Raffle Training

Washington State Gambling Commission

(800) 345-2529

Regional Offices

- Bellingham (360) 738-6203
- Everett (425) 339-1728
- Tacoma (253) 471-5312
- Spokane (509) 329-3666
- Yakima (509) 575-2820

Call the closest regional office if you have questions regarding your raffle operation

WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 649 Woodland Square Loop SE, Lacey WA 98503
MAILING ADDRESS: P. O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-438-76540 -- FAX NUMBER: 360-438-7503
TOLL-FREE IN-STATE: 1-800-345-2529
TDD: 360-438-7638
WEB SITE: www.wsgc.wa.gov

MANDATORY TRAINING ATTENDANCE REPORT

Attendance Date: 03 / 01 / 2000

*** * * PLEASE PRINT LEGIBLY * * ***

Attendee's Personal / Organizational Information

1. Full Name: SMITH (Last Name) JOHN (First Name) P (M.I.)
2. Social Security Number: 021 - 33 - 9269 Birthdate: 01 / 01 / 1968
   (360) 600 - 0202 (Work Phone) Male [X] Female [ ]
   (425) 259 - 2233 (Home Phone) ( ) (Cell Phone (Optional))
   E-Mail Address (if available)
3. JOHN'S PLACE (Organization Representing)
   MARYSVILLE (Organization's City)

Do you or your organization already have a gambling license? [X] Yes [ ] No

If No, have you or the organization you represent submitted an application for a gambling license? [ ] Yes [ ] No

Class or Classes Attended

(Please check each class attended today.)

[X] Punch Board / Pull-Tab [ ] Bingo [ ] Cardroom [ ] Raffle [ ] Fund-Raising Event [ ] Amusement Games

I acknowledge that I have received training in the subject(s) listed above and understand my responsibility to comply with all rules and statutes.

Signature of Attendee: John Smith

The above individual has attended the mandatory prelicensing training as required by WAC 230-04-020.

Signature of Certifying Special Agent: Special Agent

*** * * AVOID PROCESSING DELAYS * * ***

Please recheck your answers. All information must be complete and legible. Your licensing process will be delayed if information is missing or cannot be read.

Distribution: White - ***Gambling Commission*** Pink - ***Individual / Organization***

GC4-156 (Rev. 12/99)

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Filling Out Your Attendance Form:

Must be Complete & Legible

- Name and Social security number
- Organization/Employer
- The class you are taking
- Signature

*Note-if you have moved since submitting your application, please call licensing to update your address

Unlicensed Raffles - Public

- Gross revenue less than $5,000 in calendar year
- No more than twice a year for combination of bingo/raffles/amusement games
- Only volunteer members selling tickets
- Notify law enforcement 5 days in advance
- Retain records for one year
- All proceeds to stated goals and purposes

Unlicensed Raffles: Members only

- Gross revenue less than $5,000 in calendar year
- Tickets sold ONLY TO MEMBERS
- No limit on number of raffles in calendar year
- Records retained for one year
- May raffle unopened alcoholic beverage with proper permit from Liquor Board

Gambling Manager

- Person who oversees operation of raffle and/or disbursement of funds
- Manager are responsible for conducting raffle within proper guidelines and ensuring all paperwork is completed
- Will not have to license manager for raffles except under certain circumstances

Use of Proceeds

- No proceeds can be for benefit of any person other than the organization.
- If giving proceeds directly to particular individual, must get prior written approval from Commission.

Independent Management Control Structure Required

- It is the responsibility of the officers and board of trustees to ensure that:
- Gambling activities are closely supervised and follow all rules;
- Proceeds go to the organization and its stated purpose; and
- All assets are protected from theft and misuse.

Requirements for Operating Environment

- Must reduce risk of errors
- Minimize risk of misuse, theft, fraud, and embezzlement;
- Safeguard assets; and
- Ensure the records and reports are complete and accurate.

License Sizes

- Class A Up to $5,000 gross receipts
- Class B Up to $10,000 gross receipts
- Class C Up to $25,000 gross receipts
- Class D Up to $50,000 gross receipts
- Class E Up to $75,000 gross receipts
- Class F Over $75,000 gross receipts

Effect of Exceeding License

- If it becomes apparent you will exceed your license size, IMMEDIATELY notify the Commission and upgrade to the appropriate size license.
- If you don’t upgrade in a timely manner, there will be a fee collected for exceeding license class.

Joint Raffles

- Two or more organizations can join together;
- Must submit plan with specifics on how income and expenses will be handled;
- Must get approval from Commission before beginning.

