

The Provincial Employees Community Services Fund

2024 Gaming Handbook



**Caring for B.C.
Communities**

Celebrating 59 years of BC Public Service generosity

**\$50+ million
raised!**



PECSF Annual Campaign
September 24 to November 8



Where ideas work

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PECSF 2024 Gaming Licence

The 2024 PECSF Gaming Licence will only cover 1-day 50/50 gaming draws.

In compliance with expectations of any [BC Gaming Licence holder](#), PECSF is required to identify one charity recipient for all one-day 50/50 event fund proceeds.

PECSF has identified the [Canadian Red Cross – for Services in BC](#) as the only eligible charity recipient for 50/50 events.

Only the following listed price points are permissible with the 2024 PECSF BC Gaming Licence:

- 1 ticket for \$2.00
- 3 tickets for \$5.00
- 7 tickets for \$10.00

Gaming Event Process

Ordering Tickets

Any tickets received in prior campaign years need to be destroyed or returned to PECSF HQ at:

Provincial Employees Community Services Fund (PECSF)
PO Box 9564, Stn Prov. Govt., Victoria, B.C. V8W 9C5.

Only tickets ordered and received in a 2024 Gaming Package can be used for Campaign 2024.

Ticket packages come in three sizes:

Small Package	Medium Package	Large Package
Maximum Sales: \$500	Maximum Sales: \$1,000	Maximum Sales: \$2,000
Maximum Prize: \$250	Maximum Prize: \$500	Maximum Prize: \$1,000
1 ticket for \$2: 65 tickets	1 ticket for \$2: 130 tickets	1 ticket for \$2: 260 tickets
3 tickets for \$5: 102 tickets	3 tickets for \$5: 204 tickets	3 tickets for \$5: 408 tickets
7 tickets for \$10: 140 tickets	7 tickets for \$10: 280 tickets	7 tickets for \$10: 560 tickets

When planning your workplace campaign, determine the number and size of draws that will be held and place an order for tickets by either using the [Supply Order Form](#) on the PECSF website or online via the [Supply Order Form](#) on the PECSF Community Connect SharePoint.

Remember: Only 1% of our Campaign totals each year are attributed to gaming! Let's continue to focus on easy payroll pledges, in any amount.

Advertising

PECSF Gaming Checklist for 1 Day 50/50 Draws

All advertising including email, web pages, posters, etc. must include the following details (see example below):

- ✓ Event name and your ministry/organization name
- ✓ Advertise Canadian Red Cross – for Services in BC will receive all proceeds via PECSF
- ✓ Price of tickets: 1 for \$2, 3 for \$5, 7 for \$10
- ✓ Date, time, and location of draw
- ✓ Draw process details
- ✓ Contact person and email/phone number

Note: Members of the organization responsible for the draw, including event contact, are not permitted to take part in the draw.

Important: The public are not permitted to participate in 50/50s and should not be solicited.

The “Know Your Limit, Play Within it” statement text box below must be copied/pasted in its entirety on the bottom of all advertisements.

Directions: Scroll curser to the top left side of the statement box below. Click/copy and paste to all communications including posters and emails.

Example:

Ministry of Housing 50/50 Event

The Canadian Red Cross for Services in BC will receive 50% of all proceeds raised via PECSF.

Price of tickets: 1 for \$2, 3 for \$5 and 7 for \$10. Volunteers will be circulating the office on October 4 during the lunch hour for those that would like to purchase tickets. If they miss you, please stop by Tammy Smith's office on the 2nd floor, room 203, before 3 pm on October 4th.

The draw will take place at 4 pm on October 4th in the lunchroom on the second floor. If you have purchased tickets, please ensure that you are there for the draw.

Contact Bert Todd at btodd@gov.bc.ca or 250-387-1111 for more information or questions.

