



VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS

P.O. Box 526, Richmond, VA 23218

(804) 786-1343, Option 2

[www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

**CHARITABLE GAMING PERMIT AMENDMENT**

**General Instructions**

**Change requests shall be in writing and submitted to OCRP with at least 30 days in advance of the proposed effective date of the requested change. Organizations must plan accordingly as last minute changes may not be processed in time of the effective date of the requested change. Organization cannot conduct any charitable gaming activity without the permit clearly authorizing it to conduct such activity.**

- A. Use this form to notify the Office of Charitable and Regulatory Programs of a change request to an active and unexpired charitable gaming permit.
- B. Complete this form in its entirety and do not leave any blanks.
- C. Type or print all answers and do not use a pencil. Place "N/A" if an item is not applicable.
- D. If necessary, attach additional documents or explanation sheets in support of a change request such as a revised lease agreement.
- E. Ensure this form includes the area code in each instance where a telephone number is requested and it is signed/dated by the appropriate individual(s).
- F. Retain a copy for your records.
- G. Mail completed form and all required attachments to: VDACS, Office of Charitable and Regulatory Programs, P.O. Box 526, Richmond, Virginia 23218.
- H. Again, allow sufficient amount of time with at least 30 days in advance of the proposed effective date of the requested change. Incomplete form and not providing applicable attachments will delay the processing.

**ORGANIZATION INFORMATION**

1. Organization's Name: \_\_\_\_\_ OCRP# \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Principal Address (as registered w/ the State Corporation Commission): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Political Subdivision (City, County or Town): \_\_\_\_\_

**CHARITABLE GAMING ACTIVITIES**

4. List the location(s), day(s), date(s) and time(s) the charitable gaming activity(s) will be held: (List all planned activities below. If more space is needed or your organization utilizes additional facilities, provide the same information relative to the additional facility on a separate page and attach.)

Building Name (If applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Political Subdivision (City, County or Town): \_\_\_\_\_

Type of Charitable Gaming Activity:	Bingo _____	Paper Instant Bingo, Seal Cards & Pull-Tabs (Social Quarters) _____
(Mark an "X" by the appropriate box)	Standalone Raffle _____	Texas Hold'em Poker Tournament _____
		Annual Paper Pull-Tab Event _____

Day(s) of the Week and/or Frequency of Gaming Activities: \_\_\_\_\_

Doors Open: \_\_\_\_\_ am/pm      Doors Close: \_\_\_\_\_ am/pm

("Doors open" cannot be more than two hours before "begin game time." This requirement only applies to bingo)      ("Doors close" cannot be more than two hours after "end game time." This requirement only applies to bingo)

Begin Game Time: \_\_\_\_\_ am/pm      End Game Time: \_\_\_\_\_ am/pm

5. Has the organization adopted any "house rules" for the charitable gaming activity identified in question 4, it wishes to conduct? If "yes," please attach a copy of these house rules.

Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

6. Is the organization wishing to amend its permit in order to conduct a bingo session? If "no," then please go to question 7 of this form. Yes / No \_\_\_\_\_

### FOR BINGO ONLY

a. If "yes" is selected under question 6, then does the organization (i) lease the facility; or (ii) own and has title to the facility where the bingo session is to be conducted? (Select One):  Leased Facility  
 Owned Facility

If either "leased facility" or "owned facility" is selected under this particular question, then is the facility located within the (i) county, city or town in which of the organization's principal office, as registered with the State Corporation Commission; or (ii) an adjoining county, city or town of the organization's principal office? Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then is the organization (i) an association of war veterans or auxiliary units thereof organized in the United States; (ii) a fraternal association or corporation operating under the lodge system; and (iii) an accredited public institution of higher education or other postsecondary school licensed or certified by the Board of Education or the State Council of Higher Education for Virginia qualified under § 501(c)(3) of the Internal Revenue Code? Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then does the establishment have an ABC license granted to it pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then is the organization wishing to conduct bingo (i) at an establishment that has been granted an ABC license pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia* and (ii) such ABC license is held by the organization? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then please provide a copy of the ABC license granted to the organization pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*. Copy attached? Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then is the facility used by more than one organization for the purpose of conducting charitable gaming activities? If "yes," is selected under this question, then please provide the name of each organization utilizing this facility on a separate page. Yes / No \_\_\_\_\_

If "leased facility" is selected under this particular question, then attach a copy of the current lease for the facility where the bingo session is to be conducted by the organization. Lease attached? Yes / No \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the landlord.

