



STATE OF WASHINGTON
GAMBLING COMMISSION

"Protect the Public by Ensuring that Gambling is Legal and Honest"

To the Chief Executive Officer of a Charitable or Nonprofit Organization:

Enclosed is the handbook of information intended to supplement the video provided to your organization. Included are references to your responsibilities as an officer, specific Washington Administrative Code rules of which you should be aware, and other material designed to assist you in performing your duties to your organization.

Please carefully read the handbook after viewing the video. If you have ANY questions regarding the issues presented, feel free to contact anyone at the closest regional office listed below or at the Lacey headquarters office.

Once you feel that you understand and are willing to fulfill your obligation to your organization, sign the affidavit located on the reverse side of this document and return it to the address indicated.

Good luck to you during your term in office. The Gambling Commission's intent in creating this program is to assist you in understanding and complying with all gambling laws as well assisting you in maximizing the money your organization raises towards its state goals and purposes. Your comments and suggestions are welcome regarding this training. They may be addressed to the communications coordinator for the Gambling Commission at the Lacey headquarters office.

Regional Offices:

Southwest Region

4301 Pine St. #307
Tacoma, WA 98409-7206
253-671-6280

Northwest Region

3501 Colby Ave., Suite 102
Everett, WA 98201
425-304-6300

Eastern Region

N. 901 Monroe, Room 240
Spokane, WA 99201
509-325-7900

Administrative Office:

360-486-3440 or Toll-Free: 800-345-2529

Location:

4565 7th Avenue SE
Lacey, WA 98503

Mailing Address:

PO Box 42400
Olympia, WA 98504-2400



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AFFIDAVIT FOR COMPLETION OF OFFICER TRAINING

President or Equivalent

On behalf of the licensee identified as _____
(Name of Organization)

_____, I attest as follows:
(City)

1. I have read the *Management Guidelines for the Charitable / Nonprofit Gambling Licensee* (GC5-008) handbook and have watched the *Responsibilities of Officers and Board Members* training video provided by the Gambling Commission;
2. I understand and will comply with the rules, restrictions, and requirements as set out in the training document as well as any other applicable rules contained in the WAC rules;
3. I will keep myself current of all rules and regulations regarding the gambling activities my organization conducts, and agree to contact the Gambling Commission if I have questions; and
4. I will furthermore ensure that any and all personnel under my control will be aware of and adhere to all the appropriate rules for the activity being conducted.

Dated this _____ day of _____ 20 _____

Print Name: _____

Title in Organization: _____

Signature: _____

Social Security Number: _____

Please return this form to: Washington State Gambling Commission
Post Office Box 42400
Olympia, WA 98504