

# CHARITY GAMING DIVISION INDIANA GAMING COMMISSION

GREG SMALL, EXECUTIVE DIRECTOR

**Website: [www.in.gov/igc](http://www.in.gov/igc)**

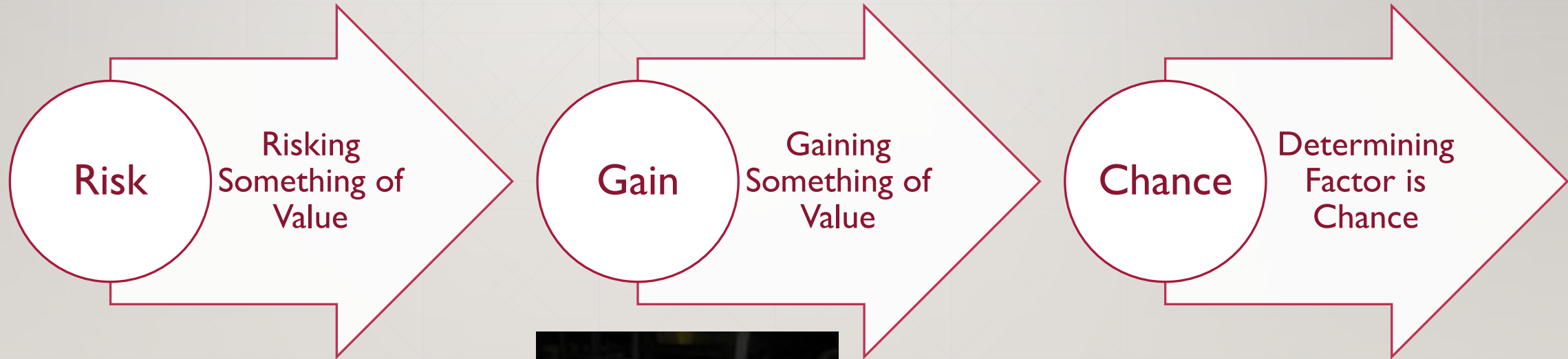
**Email:**

**[CharityGaming@igc.in.gov](mailto:CharityGaming@igc.in.gov)**

**Telephone: 317/232-4646**

**PNC Bank Center  
101 West Washington Street  
Suite 1600, East Tower  
Indianapolis, IN 46204**

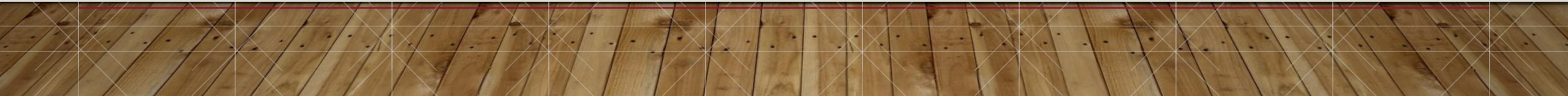
# THREE LEGS OF THE GAMBLING STOOL



# Hot Topics



**Event Summary Reports (ESRs) ARE Mandatory**  
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# CHARITY GAMING AND THE INTERNET

Organizations may not sell tickets, chances, PPTs or play Bingo via the internet and organizations are not allowed to purchase them utilizing a credit card. Purchases may only be by cash, check or debit card.

While qualified organizations are still prohibited from conducting charity gaming activities on or over the internet—which would include direct ticket sales—there are several ways organizations can utilize the internet or social media. Of course, organizations may advertise or promote their event online, which should include the legal name of the nonprofit entity and their charity gaming license and reference number. Organizations may also broadcast a live drawing conducted at the location on their license via social media or their website. We recommend that at least 2 operators are present to conduct the winning draw, and there must be a process in place to verify winners in person. Please post your local or house rules.

Additionally, a qualified organization may accept reservations or orders for tickets online or via email. The organization must have a process in place to accept payment in person or over the telephone, and verify that the purchaser is in Indiana, is age 18 or older, and is using an acceptable method of payment (debit, cash, check). We have worked with several organizations this past year to help them develop a procedure according to their needs and resources and stand ready to assist as needed. Organizations are always welcome to submit proposals for consideration.