All proceeds will benefit:		the Canadian Red Cross-for Services in BC	
Actual odds depend on number of tickets sold		BC Gaming Licence	#153174
Problem Gambling Help Line 1-888-795-6111 www.bcresponsiblegambling.ca		Know your limit, play within it.	19+

PECSF Gaming Event: Step-by-Step

Before the Event: Ticket Tracking and Sales Preparation

1. Review the contents of the Gaming Event Package you received, and ensure you are aware of the colours and the start/end serial numbers of the tickets for each of the three approved price point options.
2. Complete the Ticket and Draw details for your event on the House Rules (Appendix 2).
3. Ensure that each volunteer that is selling tickets is aware that they cannot buy tickets.
4. Ensure that each volunteer that is selling tickets has a copy of the PECSF Gaming Event Licence (Appendix 1), and the Board Approval and House Rules (Appendix 2).

TIP: Write the purchaser's name on the tickets so you have the winner's name when you draw.

During the Event: Ticket Sales and Draw

1. Volunteers must only sell tickets at the approved price point options.
2. Each volunteer must track the serial numbers of their sold tickets and any void tickets (lost or destroyed unsold tickets).
3. After ticket sales are complete and before your draw, complete a single Ticket Control Sheet that captures all sold and void tickets.
4. All 50/50 draws must be held on the same day as tickets are sold.
5. Ensure that all sold tickets are put into a container.
6. Draw a winning ticket. If no winner comes forward, draw until a winner comes forward.
7. You must retain the winning ticket to attach to the Bank Deposit form.
8. Ensure that the winner completes and signs the Prize Winner Information section of the Bank Deposit form.

After the Event: Bank Deposit, Reporting, and Mailing back to PECSF HQ

1. Complete the Bank Deposit form with your name, organization, the number of ticket sets sold under each price point, signature of two volunteers that have validated the number of ticket sets sold and winner name and contact information.
2. Take the completed Bank Deposit form to your nearest Coast Capital Savings or Service BC to deposit 50% of the funds into the PECSF Gaming account.
3. Once back at the office, complete the online [eForm](#) in the PECSF App in Employee Self Service. Instructions for completing the eForm are on the back of the Bank Deposit form.
4. Dispose of all sold tickets (except for the winning ticket) and return any unsold tickets and your completed Ticket Control Sheet to PECSF HQ at:

Provincial Employees Community Services Fund (PECSF)
PO Box 9564, Stn Prov. Govt., Victoria, B.C. V8W 9C5.

Failure to comply with all gaming regulations and mandatory reporting can result in the Provincial Employees Community Services Fund losing its annual provincial gaming licence.

Appendices

Appendix 1: PECSF Gaming Event License



Gaming Event Licence #153174

The Gaming Policy and Enforcement Branch (GPEB) has approved and issued a gaming event licence to:

Provincial Employees Community Services Fund
PO Box 9564, Stn Prov Govt
Victoria BC
V8W 9C5
L&G File Number: 112923
GBCID Number: 11921

Event Contact: Mason Sutton, 250-356-1736
Gaming Event: Class A - Raffle Licence - Percentage Draw
Licence Period: 01-Sep-2024 - 31-Aug-2025
Issue Date: 14-Jun-2024

Ticket sales: 01-Sep-2024 - 31-Aug-2025
Total value of all prizes: 50% of total sales
Ticket price(s): 10000 tickets, 1 for \$2.00; 30000 tickets, 3 for \$5.00;
35000 tickets, 7 for \$10.00

Draw date(s) and/or location:

- Provincial license covering PECSF percentage draws for all ministries

The Licensee must comply with the [Criminal Code of Canada](#), [British Columbia's Gaming Control Act \(the Act\)](#), [Gaming Control Regulation](#), all other applicable federal, provincial and municipal laws, the Gaming Policy and Enforcement Branch's [Licensed Charitable Gaming Rules \(the Rules\)](#), policies and orders issued by GPEB, as well as any conditions listed on this licence.

