



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
IN-STATE TOLL-FREE: 1-800-345-2529 / WEB SITE: www.wsgc.wa.gov

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

THIS PACKET CONTAINS:

- The basic application form (GC4-090);
 - *Joint Fund-Raising Event Agreement* (GC4-090a);
 - *Training Requirements for All Applicants* (GC5-017) letter; and
 - *Fee Schedule – Bona Fide Charitable / Nonprofit Organization* (GC5-055 FS).
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GENERAL INFORMATION:

- The information from this application and other requested documents are used to determine the qualification of your organization, premises, and members or employees involved in the management or operation of your proposed gambling activity.
 - Should you fail to respond to a written request for additional information, documentation, and / or fees within thirty (30) days, we may begin administrative closure of your application. In that case, we will close your file without further action.
 - If you decide to voluntarily withdraw your application, or the commission staff seeks a denial based on non-qualification, your base license fees will not be refunded. See WAC 230-05-136.
 - The lead organization must complete form *Joint Fund-Raising Event Agreement* (GC4-090a).
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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 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 – *Charitable / Nonprofit Organization Packet* (GC4-028).

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. 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.

You must have a predetermined plan for awarding (as prizes) any money in excess of \$10,000 annual net receipts. The predetermined plan must be known to all event participants, and is subject to verification by law enforcement personnel during the event. See WAC 230-09-010 for explanation of this requirement.

**For assistance, contact the licensing unit at
360-486-3440 or in-state toll-free number at 1-800-345-2529, ext. 2332.**

Standard Fund-Raising Event (FRE)	Limited FRE	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 equipment 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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**CHARITABLE / NONPROFIT ORGANIZATIONS
 FUND-RAISING EVENT (Standard, Limited, or Joint)**

SUBMIT APPLICATION 60 DAYS PRIOR TO THE EVENT

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

Standard:

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

Limited:

- One event – not more than six consecutive hours. Members and guests only.

Is this a Joint FRE? Yes No

If yes, are you the Lead or Assisting Organization?

Base License Fee: \$ _____
 See *Fee Schedule* (GC5-055 FS).

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

Mailing Address: _____

City: _____ State: _____ Zip: _____

b. Telephone: _____
 Organization Telephone Gambling Premises Telephone

c. E-mail Address: _____
 @ _____

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

e. 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: \$ _____ Val #: _____

4. QUALIFICATION / CERTIFICATION INFORMATION:

a. When was your organization formed or incorporated? / /
MM / DD / YYYY

b. When does your accounting fiscal year end? /
MM / DD

c. Mark all purposes for which your organization is formed and operated.

- Agricultural Charitable Educational Patriotic Religious
 Athletic Civic Fraternal Political Social

d. Is your organization exempt from the payment of federal income taxes? Yes No

If Yes: What is your Internal Revenue Service (IRS) exemption code section? 501(C) ()
(Example: 501(C)3, please call us if you are confused about your particular IRS code.)

e. Is your organization a branch, chapter, or auxiliary of another charitable or nonprofit organization?

Yes No **If Yes, Complete the following:**

Name of Organization:

Relationship:

f. Does your organization have voting members? Yes No

5. REQUIRED ATTACHMENTS– Attach and submit the following documents with your application.

All Applicants:

- a. IRS Exempt Status Letter – Enclose a copy of your IRS letter declaring your organization is exempt from the payment of federal income taxes.
- b. A copy of your current bylaws and articles of incorporation and any amendments, including dissolution statement.
- c. Copies of the minutes from your two most recent meetings plus one that is in excess of 12 months.
- d. On a separate sheet, briefly describe how your organization has met the purpose(s) set out in 4.c. during your last fiscal period.
- e. On a separate sheet, briefly describe the type(s) of charitable and/or nonprofit services that are provided by your organization to the public and/or your members.
- f. Copy of the current lease agreement for the building and equipment.
- g. Proof of Identity such as a copy of a valid driver’s license, state identification card, or valid passport for your elected officers and activity manager(s).