Because charity gaming regulations prohibit conducting activities on or through the internet, online raffle platforms may not be used to conduct your event. You may not use lottery numbers to determine your winner.

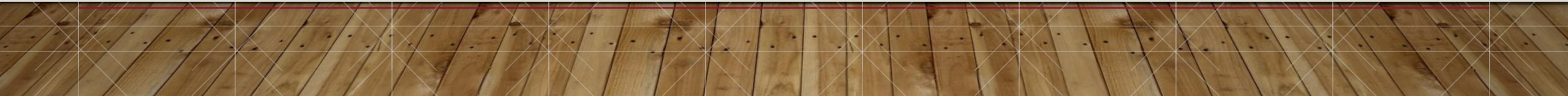


# CHARITY GAMING & PROBLEM GAMING

- Problem gambling is a real and present addiction among many who gamble. Through Indiana Code and the Indiana Administrative Code Rules, the Indiana Gaming Commission has created avenues to assist people facing this addiction. However, there is nothing currently in place to address this process for those who gamble at the nearly 4,000 qualified organizations licensed or have Commission approval to conduct charitable gaming in Indiana. Individuals who play at these charity organizations are not immune from this disease.
- Therefore, in an abundance of caution, it is strongly recommended that all organizations lawfully conducting charity gaming activities via **Indiana Code 4-32.3** have a written process in place to allow players to exclude themselves from their establishments as a part of their efforts to control their gambling problems. Organizations may wish to review our website at <https://www.in.gov/igc/problemgamblinghelp> for additional information.
- There is no need to submit your plans to the Charity Gaming Division of the Indiana Gaming Commission as we will not review or approve these plans.



# Parents & Kids





## Parents

Licensed and qualified organizations often have state or district affiliates that hold state or district meetings at the local organization's location. The licensed and qualified organization is a branch of, or is subservient to, the state or district organization.

State or district organizations often consider conducting raffles at these state or district meetings. However, unless the state or district organization has been “qualified” and has obtained the appropriate license by the Indiana Gaming Commission, these raffles are considered gambling, and are illegal. See Indiana Code § 4-32.3-4-1 and Indiana Code § 35-45-5-2 For the state or district organization to legally conduct these raffles in the state of Indiana, they must first obtain qualification. They must then obtain either a Charity Gaming license or submit an Exempt Event Notification (EN) request and wait for the document to be acknowledged by the Charity Gaming Division of the Indiana Gaming Commission.

Alternatively, the qualified and licensed local organization can conduct the raffle under its own license and then donate the proceeds to the state or district organization. To do this, all must consider two issues.

## Parents (Continued)

1. All funds derived from charity gaming activities must be deposited into the local licensed organization's separate and segregated checking account. Indiana Code § 4.32.3-5-3. Donations and allowable expenditures must be disbursed from this account. The local organization may write a check to the state or district organization for the donation. If, for some reason, the state or district organization decides to donate any of these funds back to the local organization, the funds must be returned to the local organization's separate and segregated charity gaming checking account.
2. A local organization, being a branch or subservient member of the state or district organization, may not make a charitable donation to itself. Therefore, if the local organization is later determined to have violated the required donation to qualified recipient provision under Indiana Code § 4-32.3-5-4, then any donations that the local organization made directly to the state or district organization will not be counted as a charitable donation for the purpose of this provision.

Violations of the statutes discussed above may be pursued as administrative violations pursuant to Indiana Code § 4-32.3-8-1 or as criminal violations pursuant to Indiana Code § 35-45-5-2.

If you have any questions, please feel free to contact us at 317/232-4646 or at [CharityGaming@igc.in.gov](mailto:CharityGaming@igc.in.gov)



# Kids

Qualified organizations often have subunits that assist in their charity gaming efforts. A subunit is a segment of the parent organization that shares common interests or traits such as a motorcycle group.

As an example, you may be a member of the ABC Club but several of you enjoy running. You form a subunit called ABC Runners. While you become a member of the ABC Runners, you are also a member of the ABC Club. You cannot be a member of the ABC Runners without being a member of the ABC Club.