Beer or Liquor/Firearms as Prizes

- Liquor can only be offered as prize in unlicensed members-only raffle.
- Firearms may only be offered in a <u>licensed</u> raffle.
- The firearm should be awarded using a certificate from a licensed firearm dealer, not awarding the firearm directly.

Credit

- All raffle tickets must be paid for at the time of purchase using either cash, check, or credit card.
- Checks must be dated the same day of the raffle and fully negotiable.
- You should develop a policy on how you will handle any NSF checks before the raffle.

Notification to Law Enforcement

- Within 10 days and before beginning the raffle, you must send a notice to local law enforcement in writing.
- You should also check with the local taxing authority for any taxes due.
- The first $10,000 of net proceeds is exempt from taxation (RCW 9.46.110).

Changes in management and criminal history

- Changes to the raffle manager must be reported within 30 days. Changes in officers will be reported with the renewal application.
- If any criminal or civil charges are brought against officers or manger, must report within 30 days of the action being filed.

Inspection of Premises, Records, and Devices

- All records must be produced within 7 days of a request from Commission staff.
- All records must be complete by thirty days following the drawing.

Display of License and Rules Manual

- Have the original or a copy of the license available to be displayed at the location where the drawing will be held.
- A current copy of the rules manual must be available at the site of the drawing and made available to anyone who may ask to refer to it, including Commission staff.

Who Can Sell Your Tickets

- Only bona fide members or members of a bona fide auxiliary may sell raffle tickets.
- Non-members may sell tickets as long as:
  - There is a written procedure on how tickets will be disbursed to non-members;
  - A member will be responsible for picking up any receipts from ticket sales at least weekly.

Control of Prizes

- Merchandise prizes must be paid for in full prior to the drawing.
- Cash prizes must be available at the time of the drawing either in cash or check.

Manner of Conducting a Raffle

- You may not charge more than $25 to enter a raffle drawing.
- All tickets must be consecutively numbered.
- If the winner is not required to be present to win, there must be a detachable stub to include name, address, and telephone number.

What must be on a ticket*

*or available at point of sale

- Cost per chance
- Date, time, and location of drawing
- Name of the organization
- Whether you need to be present to win
- Description of all prizes
  - If a % prize, must post minimum prize

Free Tickets and Incentive Awards

- No free tickets can be awarded or given to a person as a reward for selling tickets.
- NON-CASH incentive awards as long as:
  - Individual awards do not exceed FMV of $10
  - Awards are based on the number of chances sold
  - FMV of total incentive prizes does not exceed 2% of gross gambling receipts

Sale of Discounted Tickets

- All tickets must be sold for the same price.
- You may discount tickets as long as:
  - A petition is sent in at least 30 days in advance detailing how the discount will apply including accounting controls and records and a sample of tickets/booklets.
  - You are at least Class C or larger raffle licensee.

Discounted Tickets (cont)

- Discounted tickets must be bundled into booklets containing a prescribed number of tickets for the discount scheme.
- Tickets put into these booklets may not be sold individually.
- The booklet cover will be imprinted with the discount scheme.

Random Drawing

- All tickets must be placed into a receptacle for the drawing in such a way that each ticket has an equal opportunity of being drawn.
- Alternative formats for determining a winner may be submitted for approval.
  - Duck races, poker runs, paddle wheels, cow flop, bingo horse races, hole-in-one, etc.

Alternative Drawing Formats

- Must ALWAYS have a license before conducting an alternative drawing.
- Submit your proposal with application or at least 30 days in advance of selling tickets.
- New formats may take longer for approval if staff needs additional time to review.

Licensed Members-Only Raffles

- Applicable as long as only members and no more than 25% guests are sold chances.
- All phases of raffle from selling tickets to drawing the winner take place within a membership meeting.
- Certain record-keeping requirements are minimized for licensed members-only events.

Record Keeping

- A separate gambling account is required for Class E and above licensees.
- If you already have a separate gambling account for other activities such as bingo, use that for raffle income also.
- All receipts must be deposited in the gambling receipts account at least weekly for Class E and above.

Raffle Records - low volume

- Class A-D and unlicensed raffles are required to maintain monthly records indicating:
  - Gross receipts
  - Full details on all expenses related to raffle
  - Total cost of prizes paid out
  - How proceeds were used or disbursed

Raffle Records

High Volume and Alternative Format

- Class E-F and any raffle using alternative drawing format or discounted tickets must track certain data:
  - Beginning and ending numbers
  - Any tickets between these numbers which were not sold
  - Total gross gambling receipts
  - Ticket distribution log

Ticket Distribution Log

RAFFLE TICKET DISTRIBUTION LOG

Licensee: _____ Date of Drawing: _____

Total Tickets Printed: _____

Name	Phone Number	Ticket Numbers Issued	(1) Total Tickets Issued	(-) (2) Total Tickets Returned or Unsold	Ticket Numbers of Returned or Unsold Tickets	(=) (3) Total Tickets Sold	Funds Received From Seller
							$
UNISSUED TICKETS							
TOTALS							$

Raffle Records (cont.)