Landlord's Corporate Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_  
First Name Middle Name Last Name

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the facility.

Facility's Name: \_\_\_\_\_

Facility Manager's Name: \_\_\_\_\_  
First Name Middle Name Last Name

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

b. If "yes" is selected under question 6, then is the equipment used to conduct the bingo session contracted or owned by the organization? (Select One or Both):  Contracted Equipment  
 Owned Equipment

Other (Explain): \_\_\_\_\_

If "contracted equipment" is selected under this particular question, then attach a copy of the current agreement for the equipment. Agreement attached? Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

- c. If "yes" is selected under question 6, then list the name of all manufacturers and/or suppliers who have sold charitable gaming supplies to your organization, or who the organization anticipates obtaining them from.

Supplier's Name: \_\_\_\_\_  
 Supplier's Name: \_\_\_\_\_  
 Supplier's Name: \_\_\_\_\_

7. Is the organization wishing to amend its permit in order to conduct a raffle event outside of a bingo session? If "no," then please go to question 8 of this form. Yes / No \_\_\_\_\_

### FOR STANDALONE RAFFLE ONLY, INCLUDING QUEEN OF HEARTS, KING OF CLUBS & DUCK RACES

- a. If "yes" is selected under question 7, then will the raffle event be held in conjunction with a casino or Las Vegas night? Yes / No \_\_\_\_\_

- b. If "yes" is selected under question 7, then what date does the organization plan to begin raffle ticket sales?  
*(Tickets cannot be sold until receipt of a valid amended charitable gaming permit.)* \_\_\_\_\_  
Month/Day/Year

Date and time of the raffle drawing: \_\_\_\_\_  
Month/Day/Year | Time

- c. If "yes" is selected under question 7, then what is the raffle prize to be given away? *(Use separate page, if necessary.)*

- d. If "yes" is selected under question 7, then was the tangible prize(s) purchased and/or donated and what is the fair market value of each prize? *(Use additional page, if necessary.)*

Describe Tangible Prize: _____ <i>(Select One)</i> <input type="checkbox"/> Prize Donated <input type="checkbox"/> Prize Purchased Market Value of Prize: _____	Describe Tangible Prize: _____ <i>(Select One)</i> <input type="checkbox"/> Prize Donated <input type="checkbox"/> Prize Purchased Market Value of Prize: _____
---	---

- e. If "yes" is selected under question 7, then what is the total purchase price per ticket?  
*(i.e. 1 ticket for \$5 and 4 tickets for \$15)*
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- f. If "yes" is selected under question 7, then will volunteers/members who sell the raffle tickets be allowed to buy raffle tickets? Yes / No \_\_\_\_\_

If "yes," is selected under this particular question, then please provide specific information on a separate page on how the organization intends to maintain integrity of the raffle with this allowance.

*Page attached?* Yes / No \_\_\_\_\_

- g. If "yes" is selected under question 7, then please provide specific information on a separate page on the raffle activity, including who will be responsible for its oversight, and all rules of play *(i.e. what happens if not enough tickets are sold or how many days a winner has to claim the prize.)*
- Page attached?* Yes / No \_\_\_\_\_

- h. If "yes" is selected under question 7, then will all of the raffle tickets be sold within the Commonwealth of Virginia? Yes / No \_\_\_\_\_

If "no" is selected under this particular question, then is the organization compliant with all of the regulations of the jurisdictions where the raffle ticket will be sold? Yes / No \_\_\_\_\_

If "no" is selected under this particular question, then please provide an explanation on a separate page on how the organization will sell tickets outside of the Commonwealth of Virginia.