The ABC Club is an organization that conducts charity gaming activities in Indiana as a qualified and licensed charity gaming entity. (I.C. 4-32.3-4-1) Thirty members of the ABC Club are approved by the Indiana Gaming Commission as Workers or Operators. They conduct the charity gaming activities for the ABC Club. Ten of these workers and operators are also members of the ABC Runners. These ten ABC Runner members decide to conduct a raffle where an entry into a local mini marathon race is being awarded as the price. The ABC Club allows them to do so.

Can these ten ABC Runners conduct such a raffle in Indiana? Yes, if the ABC Club allows them to conduct this raffle as members of the ABC Club. The ABC Club is the licensed entity not ABC Runners. These ten people may conduct this raffle as members of the ABC Club who just happened to also be members of ABC Runners. If the ABC Club does not allow these ten people to conduct this raffle they may not do so.

What happens to the money raised by the ABC Runner members in this raffle? All revenue associated with this raffle must be deposited into the ABC Club's separate and segregated charity gaming account. It cannot be deposited into any other account. (I.C. 4-32.3-5-5) All allowable expenditures and donations must be paid directly from this account.

ABC Runners did all the work for this raffle. Why can't they keep and distribute the funds raised? Because ABC Runners is not licensed to conduct charity gaming activities in Indiana. The ABC Club is the qualified and licensed organization authorized by the Indiana Gaming Commission to conduct charity gaming activities. The Runners were only allowed to conduct this raffle as members of the ABC Club who just so happen to be members of the ABC Runners.





## Kids (Continued)

Can ABC Runners have access to these funds? Maybe. The funds are the property of the ABC Club as they possess the charity gaming license under which the funds were earned. If the Runners have a good relationship with the leadership of the ABC Club, the Club could let the Runners have a say in where the money goes. The Club could write the donation check to the organizations of the Runners' choice. The Runners could do the presentation. The receiving organization would know that the funds came from the ABC Runners.

Additionally, the Club could donate to the Runners directly but there are some considerations.

- First, the Club can only make charitable donations that support their lawful purpose. (I.C. 4-32.3-5-3 and 68 IAC 21-8-13) Is donating to the Runners within the lawful purpose of the Club?
- Secondly if the Club is later determined to have violated the 90/60 rule, the donations that the Club made directly to the Runners will not be counted as a charitable donation. The Runners are members of the Club. You cannot make a charitable donation to yourself. Thus, a donation to the Runners will not count toward the 60% mandatory donations required by a 90/60 violation. However, any donation written directly to another organization on behalf of the Runners (as described in the first consideration above) would be counted toward the 60% mandatory donation total required for a 90/60 rule violation. (I.C. 4-32.3-5-4)
- If any funds donated directly to the Runners may only be returned to the Club's separate and segregated charity gaming checking account. Funds donated directly to the Runners cannot be returned to the Club and placed into any other financial account.

Please understand, this is not a new rule or policy. All charity gaming activities are to be conducted by the volunteer members of the licensed organization that are registered as Operators and Workers or those operating under an NPA or VTA situation. (I.C. 4-32.3-2-39, I.C. 4-32.3-5-14 and 68 IAC 21-10-8)

