraiser.
9. **Pat yourself on the back for a job well done!**

BC Council wishes to thank the Fraser Skies Area FR.1 Approval Committee for allowing us to use the about noted process for the entire province – thank you!