*Page attached?* Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

- i. If "yes" is selected under question 7, then does the organization lease the facility or own and has title to the facility where the raffle drawing will occur? (Select One):
- Leased Facility  
 Owned Facility

Other (Explain): \_\_\_\_\_

If "leased facility" is selected under this particular question, then please attach a copy of the current lease that authorizes the organization to use the facility in the conduct of the raffle drawing. Lease attached? Yes / No \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the landlord.

Landlord's Corporate Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

First Name	Middle Name	Last Name
------------	-------------	-----------

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the facility.

Facility's Name: \_\_\_\_\_

Facility Manager's Name: \_\_\_\_\_

First Name	Middle Name	Last Name
------------	-------------	-----------

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

- j. If "yes" is selected under question 7, then is the facility used by more than one organization for the purpose of conducting charitable gaming activities? If "yes," is selected under this question, then please provide the name of each organization utilizing this facility on a separate page. Yes / No \_\_\_\_\_

- k. If "yes" is selected under question 7, then is the equipment used to conduct the raffle drawing contracted or owned by the organization? (Select One or Both):
- Contracted Equipment  
 Owned Equipment
- Other (Explain): \_\_\_\_\_

If "contracted equipment" is selected under this particular question, then attach a copy of the current agreement for the equipment. Agreement attached? Yes / No \_\_\_\_\_

- l. If "yes" is selected under question 7, then the applicant must submit all pertinent information identified on page 8 of the form. Is the pertinent information attached to this form? Information attached? Yes / No \_\_\_\_\_

8. Is the organization wishing to amend its permit in order to sell paper instant bingo, seal cards and/or pull-tabs in its social quarters? If "no," then please go to question 9 of this form. Yes / No \_\_\_\_\_

### FOR PAPER INSTANT BINGO, SEAL CARDS AND/OR PULL-TABS (SOCIAL QUARTERS) ONLY

- a. If "yes" is selected under question 8, then is the facility in which paper instant bingo, seal cards and/or pull-tabs are sold open only to the organization's members and their guests? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then please provide a copy of the organization's membership requirements and copy of rules, which governs a member's guest. Copies attached? Yes / No \_\_\_\_\_

- b. If "yes" is selected under question 8, then is there controlled access to the facility where paper instant bingo, seal cards and/or pull-tabs are sold? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then please provide an explanation on a separate page on how the organization is controlling access to the facility. Page attached? Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

- c. If "yes" is selected under question 8, then does the organization (i) exclusively and entirely leased the facility; or (ii) own and has title to the facility where the paper instant bingo, seal cards and/or pull-tabs are to be sold? (Select One):
- Exclusively & Entirely Leased Facility  
 Owned Facility

If either "exclusively and entirely leased facility" or "owned facility" is selected under this particular question, then is the facility located within the (i) county, city or town in which of the organization's principal office, as registered with the State Corporation Commission; or (ii) an adjoining county, city or town of the organization's principal office?

Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then is the organization (i) an association of war veterans or auxiliary units thereof organized in the United States; (ii) a fraternal association or corporation operating under the lodge system; and (iii) an accredited public institution of higher education or other postsecondary school licensed or certified by the Board of Education or the State Council of Higher Education for Virginia qualified under § 501(c)(3) of the Internal Revenue Code?

Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then does the establishment have an ABC license granted to it pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*?

Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then is the organization wishing to sell paper instant bingo, seal cards and/or pull-tabs (i) at an establishment that has been granted an ABC license pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia* and (ii) such ABC license is held by the organization?

Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then please provide a copy of the ABC license granted to the organization pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*.

Copy attached?

Yes / No \_\_\_\_\_

If either "exclusively and entirely leased facility" or "owned facility" is selected under this particular question, then is the facility used by more than one organization for the purpose of conducting charitable gaming activities? If "yes," is selected under this question, then please provide the name of each organization utilizing this facility on a separate page.

Yes / No \_\_\_\_\_

If "exclusively and entirely leased facility" is selected under this particular question, then attach a copy of the current lease for the facility where the paper instant bingo, seal cards and/or pull-tabs are sold by the organization.

Lease attached?

Yes / No \_\_\_\_\_

If "exclusively and entirely leased facility" is selected under this particular question, then please provide the following information on the landlord.