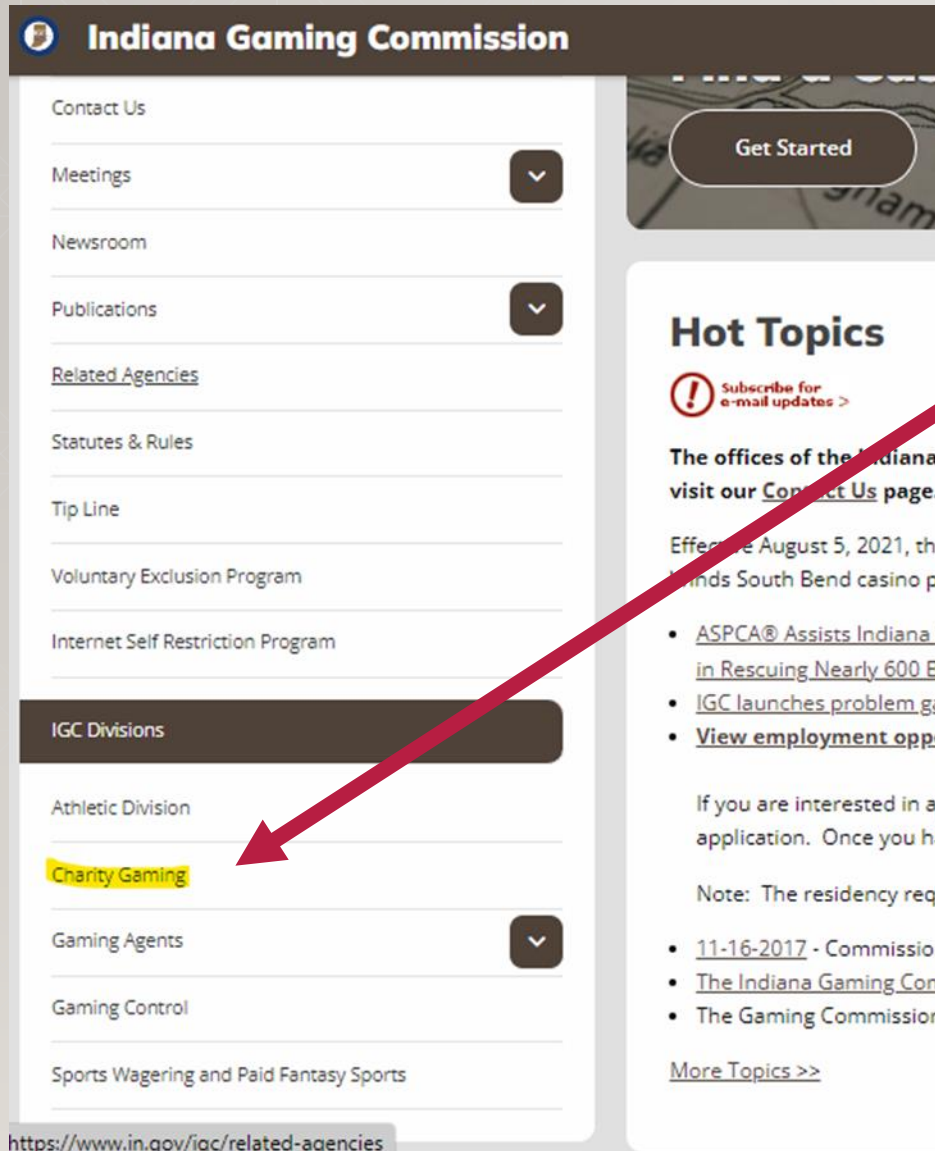
# www.in.gov/igc/

## Have you signed up for Charity Gaming Email alerts? If not, please do so!





Click on “Charity Gaming” to find our page of the IGC Website.







## IGC

About Us

Diversity Works Council

Gaming Entity Licensing

Contact Us

Meetings

Newsroom

Publications

Related Agencies

Statutes &amp; Rules

Tip Line

Voluntary Exclusion Program

Internet Self Restriction Program

IGC Divisions

IGC / CHARITY GAMING

# Charity Gaming

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e-mail updates >

## UPDATES:

Subscribe for updates so you don't miss any new information.

The Charity Gaming Division welcomes the public back to our offices by appointment only. You may request an appointment by phone, 317-232-4646, or email, [charitygaming@igc.in.gov](mailto:charitygaming@igc.in.gov).

In light of Executive Order (EO) 21-09, it is incumbent upon qualified organizations conducting charitable gaming to establish and implement a COVID-Response Plan in compliance with local health requirements and applicable EOs. Qualified organizations shall comply with all local health department measures and restrictions. Qualified organizations must also ensure compliance with Indiana Occupational Safety and Health Administration (IOSHA) Standards. Qualified organization staff with complaints will be directed to IOSHA. Patrons concerned with a business' compliance with local COVID mandates will be directed to the local health department.

