



WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631
TOLL-FREE: 1-800-345-2529 / TDD: 360-486-3637
WEB SITE: www.wsgc.wa.gov

APPLICATION PACKET FOR CHARITABLE / NONPROFIT ORGANIZATIONS FUND-RAISING EVENT (Standard or Limited)

THIS PACKET CONTAINS:

- The basic application form (GC4-090);
- A pamphlet entitled [Gambling License Certification Program](#);
- *Training Requirements for All Applicants* ([GC5-017](#)) letter; and
- *Fee Schedule – Bona Fide Charitable / Nonprofit Organization* ([GC5-055 FS](#)).

GENERAL INFORMATION:

- You may not conduct a Fund-Raising Event (FRE) unless licensed to do so.
- If you decide to voluntarily withdraw your application or the commission staff seeks a denial based on non-qualifications, your fees will be refunded minus the amount necessary to process your file. See [WAC 230-05-001](#). Refunds will not be given after issuance of your license, except as provided in [WAC 230-06-130](#).

EVENT REQUIREMENTS / INFORMATION:

1. You must read and comply with the commission rules. You must also develop and post house rules ([WAC 230-09-020](#)) where you will conduct your event.
2. If you are conducting a standard FRE, you must ensure you are properly staffed. Based on a survey of licensed FREs (casino / reno nites), an organization should plan to utilize a minimum of 30-40 or more bona fide members to effectively operate a 10 station activity. Remember, only bona fide members that are 18 years old and above may participate in the operation or management of a standard FRE.
3. If you are conducting a limited FRE, you must ensure that you have at least 3 members who will be responsible for any collection of cash related to the gambling activity, distribution of scrip, conducting the scheme to determine the winners of merchandise prizes, and maintenance of records.
4. In accordance with [WAC 230-09-005](#), you must notify your local law enforcement agency in writing at least ten (10) days prior to the FRE and the gambling equipment must be available and set-up at least two (2) hours prior to the event for possible inspection. Any changes in time, date, or location must be approved by the commission and notice given to your local law enforcement agency.
5. If you do not own all gambling equipment needed, you may either:
 - A. Purchase, lease, or borrow equipment from a licensed distributor or a licensed bona fide charitable or nonprofit organization which has held a FRE within the past twelve (12) months, or
 - B. You may construct your own equipment only if you apply for and receive either a Manufacturers license or a Special Sales Permit to manufacture gambling equipment prior to your FRE. Under [WAC 230-03-200\(6\)](#), devices and supplies used to conduct FREs are gambling equipment. This includes but is not limited to the following: Gambling chips, cards, dice, card shuffling devices, graphical game layouts for table games, ace finders or no-peek devices, roulette wheels, keno equipment, or tables manufactured exclusively for gambling purposes.

Note 1: Any charitable or nonprofit organization that rents or leases FRE equipment to other organizations more than five (5) times per year must first obtain a FRE equipment distributor's license. An application may be obtained from our [website](#).

Note 2: Rental of premises and equipment must not exceed amounts set out in [WAC 230-09-001](#).
6. The organization's event manager must complete the training offered by the Gambling Commission. See [WAC 230-03-070](#) and letter ([GC5-017](#)) regarding this requirement.

DISTRIBUTION OF NET RECEIPTS IN EXCESS OF \$10,000:

The maximum annual net receipts that may be retained by a nonprofit organization conducting an FRE is \$10,000. (**NOTE:** Net receipts are calculated by subtracting money used to purchase or award prizes from all wagers and bets received. Limited FREs can also deduct the cost of equipment rental when calculating the \$10,000 annual net receipts maximum).

You will be required to disclose the net receipts from any previous FRE conducted during the same calendar year. You must also disclose an eligible organization designated by your organization to receive any profits in excess of \$10,000. The application will assist you in determining whether the organization you have chosen will meet the definition of a charitable or nonprofit eligible to receive gambling proceeds. No one organization may receive more than \$10,000.