Landlord's Corporate Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

First Name                      Middle Name                      Last Name

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If "exclusively and entirely leased facility" is selected under this particular question, then is there any other organization leasing the same facility? Yes / No \_\_\_\_\_

- d. If "yes" is selected under question 8, then list the name of all manufacturers and/or suppliers who have offered and/or sold paper instant bingo, seal cards and/or pull-tabs to your organization, or who the organization anticipates obtaining them from.

Supplier's Name: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

e. If "yes" is selected under question 8, then is the organization (i) intending to advertise or is advertising paper instant bingo, seal cards and/or pull-tabs; and/or (ii) intending to solicit or is soliciting the public to purchase paper instant bingo, seal cards and/or pull-tabs?

Yes / No \_\_\_\_\_

9. Is the organization wishing to amend its permit in order to conduct an annual paper pull-tab event? If "no," then please go to question 10 of this form.

Yes / No \_\_\_\_\_

### FOR ANNUAL PAPER PULL-TAB EVENT ONLY

a. If "yes" is selected under question 9, then the qualified athletic association, or booster club or a band booster club, which is created solely to raise funds for school-sponsored athletic or band activities for a public school or private accredited school (in accordance with § 22.1-19 of the *Code of Virginia*) or to provide scholarships to students attending such school wishing to conduct an annual pull tab event must submit all pertinent information identified on page 9 of the form. Is the pertinent information attached to this form?

Yes / No \_\_\_\_\_

b. If "yes" is selected under question 9, then does the organization own and has title to the facility or lease the facility where the annual paper pull-tab event will occur?

(Select One):

- Leased Facility  
 Owned Facility

Other (Explain): \_\_\_\_\_

If "leased facility" is selected under this particular question, then please attach a copy of the current lease that authorizes the organization to use the facility in the conduct of the annual paper pull-tab event.

Lease  
attached?

Yes / No \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the landlord.

Landlord's Corporate Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the facility.

Facility's Name: \_\_\_\_\_

Facility Manager's Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

c. If "yes" is selected under question 9, then list the name of all manufacturers and/or suppliers who have offered and/or sold paper instant bingo, seal cards and/or pull-tabs to your organization, or who the organization anticipates obtaining them from.

Supplier's Name: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

d. If "yes" is selected under question 9, then is the facility used by more than one organization for the purpose of conducting charitable gaming activities? If "yes," is selected under this question, then please provide the name of each organization utilizing this facility on a separate page.

Yes / No \_\_\_\_\_

10. Is the organization wishing to amend its permit in order to conduct a Texas Hold'em poker tournament? If "no," then please go to the 'Disclaimer & Signature' section of this form.

Yes / No \_\_\_\_\_

### FOR TEXAS HOLD'EM POKER TOURNAMENT ONLY

a. If "yes" is selected under question 10, then does the organization (i) exclusively and entirely leased the facility; or (ii) own and has title to the facility where the Texas Hold'em poker tournament is to take place?

(Select One):

- Exclusively & Entirely Leased Facility
- Owned Facility

If either "exclusively and entirely leased facility" or "owned facility" is selected under this particular question, then is the facility located within the (i) county, city or town in which of the organization's principal office, as registered with the State Corporation Commission; or (ii) an adjoining county, city or town of the organization's principal office?

Yes / No \_\_\_\_\_

If either "leased facility" or "owned facility" is selected under this particular question, then does the establishment have an ABC license granted to it pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*?

Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then is the organization wishing to conduct or the organization's wishing to administer its Texas Hold'em poker tournament (i) at an establishment that has been granted an ABC license pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia* and (ii) such ABC license is held by the organization?

Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then please provide a copy of the ABC license granted to the organization pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the *Code of Virginia*.

Copy attached?

Yes / No \_\_\_\_\_

If either "exclusively and entirely leased facility" or "owned facility" is selected under this particular question, then is the facility used by more than one organization for the purpose of conducting charitable gaming activities? If "yes," is selected under this question, then please provide the name of each organization utilizing this facility on a separate page.

Yes / No \_\_\_\_\_

If "exclusively and entirely leased facility" is selected under this particular question, then attach a copy of the current lease for the facility where the Texas Hold'em poker tournament is conducted by the organization or administered by the organization's operator.