[Charity Gaming Basics](#)

[Waivers & Determinations](#)

[Other Helpful Information](#)

- [Notice to Qualified Organizations Regarding Conduct of Raffles](#)
- [SEA 245 \(2021\) Implementation Guidance](#)
- [Counties Eligible for Annual Activity License – Civic Two \(2\) Year](#)
- [Allowable Expenses \(Last Updated June 2021\)](#)
- [Use of Gaming Funds to Support Needy Individuals and Families](#)



Statutes & Rules

Tip Line

Voluntary Exclusion Program

Internet Self Restriction Program

## IGC Divisions

Athletic Division

## Charity Gaming

Gaming Agents



Gaming Control

Sports Wagering and Paid Fantasy Sports

I Want To



? Top FAQs



Local Health Departments

### Charity Gaming Basics

Waivers & Determinations

Other Helpful Information

- [Notice to Qualified Organizations Regarding Conduct of Raffles](#)
- [SEA 245 \(2021\) Implementation Guidance](#)
- [Counties Eligible for Annual Activity License – Civic Two \(2\) Year](#)
- [Allowable Expenses \(Last Updated June 2021\)](#)
- [Use of Gaming Funds to Support Needy Individuals and Families](#)
- [2022 Charity Gaming Training](#)
- [Information regarding Indiana Code 4-32.3 \(effective July 1, 2019\)](#)
- [Charity Gaming Application forms Guidance](#)
- [SEA 393 Implementation Guidance](#)
- [Senate Enrolled Act 134 – Implementation Guidance](#)

- [Annual Reports](#)
- [Charity Gaming Regulations, 68 Indiana Administrative Code 21](#)
- [Charity Gaming Statutes, Indiana Code 4-32.3](#)
- [Disciplinary Actions](#)
- **[Charity Gaming Forms](#)**
- [Forms-Annual Affiliate](#)
- [Licensed Manufacturers and Distributors](#)
- [Qualified Organizations](#)
- [Qualified Organizations - Current Licenses and Expiration](#)
- [Qualified Organizations - Approved Exempt Events](#)

Withholding tax inquiries on charity gaming prizes-please contact Internal Revenue Service 1-800-829-4933 business / 1-877-829-5500  
Indiana Department of Revenue Withholding Tax Division 1-317-233-4015

You may contact us by:

[https://www.in.gov/igc/files/QualifiedOrganizationswith-approved-non-licensed\\_events.pdf](https://www.in.gov/igc/files/QualifiedOrganizationswith-approved-non-licensed_events.pdf)

QUALIFICATIONS (Your organization must first qualify to be eligible to conduct any charity gaming events)

Form Identifier	Title
<a href="#">CG-QA</a>	Qualification Application

ANNUAL ACTIVITIES (License issued for a period of twelve (12) months)

Form Identifier	Title
<a href="#">CG-AL</a>	Application for Annual Activity License

SINGLE ACTIVITIES (A one-time activity)

Form Identifier	Title
<a href="#">CG-SL</a>	Application for Single Activity License
<a href="#">CG-EN</a>	Exempt Activity Notification
<a href="#">CG-FES</a>	Application for Festival License
<a href="#">CG-CVN</a>	Application for Convention Raffle License
<a href="#">CG-CCA</a>	Candidate's Committee Application

Form Identifier	Title
<a href="#">CG-AL FR</a>	Annual License Financial Report <b>Use for - Expiring Annual Activity License</b>
<a href="#">CG-AL GR</a>	Annual License Gross Receipts Report <b>Use for - Expiring Annual Activity License</b>
<a href="#">CG-SL FR</a>	Single Activity License Financial Report
<a href="#">CG-SL GR</a>	Single Activity Annual Gross Receipts Report
<a href="#">CG-DIST</a>	Charitable Contribution Distribution List
<a href="#">CG-INV</a>	Ending Inventory Statement
<a href="#">CG-DTL</a>	Inventory Destruction, Theft or Loss
<a href="#">CG-ESR</a>	Event Summary Report
<a href="#">ESR-DWM</a>	Raffle Board Daily Weekly Monthly Event Summary Report

ANNUAL AFFILIATE (National Organization/National Foundation only)

Form Identifier	Title
<a href="#">CG-AAL</a>	Application for Annual Affiliate License
<a href="#">CG-AFF</a>	Affiliation Attachment for Annual Affiliate License (AAL) Applicants
<a href="#">CG-ALL FR</a>	Annual Affiliate License Financial Report
<a href="#">CG-AN</a>	Affiliate Notification
<a href="#">CG-AN ESR</a>	Event Summary Report for Affiliate Notification
<a href="#">CG-CO</a>	Current Officers