**For assistance, contact the licensing section at
(360) 486-3440 or toll-free number at 1-800-345-2529.**

Fund-Raising Event (FRE) Class A & B	Limited FRE Class D	Recreational Gaming Event (RGA)
Purpose is to raise money for charitable / nonprofit organization's purposes	Purpose is to raise money for charitable / nonprofit organization's purposes	Purpose is purely entertainment, not fund-raising (i.e. fun raising) Purely nongambling.
Conducted by charitable / nonprofit organization	Conducted by charitable / nonprofit organizations	Conducted by any organization that has been in existence for at least six months
Participants may purchase their chips for cash.	Participants may be required to pay a fee to participate, which may include being given chips, and they may purchase additional chips	There is no value to the chips, and additional chips may not be purchased. Only cost to participant is to defray costs of meal, entertainment, and rental of premises / equipment.
Participants may redeem their chips for cash and / or merchandise.	Participants may use their chips to redeem for ONLY merchandise prizes by participating in an auction, raffle or other similar activity.	There is no value to the chips, and therefore no value to redeemed chips, except that there may be an auction from donated prizes.
The event may be open to the public.	Only members or guests of sponsoring organization may participate. NOT open to the public.	Only members or guests of the sponsoring organization may participate. NOT open to the public.
ONLY members may operate gaming stations.	FRE equipment distributor staff may operate gaming stations. Only members of the nonprofit may be involved in money handling.	Anyone can operate the NONgambling stations. If the FRE equipment distributor provides the staff, the organization doesn't need a permit.
Equipment must be leased from an FRE equipment distributor. Licensee responsible to make good faith effort to ensure profitability of event when signing contracts for equipment rental. (See WAC 230-09-145 .)	Equipment may be leased or purchased from an FRE equipment distributor or FRE licensee. Licensee responsible to make good faith effort to ensure profitability of event when signing contracts for equipment rental. (See WAC 230-09-145 .)	Equipment can be leased from an FRE equipment distributor. No limitations on cost of equipment or premises rental. NOTE: If homemade equipment is used, no RGA license is necessary.
The organization may use its own facility or rent one.	The organization may use its own facility or rent one. The FRE equip. distributor may NOT provide the facility.	The organization may use its own facility or rent one.
The members operating the gaming stations may not be paid for their services. No tipping.	Staff from the FRE equipment distributor may be paid by the distributor, but not tipped by the participants. Members of the nonprofit may not be paid or tipped.	No limitations on payment for those operating the gambling stations.
Any proceeds in excess of \$10,000 must be given to a nonprofit eligible to receive funds from gambling activity.	Any proceeds in excess of \$10,000 must be given to a nonprofit eligible to receive funds from gambling activity.	No funds generated therefore no excess proceeds.
There is no limit on the value of redeemed chips.	The value of any purchased prizes used for redemption of chips must not exceed 10% of the gross revenue less cost of equipment rental for the event.	There is no value to the chips and all prizes offered are donated.
The organization may not deduct the cost of rental equipment from the yearly maximum \$10,000 limit	The organization MAY deduct the cost of rental equipment and services and purchased prizes from the yearly \$10,000 maximum.	No limitations
FRE equipment distributor must be paid a fixed fee, not a percentage of the receipts.	FRE equipment distributor must be paid a fixed fee, not a percentage of the receipts.	No receipts earned, so no percentage issues presented.



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**FUND-RAISING EVENT APPLICATION (Standard or Limited)
 BONA FIDE CHARITABLE / NONPROFIT**

SUBMIT APPLICATION 60 DAYS PRIOR TO THE EVENT

TYPE OF FUND-RAISING EVENT: Mark appropriate box for class:

Standard:

- Class A – One event, not to exceed 24 consecutive hours. Open to the public.
- Class B – One event, more than 24 consecutive hours, not to exceed 72 consecutive hours. Open to the public.

Limited:

- Class D – Limited Fund-Raising Event, one event – not more than six consecutive hours. Members and guests only.