Lease attached?

Yes / No \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the landlord.

Landlord's Corporate Name: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

If "leased facility" is selected under this particular question, then please provide the following information on the facility.

Facility's Name: \_\_\_\_\_

Facility Manager's Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**CHARITABLE GAMING ACTIVITIES**

- b. If "yes" is selected under question 10, then will the organization conduct its own Texas Hold'em poker tournament or contract with an operator to administer its tournament. (Select One):
- Conduct Its Own
  - Contract with an Operator

If "contract with an operator" is selected under this particular question, then please identify the operator and provide a copy of the contract.

Operator's Name: \_\_\_\_\_

- c. If "yes" is selected under question 10, then list the name of all manufacturers and/or suppliers who have offered and/or sold supplies, such as playing cards, card tables and/or poker chips to be used during a Texas Hold'em poker tournament to your organization, or who the organization anticipates obtaining them from.

Supplier's Name: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

**DISCLAIMER & SIGNATURE**

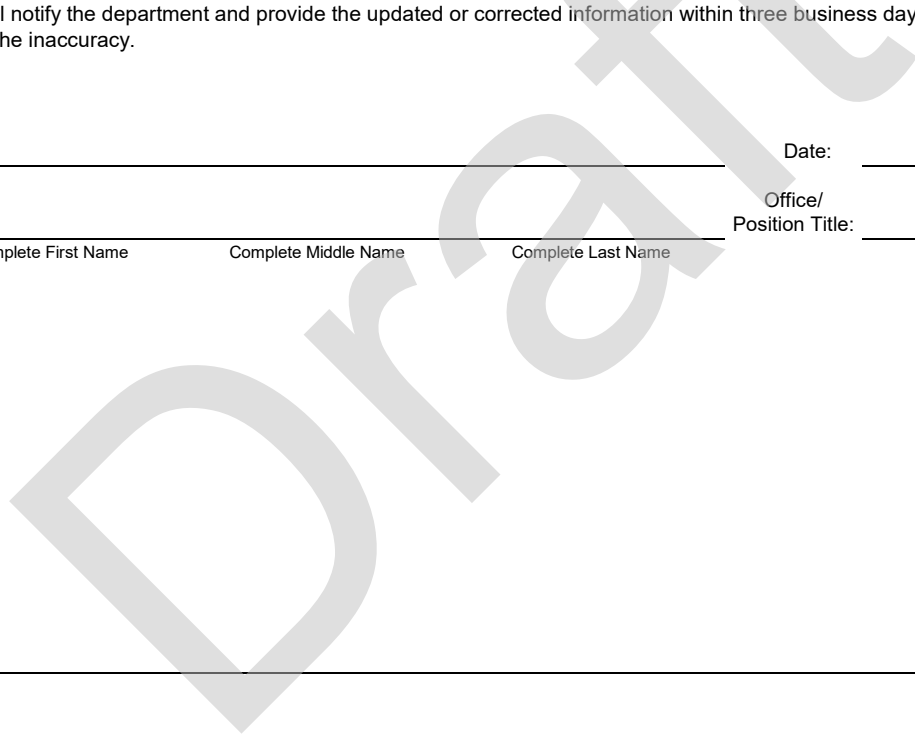
I hereby certify that all information provided in this form and attachments are true to the best of my knowledge, information and belief, that I have not knowingly made a false statement of material fact on this form, and that I have read and understand the terms and conditions as set out under the charitable gaming statutes, Charitable Gaming Regulations, and Texas Hold'em Poker Tournament Regulations. I understand that untruthful or misleading answers are cause for denial of the amendment to the charitable gaming permit. I also agree that the organization listed on this form and its officers, directors, members, and individuals affiliated with the organization will abide by the charitable gaming statutes and Charitable Gaming Regulations during the management, operation and conduct of charitable gaming activities. I understand that if any information on the form changes or is found to be inaccurate, then the organization shall notify the department and provide the updated or corrected information within three business days of the change or the discovery of the inaccuracy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Complete First Name      Complete Middle Name      Complete Last Name

Office/  
Position Title: \_\_\_\_\_





## STANDALONE RAFFLE REQUIREMENTS

Information/questions in this particular section must be completed/answered in its entirety for each standalone raffle, if the organization intends to conduct a standalone raffle outside of a bingo session. Organizations are responsible for ensuring their compliance with all State and Federal laws when conducting its standalone raffle activities.