SCHEDULES

Form Identifier	Title
<a href="#">CG-SCHEDULE A</a>	Operator Attachment
<a href="#">CG-SCHEDULE B</a>	Worker Attachment
<a href="#">CG-SCHEDULE C</a>	Bartender Attachment

MISCELLANEOUS

Form Identifier	Title
<a href="#">CG-AM</a>	License Amendment Request(s)
<a href="#">CG-CO</a>	Current Officers
<a href="#">CG-EXP</a>	Expedited Application Request
<a href="#">CG-NPA</a>	Non-Member Participation Approval
<a href="#">CG-VTA</a>	Volunteer Ticket Agent
<a href="#">CG-SP</a>	Special Permission Request

FINANCIALS

Form Identifier	Title
<a href="#">CG-FFR</a>	Current Financial Report

ANNUAL AFFILIATE (National Organization/National Foundation only)

Form Identifier	Title
<a href="#">CG-AAL</a>	Application for Annual Affiliate License
<a href="#">CG-AFF</a>	Affiliation Attachment for Annual Affiliate License (AAL) Applicants
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<a href="#">CG-AN</a>	Affiliate Notification
<a href="#">CG-AN ESR</a>	Event Summary Report for Affiliate Notification
<a href="#">CG-CO</a>	Current Officers

MANUFACTURER/DISTRIBUTOR

Form Identifier	Title
<a href="#">CG-MA/DA</a>	Manufacturers and/or Distributors Indiana Gaming Card License Application
<a href="#">CG-MDQ</a>	Manufacturer and/or Distributor Quarterly Report
<a href="#">CG-MDNE</a>	Manufacturers and/or Distributor "Change of Ownership" Notification
<a href="#">CG-MDA</a>	Manufacturers and/or Distributor "Gaming Card License" Amendment Request



# SIMPLIFIED LICENSES

- Annual Activity License IC 4-32.3-4-5
- Single Activity License IC 4-32.3-4-6
- Festival License IC 4-32.3-4-7
- Annual Affiliate License IC 4-32.3-4-8
- Convention Raffle License IC 4-32.3-4-10
- Candidate Committee Raffle License IC 4-32.3-4-12
- 3-Year Charity Gaming License IC 4-32.3-4-15 and 4-32.3-4-16
- 2-Year Civic Casino Game Night License IC 4-32.3-4-5.5
- Exempt Event Notification IC 4-32.3-4-3 ( Not a license)

# ANNUAL ACTIVITY LICENSE

**IC 4-32.3-4-5:** Organization may conduct allowable charity gaming activities throughout the licensed year.

- First time Bingo and CGN requires newspaper ad.
- CGN limited to Veteran and Fraternal organizations and in a limited capacity, a Civic organization
- Select the types of games you wish to play
  - Bingo and Casino Game Night activities are still limited to three days per week or any combination of them.
- ESRs are mandatory
- Processing time is 60 business days for initial application
- Renewal paperwork is due the 10<sup>th</sup> of the month when your license expires. (Expires on 12/31 your license is due to the IGC on the 10<sup>th</sup> of December.



# SINGLE ACTIVITY LICENSE

**IC 4-32.3-4-5:** Organization may conduct allowable charity gaming activities on a single date at a specific time and location.

- Select the types of games you wish to play
- ESRs are mandatory
- Processing time is 45 business days for initial application
- CG-SL FR is due 10 days after the event completion
- CG-SL GR is due August 15 of each year

# FESTIVAL LICENSE

**IC 4-32.3-4-7:** Organization may conduct a 5-day festival event up to three times per year.

- Festivals may all be in the same month but must be separated by a day. (Cannot do them back-to-back due to application processing time.)
- ESRs are mandatory
- Processing is 45 business days
- CG-SL FR is due 10 days after event completion
- CG-SL GR is due August 15<sup>th</sup> of each year



# FESTIVALS PER YEAR

- Clarifies that organizations may conduct up to three festivals annually
  - **IC 4-32.3-4-7(e):** A qualified organization may apply for up to three (3) festival licenses each calendar year.
- Relaxes time constraints on when festivals may occur
  - Previously, festivals were limited to 2 in one 6-month period, and only 1 additional festival in the next 6-month period
  - IC 4-32.3-4-7 allows organizations to conduct 3 festivals anytime during a calendar year, except consecutively

# ANNUAL AFFILIATE LICENSE

**IC 4-32.3-4-8:** Available to National Organizations located outside Indiana with Indiana Affiliates (chapters) to include on their AAL.