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. \$



STATE OF WASHINGTON

GAMBLING COMMISSION

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

TRAINING REQUIREMENTS FOR ALL APPLICANTS

Organizations that are applying for a gambling license are required to take training for the gambling activities they are licensed to operate. Any new president or equivalent, or chief executive officer and activity managers must take training within 30 days of a new or renewal license being effective.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
 - a. Signed the licensing application; or
 - b. You are a manager; or
 - c. You are responsible for conducting gambling activities or completing records.
2. You must complete training within 30 days of the effective date of your license.
3. We do not require manufacturers or manufacturer representatives to complete training.

You can access the training materials, videos and reporting records on our website at '<https://www.wsgc.wa.gov/licensing/training-requirements>'

Non-profit Organization Training:

'Charitable / Nonprofit Gambling: Responsibilities of Officers and Board Members' videos are located on YouTube.

- Part 1: '<https://www.youtube.com/watch?v=SF03M3THxgo>'
- Part 2: '<https://www.youtube.com/watch?v=g219glnmZhM>'

'Management Guidelines for the Charitable/Nonprofit Gambling Licensee Handbook' GC5-008) is located at:

<https://www.wsgc.wa.gov/sites/default/files/public/forms/record-keeping/new-docs-july-2/5-008-nonprofit-management-guidelines.pdf>

If you are unable to view the video, contact us at 1-800-345-2529 and a CD will be sent.

WASHINGTON STATE GAMBLING COMMISSION

FEE SCHEDULE – BONA FIDE CHARITABLE / NONPROFIT ORGANIZATION / OTHER BUSINESSES

Per WAC 230-05-124, all licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

WAC 230-05-160 Charitable or nonprofit organization fees. Bona fide charitable and nonprofit organizations must pay the following fees:

(1) Annual licenses:

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Amusement games	\$65 plus \$65 per approved location	0.730%	\$1,000
Bingo	\$65	0.460%	\$11,000
Card games - House-banked	\$10,000	1.462%	\$40,000
Card games - Nonhouse-banked	\$65	0.430%	\$1,000
Combination	\$125	-	-
Fund-raising equipment distributor	\$270	1.430%	\$700
Punch board / pull-tabs	\$650	1.430%	\$10,000
Raffles	\$65	3.380%	\$2,000
Enhanced raffles	\$5,000	0.430%	\$32,000

(2) Event licenses or permits:

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Fund-raising event	\$180	3.130%	\$1,000
Recreational gaming activity	\$65	-	-
Special property bingo / change of bingo premises	\$30	-	-

(3) Change fees:

Change of:	Fee
Name	\$100
Location	\$100
Fund-raising event location, date, or time	\$50

(4) Other fees:

Transaction	Fee
Add a new amusement game location	\$65
Duplicate license	\$50
Review, inspection, and/or evaluation of gambling equipment, supplies, services, games, or schemes	Deposit and cost reimbursement

WAC 230-05-170 Fees for other businesses. All other business organizations must pay the following fees:

(1) Annual licenses or permits:

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Agricultural fair bingo (annual permit)	\$200	-	-
Call centers for enhanced raffles	\$4,800	-	-
Commercial amusement games	\$500 plus \$65 per approved location	1.130%	\$11,000
Distributor	\$700	1.430%	\$7,000
Fund-raising event distributor	\$280	1.430%	\$1,000
Linked bingo prize providers	\$1,500	.046%	\$20,000
Manufacturer	\$1,500	1.430%	\$25,000
Manufacturer's special sales permit	\$250	-	-
Punch board/pull-tab service business permit	\$250	-	-
Gambling service supplier	\$300	1.430%	\$7,000

(2) Events or permits:

License or Permit Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Recreational gaming activity	\$65	-	-
Special property bingo	\$30	-	-

(3) Change fees:

Change of:	Fee
Name	\$100
Location	\$100
Business classification (same owners)	\$100
Corporate stock / limited liability company shares / units	\$100
License transfers	\$100

(4) Other fees:

Transaction	Fee
Add a new amusement game location	\$65
Defective punch board / pull-tab cost recovery fees	Up to \$100
Duplicate license	\$50
Pre- and post-licensing investigations	Cost reimbursement
Review, inspection, and/or evaluation of gambling equipment, supplies, services, games, schemes, or group 12 amusement games	Deposit and cost reimbursement