Section 86(2) of the Gaming Control Act requires all licensees to notify GPEB's Investigations and Regional Operations division without delay regarding any conduct, activity or incident that may be considered contrary to the above noted law, regulation, and policies, or that may affect the integrity of gaming. Complaints about the conduct and management of gaming events may be submitted online at: [Report of Wrongdoing](#)

Gaming Policy and
Enforcement Branch

Licensing, Registration and
Certification Division

Mailing Address:
PO BOX 9311 STN PROV
GOVT
VICTORIA BC V8W 9N1
Telephone:(250) 387-5311
Facsimile:(250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.gaming.gov.bc.ca/>

Review your licence in full and if any changes are required, please contact GPEB. **Any changes must be approved in writing prior to the start of an event.** Organizations must submit a written request to Gaming.Licensing@gov.bc.ca. These requests must include the licence number, proposed changes and be from an individual listed on the application or a Board member of the organization.

Gaming events may only be conducted at the location, on the dates and at the times specified on this licence.

Licensees are strongly encouraged to review [the Rules](#) to ensure they understand their roles and responsibilities.

This licence is subject to the following conditions:

- **Intended Use of Licence Event Proceeds:** Net Proceeds from this licence have been approved to be donated to the Canadian Red Cross Society (Burnaby Office)
- **IMPORTANT NOTICE:** Our records indicate that a Gaming Event Revenue Report (GERR) is currently outstanding for licence # 126440. Please submit this as soon as possible, as outstanding reports may affect future licensing.
- Details of advertised prizes must be consistent with the prizes approved on the licence. Prize descriptions should provide enough detail for the winner to make an informed decision.
- Percentage based prizes must be calculated from the actual gross revenue generated through the ticket sales of each draw and distributed to winners as set out on this licence.
- Custom printed tickets are required where any ticket sales period exceeds one day. Tickets must be prepared and include the required information, as outlined under Section 11.9 of the Licensed Charitable Gaming Rules.
- Discounted tickets are tickets that are sold in groups or price categories (i.e., 1 for \$2, 3 for \$5, 10 for \$10) within the same raffle. Tickets must be prepared and meet the requirements outlined under Section 11.11 of the Licensed Charitable Gaming Rules.
- This gaming event licence has been issued with the understanding that all advertising and marketing must comply with Section 17 of the Licensed Charitable Gaming Rules. Licensees must meet all advertising and marketing standards, which include ensuring promotional materials do not use minors to promote gambling, except as permitted in advertising using minors, are not directed primarily to minors, factually report the chances or odds of winning and include the gaming event licence number (e.g., BC Gaming Event Licence #123456).
- This licence has been issued with the understanding that your organization will comply with Section 17.4 of the Licensed Charitable Gaming Rules. A licensee must not allow minors to: Participate as a player or worker; purchase entry (entry must not be sold to a person under the age of 19); and sell on behalf of the organization.

Gaming Policy and
Enforcement Branch

Licensing, Registration and
Certification Division

Mailing Address:
PO BOX 9311 STN PROV
GOVT
VICTORIA BC V8W 9N1
Telephone:(250) 387-5311
Facsimile:(250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.gaming.gov.bc.ca/>

It is mandatory that all licensees complete a Gaming Event Revenue Report (GERR) within 90 days of the licence end date. GERRs must be submitted using the Gaming Online Service at [Report Search \(gov.bc.ca\)](http://Report Search (gov.bc.ca)). A step-by-step guide is available on the GPEB website: [Gaming Event Revenue Report Online Submission Guide](#)

You have the right to submit a written reply to any conditions listed above within 30 days from the receipt of this licence. To submit a written reply please email Gaming.Licensing@gov.bc.ca. For additional information on Written Replies please refer to Section 23 of the Rules and/or Part 5, Division 3 of the Act.