- Affiliates may apply for a bingo and/or raffle activity license using a CG-AN (Activity Notification) form.
- CG-AN ESR is mandatory
- CG-AAL FR is mandatory
- Processing is 60 business days



# CONVENTION RAFFLE LICENSE

## **IC 4-32.3-4-10: Creates a new convention license**

- **Allows legitimate out of state charities to hold raffles in conjunction with their convention experience**
- **Enhanced service provided to charities that chose Indiana to conduct their business**
- **Limited scope: if approved, may only conduct raffles at the convention location**

## **IC 4-32.3-6-8: The fee for an organization applying for a convention raffle license is two hundred fifty dollars (\$250) per raffle activity due at the time of filing the application. (3 Raffles = \$750)**

- **No separate and segregated checking account required**
- **Processing is 21 business days**

# CANDIDATE COMMITTEE RAFFLE LICENSE

**IC 4-32.3-4-12:** Allows a Candidate's Committee to conduct a raffle activity.

- This is different from a Political Organization
- A Candidate's Committee may be Joe Kerr for Sheriff. A Political Organization may be Lake County Republicans.
- No Separate and Segregated checking account is required.
- Processing is 10 business days.



# 3-YEAR CHARITY GAMING LICENSE

**IC 4-32.3-4-15 and 16:** Allows a veteran organization to conduct allowable charity gaming activities.

- Although the license is for a three-year period, the organization must submit financial records at the end of each license year and remit an anniversary fee at the end of each license year.
- At the end of each license year an CG-AL FR, CG-AL GR, CG-DIST, CG-INV and CG-CO are due.
- Processing of the initial application is 60 business days

# 2-YEAR CIVIC CASINO GAME NIGHT LICENSE

**IC 4-32.3-4-5.5:** Allows a civic organization in a county where there are less than four Annual Licenses with the Casino Game Night endorsement to apply for this two-year license.

- Application process only takes place during odd numbered calendar years.
- Only one license per approved county is awarded via a lottery drawing
- Although the license is for a two-year period, the organization must submit financial records at the end of each license year and remit an anniversary fee at the end of each license year.
- At the end of each license year an CG-AL FR and CG-AL GR are due.
- Consult the IGC website for direction on this licensing process



# EXEMPT NOTIFICATION EVENTS (ENs)

## IC 4-32.3-4-3


- Organization must be a “Qualified Organization.” (60 business day timeline.)
- Exempt events only require qualified organizations to file with the IGC a notice 14 business days in advance of the event
- Allows events with prizes up to \$7,500 annually to be exempt from licensure.
- \$2,500 payout limit per event.
- No separate and segregated checking account is required
- No fee is required
- Only application that may be emailed to us at [charitygaming@igc.in.gov](mailto:charitygaming@igc.in.gov)

# Exempt Notification Application

Activities

Operators

Retail VALUE Questions  
#28 and #29  
Signatures



CG-EN, EXEMPT ACTIVITY NOTIFICATION  
State Form 51413  
INDIANA GAMING COMMISSION

For office use only  
Reviewed by \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Date Completed \_\_\_\_\_

Please allow 14 business days for processing. Incomplete forms will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.