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FEE SCHEDULE – BONA FIDE CHARITABLE / NONPROFIT ORGANIZATION / OTHER BUSINESSES

WAC 230-05-175 Individuals license fees. Individuals must pay the following fees:

(1) Annual license and additional employer fees:

License Type	New Application Fee	Annual Renewal Fee	Additional or Change of Employer Fee
Call center for enhanced raffle representative	\$275	\$170	-
Card room employee license – Nonhouse-banked (Class A)	\$200	\$95	\$65
Card room employee license – Class F and house-banked (Class B)	\$275 (in-state) \$340 (out-of-state)	\$170	\$65
Charitable or nonprofit gambling manager	\$200	\$95	\$95
Commercial gambling manager	\$200	\$95	\$95
Distributor representative	\$275	\$170	\$65
Linked bingo prize provider representative	\$275	\$170	\$65

License Type	New Application Fee	Annual Renewal Fee	Additional or Change of Employer Fee
Manufacturer representative	\$275	\$170	\$65
Gambling service supplier representative	\$275	\$170	\$65

(2) Class B card room employees must pay the out-of-state application fee if over the last ten years the applicant lived outside of Washington for six non-consecutive months or more.

(3) Other service fees:

Transaction	Fee
Change of name	\$30
Card room employee emergency waiver request	\$65
Duplicate license	\$30

(4) Military personnel returning from service

If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant must provide evidence of the completion date of active military service.

NOTE: All fees are subject to change. The Commission will notify licensees of amended fee amounts by notice of rule-making. Per RCW 9.46.070, other fees on this schedule, the Commission will assess applicants all actual investigative and inspection costs.

OTHER HELPFUL WACs:

WAC 230-03-161 Applying for a combination license. (1) Charitable or nonprofit organizations may apply for a combination license to operate one or more of the following gambling activities:

- (a) Authorized nonhouse-banked card games without collection of a fee to play; and
- (b) Raffles with gross gambling receipts up to two thousand dollars during the license year; and
- (c) Bingo with gross gambling receipts up to twenty-five thousand dollars during the license year; and
- (d) Amusement games, owned and operated by the organization, with gross gambling receipts up to seven thousand five hundred dollars during the license year.

(2) You must apply for a separate license if any of the gambling activities in subsection (1)(b) through (d) of this section you operate will exceed the gross gambling receipt limits specified during your license year.

WAC 230-05-104 Defining "base license fee." (1) "Base license fee" is the fee you pay us when you:

- (a) Apply for an organization license or permit; or
- (b) Renew your organization's license or annual permit.

(2) "Base license fee" is the minimum annual license fee a licensed organization or permit holder will pay for operating an authorized activity.

WAC 230-05-106 Defining "maximum annual license fee." "Maximum annual license fee" is the most you will pay to operate an authorized activity for the license year, which includes the:

- (1) Base license fee; and
- (2) Quarterly license fees.

WAC 230-05-122 Calculating quarterly license fees. (1) The quarterly license fee is calculated based on the gross gambling receipts from the previous quarter as reported on your quarterly license report.

(2) Each license year, the quarterly license fees will be offset by the base license fee. (For example, if your base license fee is sixty-five dollars and your quarterly license fee is forty-five dollars for the first quarter, no additional amount is due for the first quarter. You would offset any future quarterly license fees by the remaining twenty dollars of your base license fee.)

WAC 230-05-124 Quarterly license fees and license reports.

All licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

The quarterly license reports must be in the format we require and must:

Cover the period:	Be received by us no later than:
January 1 through March 31	April 30
April 1 through June 30	July 30
July 1 through September 30	October 30
October 1 through December 31	January 30

(2) Be received online at our administrative office or postmarked no later than the dates indicated in the table in subsection (1) of this section; and

(3) Be submitted even if there is no quarterly license fee payable to us; and

(4) Be accurate; and

(5) Be completed by the highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must include his or her name and business telephone number on the report; and

(6) Be submitted for any period of time the license was valid even if there was no gambling activity or the gambling license was not renewed.