Mark appropriate box:

- First Time Applicant
- Previously Licensed Applicant

Fee: \$ |_____|

[See Section 11 of the attached fee schedule \(GC5-055 FS\).](#)

NOTE: All refunds of application / license fees will be issued to the applicant.

Limits Per Calendar Year: Two 24-hour or one 72-hour event, maximum of \$10,000 total annual net receipts.

1. GENERAL INFORMATION: (To be completed by all applicants.)

A. Applicant: |_____|
 Organization Name / Chapter

B. Mailing Address: |_____|
 |_____| City |_____| State |_____| Zip

C. Telephone: |_____|-|_____|-|_____| Organization Telephone |_____|-|_____|-|_____| Gambling Premises Telephone
 |_____|-|_____|-|_____| Fax Telephone Number

D. E-mail Address: |_____|
 @ |_____|

E. Unified Business Identifier (UBI) # assigned by the Dept. of Revenue: |_____|

F. Has the organization ever held a gambling license?

Yes No **If Yes**, when: |_____|/|_____|/|_____| (mm/dd/yyyy)

Under what name: |_____|

2. EVENT INFORMATION:

A. Date of Event: **NOTE: Dates and times must be exact.**

FROM: Date: |_____|/|_____|/|_____| (mm/dd/yyyy)

Time: |_____|:|_____| am |_____|:|_____| pm (Mark if Noon or Midnight)

TO: Date: |_____|/|_____|/|_____| (mm/dd/yyyy)

Time: |_____|:|_____| am |_____|:|_____| pm (Mark if Noon or Midnight)

Business Office Use Only:

Code: 211-09 Date: |_____|/|_____|/|_____| Amt: \$|_____|.00 Val #: _____

2. EVENT INFORMATION: (Continued)

B. Name of Premises

to be used for Event: _____

Premises

Street Address: _____

City State Zip

City Limits: Inside Outside

Does the jurisdiction in which you plan to operate allow the gambling activities you are applying for?

Yes No

C. Owner of Equipment *: _____
Organization / Distributor

Address: _____

City State Zip

*** IF LIMITED FRE, cannot be the same as premises owner.**

D. Are you planning to have a social card room tournament as part of your fund-raising event? Yes No

If Yes, please answer the following questions.

Cost to enter or purchase scrip? \$|_____|,|_____|

Is there an additional cost to play or cost to purchase additional scrip? \$|_____|,|_____|

E. Proposed Event Manager (Use Full Legal Name):

Last: _____

First: _____ Middle Name: _____

Home Address: _____

City State Zip

E-mail Address: _____

@ _____

Birthdate: |_____|/|_____|/|_____|

|_____|-|_____|-|_____|
Home Telephone

|_____|-|_____|-|_____|
Work Telephone

|_____|-|_____|-|_____|
Cell Telephone

4. QUALIFICATION / CERTIFICATION INFORMATION:

A. Historical Information:

(1) When was your organization formed or incorporated? |_____|/|_____|/|_____| (mm/dd/yyyy)

(2) When does your accounting fiscal year end? |_____|/|_____| (mm/dd)

(3) Mark all the purposes for which your organization is formed and operated. **Circle the primary purpose:**

- Agricultural Charitable Educational Patriotic Religious Others
 Athletic Civic Fraternal Political Social

(4) Is your organization exempt from the payment of federal income taxes? No Yes

If Yes, what is your Internal Revenue Service (IRS) exemption code section? 501(c)(|_____|)
[Examples: 501(c)(3) / 501(c)(4)]. **Call us if you are confused about your particular IRS code.**

(5) Is your organization a branch, chapter, or auxiliary of another charitable or nonprofit organization?

No Yes

If Yes,

What is the name of organization? |_____|

Relationship? |_____|

(6) Are gambling funds being used (or plan to be used) to benefit the affiliated organization?