### RAFFLE TICKETS

(Attach a sample copy of each standalone raffle ticket.)

Each raffle ticket must conform to the requirements of 11VAC15-40-130 (C) of the Charitable Gaming Regulations, including, but not limited to, raffle tickets being sequentially numbered and having a detachable section, with one portion going to the seller and the other portion to the purchaser.

The portion that is retained by the **Seller** must include:

\_\_\_\_\_ The purchaser's name, complete address and contact telephone number.

\_\_\_\_\_ The matching sequential ticket number to the portion provided to the purchaser.

The portion that goes to the **Purchaser** must include, but is not limited to:

\_\_\_\_\_ The ticket number.

\_\_\_\_\_ The selling price of each ticket.

\_\_\_\_\_ The prize(s) to be awarded.

\_\_\_\_\_ The date, time, and name/address of the physical.

\_\_\_\_\_ The physical location of the drawing.

\_\_\_\_\_ The name, address and telephone number of the organization.

\_\_\_\_\_ The charitable gaming permit number (after issuance by the Department).

**NOTE:** Raffle tickets may not be printed until the organization is authorized in writing to do so by OCRP.

### RAFFLE NARRATIVE

(Please use a separate sheet to answer the following questions.)

Please provide a written narrative describing how the organization will conduct the raffle. Please be very specific and detailed. This narrative must include, but is not limited to, the following:

#### Part 1 - Scope and Purpose of Raffle

a. How many raffle tickets will be printed? \_\_\_\_\_

b. How much will each raffle ticket cost? \$ \_\_\_\_\_

c. What are the anticipated gross receipts (Multiply Line A by Line B) = \_\_\_\_\_

d. What will happen if the raffle is not successful such as not all of the tickets are sold to pay for the raffle prize?

e. Attach a copy of the rules of play that will govern each standalone raffle, as required by question 5 on the form. Please explain how raffle ticket purchasers will receive these rules?

f. For all prizes identified in question 7c of the form, please provide a letter of intent from the individual/business from which the prize is being purchased/donated stating the (i) terms and conditions of the transaction(s), if any and (ii) the fair market value of the prize. This letter from a business needs to be written on the business letterhead, signed and dated from an authorized person. If the organization already owns the prize, which is not a motor vehicle, motorcycle, boat, or trailer, then please provide confirmation of its possession of the prize and/or receipt. If the organization already owns the prize, which is a motor vehicle, motorcycle, boat or trailer, then please provide a copy of the original bill of sale or title.

#### Part 2 - Sales Distribution

a. How will the money from the sales of raffle tickets be controlled; accounted for; and collected from purchasers and sellers?

b. How will the distribution and the selling of raffle tickets be handled?

c. Pursuant to 11VAC15-40-80 (C) of the Charitable Gaming Regulations, it states, "[w]inning tickets and unsold tickets shall be maintained for three years from the close of the fiscal year." As such, does the organization intend to collect unsold raffle tickets from sellers and where does it intend to store these unsold and winning raffle tickets during this three year time frame?

d. Please provide any other information pertinent to the sales distribution of the raffle tickets.

#### Part 3 - Drawing Process and Prize Winners

a. Who will conduct the raffle drawing?

b. Describe the drawing process.

c. If applicable, provide a copy of the current lease that authorizes the organization to use the facility in the conduct of the drawing for its raffle, as required by question 7i of the form.

d. How will the prizes be distributed? Does the winner need to be present? How many days does the winner have to claim the prize? What happens if the winner does not claim the prize?

e. Please provide any other information pertinent to the drawing process and/or prize winners of the raffle ticket.

## ANNUAL PAPER PULL-TAB EVENT REQUIREMENTS

Information/questions in this particular section must be completed/answered in its entirety for the activity conducted in accordance with § 18.2-340.26:2 of the *Code of Virginia*. Organizations are responsible for ensuring their compliance with all State and Federal laws when conducting its annual paper pull-tab event.