If you have any questions or require assistance, please contact the Licensing Unit by:

- **Email:** Gaming.Licensing@gov.bc.ca
- **Telephone:** (250) 387-5311
- **Toll-free within Canada/USA:** 1 (800) 663-7867 (asked to be transferred to the number above)

**Gaming Policy and
Enforcement Branch**

Licensing, Registration and
Certification Division

Mailing Address:
PO BOX 9311 STN PROV
GOVT
VICTORIA BC V8W 9N1
Telephone:(250) 387-5311
Facsimile:(250) 356-8149

Location:
Third Floor,
910 Government Street
Victoria, BC V8W 1X3
Web: <http://www.gaming.gov.bc.ca/>

Appendix 2: Board Approval and House Rules

Authorization from the PECSF Board of Directors:

The BC Government Employees Community Services Trust (otherwise known as the Provincial Employees Community Services Fund (PECSF)) Board of Directors have authorized, as of June 18, 2024, for PECSF volunteers to provide oversight in place of the PECSF Board of Directors for 50/50 ticket raffle prize draws valued at \$1,000 or less under the PECSF 2024 gaming license #153174.

2024 PECSF Gaming Event House Rules:

I. TICKET AND DRAW DETAILS

A. The date, time, and location of the draw will be:

TO BE COMPLETE BY PECSF VOLUNTEER:

- **Date:**
- **Time:**
- **Location:**

B. Purchase Price of Ticket(s):

- 1 for \$2.00
- 3 for \$5.00
- 7 for \$10.00

C. Maximum number of tickets available:

- The number of tickets available for sale in each price range may change, but the overall number of tickets for sale and odds of winning will not change.

D. The Prize:

- 50% of ticket sales.

II. METHOD

Only 1 draw where winner will receive 50% of ticket sales raised during the ticket sales period. The winner will be determined by a random draw, conducted in-person.

The winner will be announced at the time of draw and the winner will have to claim the prize on the same day as the draw.

III. ELIMINATION OF WINNERS

There's only one draw to be conducted, no subsequent draws after that.

IV. AGE LIMIT

Must be 19 or older to participate.

V. CONDITIONS & ELIGIBILITY

Participants must be located within the province of British Columbia.

The following individuals are **not** eligible to participate in the raffle:

All employees of the organization associated with the management and execution of the raffle (including the PECSF HQ team, and any PECSF volunteers who assist in selling tickets or conducting the draw), and all of the organization's board members.

VI. ANY OTHER RESTRICTIONS TO THE WINNING PRIZE

Winners are required to be present at the draw location at the time of the draw to claim the prize.

VII. CONDITIONS FOR UNCLAIMED PRIZES

Winners must claim the prize on the same day as the draw. If a winner does not claim the prize, another ticket will be drawn until a winner claims the prize.

VIII. PURCHASING TICKETS

Tickets can only be purchased in person.

IX. COMPLAINTS

Any complaints can be directed to the PECSF HQ team by emailing: PECSF@gov.bc.ca. The PECSF HQ team will review the complaint and take action if necessary.

X. DELAY IN DRAW

Should a delay occur in the draw time on draw day, every effort will be made to make the draw as soon as possible. Should an alternate day need to be announced, after approval by BC Gaming, an email will be shared across the organization in the same manner(s) that the gaming event was advertised.

XI. CONTACT INFORMATION

To contact the Provincial Employees Community Services Fund (PECSF) please email PECSF@gov.bc.ca or call 1-250-356-1736.

2024 PECSF EVENT BANK DEPOSIT ATTACHMENT

PRE-BANKING DEPOSIT INSTRUCTIONS

- **ONE Form** is required for **EACH** event or pledge deposit
- **Circle** appropriate **PECSF ACCOUNT NUMBER** (Gaming / Fundraiser / Donation)
- **Bring completed Form(s) to the nearest Coast Capital or ServiceBC location**
- **Deposit** money into the appropriate PECSF account(s)
- **Adhere Bank Deposit Receipt(s) to each form(s)**