No Yes

If Yes,

Which affiliated organization? |_____|

Relationship? |_____|

B. Membership Information: (All Applicants)

Does your organization have at least 15 voting members? (See [RCW 9.46.0209](#)) Yes No

C. Briefly describe how, over the past fiscal year, your organization has met the purpose(s) checked and circled in #4.A.(3). (Attach separate sheets.)

D. Briefly describe the type(s) of charitable or nonprofit services provided by your organization to the public and / or your members. (Attach separate sheets.)

5. REQUIRED ATTACHMENTS:

A. **New Applicants Only:** This information is used to determine the qualifications of your organization, premises, and members or employees involved in the management or operation of your proposed gambling activity. Please check each listed area for which material is being submitted. Applicants previously licensed by the commission need not submit these items unless specifically requested to do so.

(1) IRS exempt status letter – enclose a copy of your IRS letter declaring your organization is exempt from the payment of federal income taxes. If you do not have a letter declaring exemption for your particular branch or chapter, you must obtain a letter from the IRS prior to submitting this application.

(2) A copy of your current bylaws and articles of incorporation.

(3) Copies of minutes – two of the most current **and** one from as far back as available (at least one year).

B. **All Applicants:** Submit the following documents / information and check each listed area for which material has been submitted.

(1) Signed and dated lease or rental agreement for use of the premises.

(2) Written lease or rental agreement for use of equipment.

6. LIMITED FUND-RAISING EVENT WORKSHEET

- A. What are your estimated total gross receipts from participants of the gambling activity (initial scrip purchase plus additional scrip purchase)? \$ |_____|,|_____|
- B. Subtract the cost of purchased prizes. REMINDER, purchased prizes may not be more than 10% of Line 6.A. - |_____|,|_____|
- C. Subtract the cost of equipment rental. -|_____|,|_____|
- D. This final number reflects your anticipated adjusted net receipts. It should be a positive number or you are not operating the event with the intended purpose of raising funds for your organization’s stated purpose. \$ |_____|,|_____|

7. LIMITED FUND-RAISING EVENT PARTICIPATION

- A. Initial cost to participate (Example: Each player must pay \$50 and will receive a booklet of scrip) \$ |_____|
- B. Method for purchasing additional scrip (Example: If a player wants to purchase additional scrip, the cost is \$25 per smaller booklet of scrip. They may purchase unlimited additional scrip for \$25. The scrip booklets have the dollar amount printed on them.) (Attach additional sheets if needed.)
- C. Costs included in the initial price to enter that are not related to the gambling activity (meals, drinks, etc.) (Example: The players will pay \$100 to attend a dinner. The fund raising event will occur after the dinner. The money will be collected separate upon entering the table game area.) \$ |_____|,|_____|
- D. Scheme that will be followed to distribute the merchandise prizes to participate at the end of the event (i.e. raffle, auction, etc.) (Example: At the conclusion of the event the players may exchange their chips for tickets. The players may place their tickets into bins located near the merchandise prizes. When all players have distributed their tickets into the bins, we will have a raffle to determine who will win each prize.) (Attach additional sheets if needed.)

8. DISTRIBUTION OF NET RECEIPTS IN EXCESS OF \$10,000

Per [WAC 230-09-010](#), you are required to distribute the excess to other charitable / nonprofit organizations that are either licensed by the Commission or meet the criteria set forth in [RCW 9.46.0209](#).

Copy this *blank* page for additional organizations, if needed.

A. Organization Name: |_____|

Is this organization currently licensed or has been previously licensed with the Gambling Commission?

- Yes Supply license number, if known, and skip to B: |_____|-|_____|
- No Complete the following:

Mailing Address: |_____|

|_____| City |_____| State |_____| Zip

B. Contact Person: Last:|_____|

First: |_____| Middle Name: |_____|

E-mail Address: |_____|
@ |_____|

|_____|-|_____|-|_____| Home Telephone |_____|-|_____|-|_____| Work Telephone

|_____|-|_____|-|_____| Cell Telephone

C. Has the organization been operating for more than 1 year? Yes No