### STATUTORY REQUIREMENTS

In accordance § 18.2-340.16 of the *Code of Virginia*, it defines organization, in part as "[a]n athletic association or booster club or a band booster club established solely to raise funds for school-sponsored athletic or band activities for a public school or private school accredited pursuant to § 22.1-19 or to provide scholarships to students attending such school."

In accordance with § 18.2-340.26:2 of the *Code of Virginia*, it provides that "[a]s a part of its annual fund-raising event, any qualified organization that is an athletic association or booster club or a band booster club may sell instant bingo, pull tabs, or seal cards provided that (i) the sale is limited to a single event in a calendar year and (ii) the event is open to the public."

An organization, as reference above must meet the requirements of an athletic association or booster club or a band booster club and all of the requirements under § 18.2-340.26:2 of the *Code of Virginia* prior to submitting this form to amend the organization's current charitable gaming permit in order to conduct its annual paper pull-tab event.

### ACTIVITY REQUIREMENTS

1. The organization must have a valid charitable gaming permit issued by OCRP.
2. Provide a copy of the rules of play that will be utilized in the conduct of the annual paper pull-tab event.
3. Provide the name of all individuals and/or suppliers from whom the organization anticipates obtaining the deals of paper instant bingo, pull-tabs or seal cards to your organization for its annual paper pull-tab event.
4. If applicable, provide a copy of the current lease that authorizes the organization to use the facility in the conduct of the drawing for its annual paper pull-tabs event, as required by question 9b of the application.
5. Provide a narrative describing the annual paper pull-tab event.
6. The qualified organization must ensure compliance with following requirements while conducting the annual paper pull-tab event:
  - a. In accordance with § 18.2-340.26:2 of the *Code of Virginia*, it requires the paper instant bingo, pull-tabs or seal cards to be sold only as part of a single annual fund-raising event that occurs once a calendar year.
  - b. The organization cannot conduct paper instant bingo, pull tab, or seal card activities on any day, at any time, or at any other premise(s) not specified on the organization's charitable gaming permit.
  - c. The organization cannot conduct any other charitable gaming activity at its annual paper pull-tab event, including, but not limited to, bingo, 50/50 raffles, basket bingo, etc., unless it is specified on the organization's charitable gaming permit.
  - d. The event must be open to the public as required by § 18.2-340.26:2 of the *Code of Virginia*.
  - e. The charitable gaming permit and the flare for each deal of paper instant bingo, pull-tab or seal card must be prominently posted.
  - f. No paper instant bingo, pull tab or seal card may be sold at a price different from the price printed on the ticket by the manufacturer on either the instant bingo, pull tab, seal card or flare.
  - g. The organization must purchase all deals of paper instant bingo, pull tabs or seal cards from a licensed charitable gaming supplier.
  - h. The invoice for each paper instant bingo, pull tab or seal card being offered for sale or sold during the referenced annual paper pull-tab event shall be on the premises at all times listed on the permit.
  - i. Winning paper instant bingo, pull tab or seal card tickets shall only be redeemed at the date/time/location indicated on the organization's charitable gaming permit.
  - j. No paper instant bingo, pull tab or seal card ticket shall be provided or sold to any person under 18 years of age. No individual under 18 years of age shall play or redeem any paper instant bingo, pull tab or seal card ticket.
  - k. All paper instant bingo, pull tab, and seal card supplies utilized at the referenced annual fund-raising event shall be paid for only by check drawn on the organization's charitable gaming account. All monies related to the annual paper pull-tab event must be deposited into the organization's charitable gaming account within two business days after the conclusion of the event.
  - l. All recordkeeping requirements and financial report requirements under the §18.2-340.16 et seq. of the *Code of Virginia* and the Charitable Gaming Regulations must be adhered to.
  - m. All unsold paper instant bingo, pull tab, and seal card games shall be inventoried at the close of the annual paper pull-tab event, and held in accordance with § 18.2-340.16 et seq. of the *Code of Virginia* and the Charitable Gaming Regulations.