

Guidelines

Travel Outside Province

Gaming proceeds may be used for travel outside Alberta in accordance with the Charitable Gaming Policies Handbook (CGPH) 5.24 if the travel is directly related to, and required for, delivery of the group's charitable programs and services in Alberta.

A group must obtain AGLC approval prior to travel outside Alberta by submitting a Travel Itinerary Form 5443 for each trip that includes:

- Signatures of two volunteer elected executive members
- A list of names of each person participating in the trip, including all support staff or chaperones, and the ages of all participants under age 21
- Event information and a letter of sanction from a governing body, if applicable
- Breakdown of each day's schedule of events, including travel dates and times
- Breakdown of registration fees (e.g., banquets, galas, meals, tours, special shirts etc.)

Gaming proceeds may be used for:

- Direct-route transportation
- Transportation of equipment
- Vehicle rental
- Accommodations and meals
- Registration fees

Support personnel may be eligible for travel at a ratio of one per five participants, with justification provided if additional support is required.

Gaming proceeds must not be used for:

- Non-participants (e.g., spouse or family members)
- Individual, team practice, rehearsal, or days that do not include eligible event activities
- Wages, including reimbursement of wages from an individual's regular employment because of participation in the travel
- Visas, travel insurance, personal items etc.
- Social or recreational activities (e.g., banquets, galas, tours, sightseeing, shopping, free days, and outings)

CONFERENCES, SEMINARS, WORKSHOPS, CLINICS, MEETINGS, OR CONVENTIONS (CGPH 5.24.6-9)

- The event must be organized primarily for educational purposes related to a specific charitable program or service the group supports or delivers to the community.
- Attendees must train or share information with other members of the group upon return
- A breakdown of conference sessions/topics for each day must be included in the travel request

EDUCATION (CGPH 5.24.10-13)

- The purpose of the travel must be to enrich the educational institution's curriculum and provide students an educational experience that would be otherwise unavailable
- The educational institution or school must be recognized by the educational authority in Alberta
- The appropriate authority of the educational institution, such as the principal, must provide written approval for the trip and confirm it enriches the curriculum
- The travel must be reasonably available to all students who qualify and wish to participate

PERFORMING ARTS (CGPH 5.24.14 – 17))

- The performing arts event must be organized, such as a music, dance, or drama competition or festival
- The group must be selected for the event because of its level of creative achievement or success and provide an invitation from event organizers with the travel request
- Eligible travel days include those with performances
- Instructor training may be eligible under ‘conferences, seminars, workshops, clinics, meetings, or conventions’ above

SPORTS (CGPH 5.24.18 - 20)

- Events such as competitions, tournaments, or games must be organized, structured, and sanctioned
- The group’s governing body must provide written approval for the event
 - The local or provincial governing body normally sanctions travel outside Alberta
 - The national governing body normally sanctions travel outside Canada
 - Eligible travel days include those with games
 - Coach training may be eligible under ‘conferences, seminars, workshops, clinics, meetings, or conventions’ above
- Travel to an event must meet at least one of the following conditions:
 - Form a regular part of the group’s programs, such as scheduled league games, sanctioned league tournaments, or competitions which affect the individual or team standing in the sport
 - Recognized or sanctioned playoff/championship game or competition that the individual or team qualifies for through previous competition in Alberta
 - Sanctioned invitational or exhibition event essential to the development of the individual or team

OTHER (CGPH 5.24.21)

- Travel may be eligible for purposes directly related to charitable program delivery (e.g., youth programs, medical treatment etc.) which AGLC will consider on a case-by-case basis