AFTER DEPOSIT

- **Adhere WINNING 50/50 TICKET** to the form
- **Complete and verify 50/50 ticket sales reporting on this form and the PECSF Gaming Event Ticket Control Sheet** (available in the 2024 PECSF Gaming Handbook)
- **Scan front page** of this document & **save** it as a PECSF document to your personal PECSF folder or desktop

EMPLOYEE SELF SERVICE

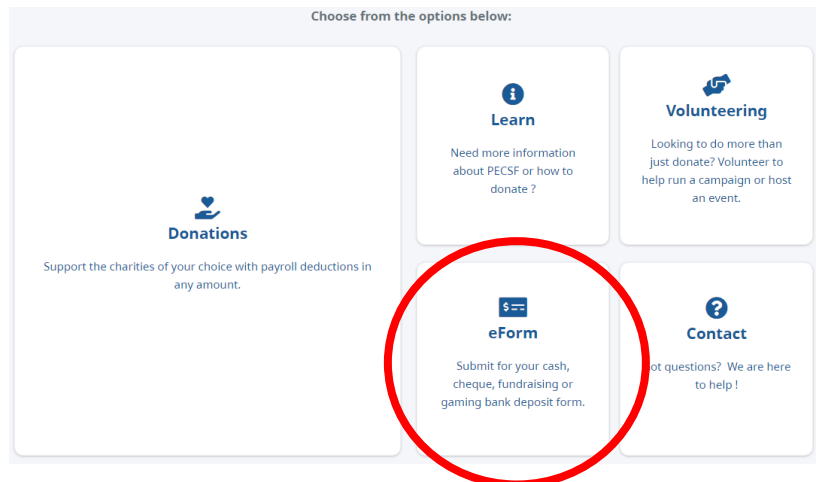
Self Service – Payroll and Compensation – PECSF Event Bank Deposit Form

Donate to the Community Fund



Enter the PECSF Application: “Donate to the Community Fund”.

Then select the “eForm” tile.



- Fill in required fields...EASY AS 1-2-3...**
- Upload & attach** scanned copy of the **Bank Deposit Attachment form**
- Click Submit**
- Take a screen shot for your own records**

CONGRATULATIONS!

You're done! 😊 Additional training materials can be found in the “Become a Volunteer – Volunteer Resources” section of the website located here: www.gov.bc.ca/pecsf

***Questions or if you do not have access to Employee Self Service
Please email: PECSF@GOV.BC.CA**

Completed Form **MUST** be attached to PECSF eForm Available through Employee Self Service



2024 PECSF GAMING EVENT: TICKET CONTROL SHEET

BC Gaming Licence #: 153174

Volunteer Name: _____

Licensee: Provincial Employees Community Services Fund

Ministry/Organization: _____

Draw Date & Time: _____

Track the serial numbers of all tickets that are sold and any void ticket (unsold tickets that were damaged or lost) using this Ticket Control Sheet for your Gaming Event.

1. Complete this sheet after your ticket sales are complete and before you complete your draw.

ALL TICKETS (RECEIVED IN PACKAGE):

Ticket Price	Colour	START SERIAL #	END SERIAL #
1 for \$2.00			
3 for \$5.00			
7 for \$10.00			

TICKETS SOLD:

Ticket Price	OPENING SERIAL # (start of event)	CLOSING SERIAL # (end of event)	Number of Tickets Sold	Sets of Tickets Sold
1 for \$2.00				same as # of tickets:
3 for \$5.00				divide # of tickets by 3:
7 for \$10.00				divide # of tickets by 7:

VOID TICKETS:

Ticket Price	VOID TICKET SERIAL #(s) (e.g. 12345, 56789-56796,)
1 for \$2.00	
3 for \$5.00	
7 for \$10.00	

2. Mail this completed Ticket Control Sheet and all unsold tickets from your Gaming Event to PECSF HQ at the following address:

Provincial Employees Community Services Fund (PECSF)
PO Box 9564, Stn Prov. Govt., Victoria, B.C. V8W 9C5.