- A description of each prize including the cost or FMV of donated prizes
- Name, address and telephone number of each winner of prizes valued at over $20

Record of Winners

RAFFLE WINNERS REGISTER

Licensee: _____

Date of Raffle: _____ , _____

For prizes with a cost or fair market value in excess of $20:

Name, Address & Phone # of Winner	Description of Prize (Indicate If Donated)	Purchase Price or Fair Market Value Amount	Winning Ticket Numbers (1)
		$	
( )			
( )			
( )			
( )			
( )			
( )			

For prizes with a cost or fair market value of $20 or less:

Number Awarded	Description		
	Total Prizes Paid	$ (2)	

(1) Attach Winning Tickets To Prize Summary.
(2) Record Total Prizes Paid On The Raffle Summary.

Raffle Summary

- Validated deposit receipt
- All winning tickets
- All losing ticket stubs if winner not required to be present to win
- All unsold tickets if the gross receipts will be more than $5,000
- Invoices for purchase of tickets,prizes or other expenses

Raffle Summary

WASHINGTON STATE GAMBLING COMMISSION
RAFFLE SUMMARY

Licensee: _____ Date Of Drawing: _____

1. Reconciliation Of Ticket Sales

_____ (-) _____ (+) 1 (-) _____ (=) _____
Ending Ticket # — Beginning Ticket # — # of Returned Tickets — Total Tickets Sold

2. Activity Summary

Gross Receipts: Total Tickets Sold_____ X Price Per Ticket $ _____ = $ _____

Less Prizes Paid **(See Winners Register)** . . . . . (-) _____

Equal Net Receipts . . . . . = _____

Expenses:

License Fees. . . . . $ _____

Local Taxes. . . . . _____

State Taxes. . . . . _____

Equipment Rental . . . . . _____

Advertisement . . . . . _____

Cash (Over) / Short [(A)]. . . . . _____

Other . . . . . _____

Total Expenses . . . . . $ _____

Net Income . . . . . $_____

3. Other Required Information:

[(A)] Cash (Over) / Short:

Gross Receipts $ _____ (-) Total Amount Deposited[(B)] _____ (=) $ _____

Explanation of Cash (Over) / Short: _____

_____

_____

[(B)] Schedule of Deposits:

Date	Amount	Date	Amount
_____	$ _____	_____	$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Subtotal From Attached Schedule (If Needed) . . . . . $_____

Total Amount Deposited – Attach Deposit Slips . . . . . $_____

_____ _____ / _____ _____
Manager — Date — Preparer — Date

Records Retention

- All records must be maintained for not less than 3 years from the end of your fiscal year in which the raffle was completed.
- All records must be completed no later than 30 days, but available to be reviewed by Commission staff or local law enforcement at any time prior to completion.

Custody of Records

- Records must be maintained in the main administrative office located within Washington state.
- If there is more than one chapter or main office is not in Washington, a records custodian must be designated to retain all original documents.

Prize Inventory Control Record

- All items purchased as gambling prizes must be accounted for on a form indicating:
  - Description and quantity of prizes
  - Per unit cost
  - Date purchased, vendor name and invoice
  - Date, # of items removed and reasons for removal from inventory

Inventory Control Log

WASHINGTON STATE GAMBLING COMMISSION
Prize Inventory Control Record (Form 1)

Licensee:

Purchased/Donated Merchandise for Prizes:

Description: _____

Vendor/Donor Name: _____

Invoice Number: _____ Price/Fair Market Value Per Item: _____

Invoice Amount: _____ Date Purchased/Received: _____

Number of Items: _____

Date Issued	# of Items Issued	Cumulative # of Items Remaining	Reason for Inventory Removal

Note: This form should be used to track a large quantity of identical items purchased for prizes. For various items, use Form 2.

Annual Activity Report

- Thirty days before your raffle license expires, you will receive an activity report
- Complete and return no later than thirty days after your license expires
- Be sure to get all necessary information to the raffle manager so the paperwork can be completed

Good luck on your raffle!!!

Further instructions or review, see the on-line training at:

www.wsgc.wa.gov