1. Organization legal name		2. Doing Business As (DBA)		
3. Federal Identification Number (FID/EIN)		4. Charity Gaming (CG) license number		
5. Address of principal office (number & street required)		6. City	7. State	8. ZIP Code
10. Mailing address (if different)		11. City	12. State	13. ZIP Code
15. Organization daytime telephone number ( )		16. Fax number ( )		17. Organization email address
18. Contact person's name		19. Contact person's telephone number ( )		20. Contact person's email address
21. Has your organization completed the qualification process with our division? <input type="checkbox"/> Yes <input type="checkbox"/> No		22. 501(c) status:		23. Attach a copy of your 501(c) status letter to verify the status listed in box 22.
24. Select the type of Exempt Activity: <input type="checkbox"/> Bingo <input type="checkbox"/> Casino Game Night <input type="checkbox"/> Water Race <input type="checkbox"/> Guessing Game <input type="checkbox"/> Raffle <input type="checkbox"/> PPT OR <input type="checkbox"/> Festival				
25. On what date and during what hours will your activity be conducted? If multiple dates and facility locations attach additional sheet. Date _____ Hours _____ M to _____ M				
26. Name and address of the facility where the gaming activities will be conducted (number and street)				
27. City		28. State	29. ZIP Code	30. County
31. List at least three (3) operators who will supervise, manage and be responsible for the operation of the gaming activity.				
Full legal name		Full legal name		Full legal name
32. List the name from above of the principal operator who has overall responsibility for the operation and control of this charity gaming activity				
33. What is the total retail value of all prizes to be awarded at this exempt (EN) activity listed above? (Not to exceed \$2,500 -- see instructions.) \$ _____		34. Enter the total retail value of all prizes awarded so far at ALL previously held exempt (EN) gaming activities within the same calendar year? \$ _____		
35. Does your organization own or intend to purchase "licensed supplies" (bingo paper, pull tabs, tip boards, punch boards, etc.) or gaming equipment (bingo blowers, wheels, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No		36. If yes, name of distributor(s)		
CERTIFICATION: We certify under the penalties of perjury that all of the information submitted in this form and any attachment is true and understand that providing false information may lead to the revocation or denial of charitable gaming license(s), termination of qualification status, a civil penalty, or other sanction as determined by the Commission through an administrative process.				
Signature of Presiding Officer		Signature of Secretary		
Printed name of Presiding Officer		Title		Printed name of Secretary
Date (month, day, year)		Daytime telephone number ( )		Date (month, day, year)
				Daytime telephone number ( )
FOR INDIANA GAMING COMMISSION USE ONLY				
Signature of Charity Gaming Program Coordinator		Date (Month, day, year)		NOTIFICATION ON FILE





# CG-EN, EXEMPT ACTIVITY NOTIFICATION

State Form 51413

INDIANA GAMING COMMISSION

For office use only

Reviewed by \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Completed \_\_\_\_\_



Please allow 14 business days for processing. Incomplete forms will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.

1. Organization legal name		2. Doing Business As (DBA)		
3. Federal Identification Number (FID/EIN)		4. Charity Gaming (CG) license number		
5. Address of principal office (number & street required)	6. City	7. State	8. ZIP Code	9. County
10. Mailing address (if different)	11. City	12. State	13. ZIP Code	14. County
15. Organization daytime telephone number (      )	16. Fax number (      )	17. Organization email address		
18. Contact person's name	19. Contact person's telephone number (      )	20. Contact person's email address		
21. Has your organization completed the qualification process with our division? <input type="checkbox"/> Yes <input type="checkbox"/> No		22. 501(c) status:		23. Attach a copy of your 501(c) status letter to verify the status listed in box 22.
24. Select the type of Exempt Activity: <input type="checkbox"/> Bingo <input type="checkbox"/> Casino Game Night <input type="checkbox"/> Water Race <input type="checkbox"/> Guessing Game <input type="checkbox"/> Raffle <input type="checkbox"/> PPT    OR <input type="checkbox"/> Festival				
25. On what date and during what hours will your activity be conducted? If multiple dates and facility locations attach additional sheet. Date _____ Hours _____ M to _____ M				



# SPECIAL PERMISSION BINGO

**Allows more bingo events with payout greater than \$6,000**

- **IC 4-32.3-5-15(c):** The commission may, by express authorization, allow a qualified organization to conduct a bingo event in which the total prizes for the event may exceed six thousand dollars (\$6,000). **Special Permission.**

**Eliminates prize limits for raffles**

- **Repealed limits in IC 4-32.2**



# Special Permission Request (Bingo)

CG-SP, SPECIAL PERMISSION REQUEST State Form 53641 INDIANA GAMING COMMISSION				For office use only Reviewed by _____ Date Reviewed _____ Date Completed _____	
<b>Please allow 14 business days for processing. Incomplete applications will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.</b>					
1. Organization legal name		2. Doing Business As (DBA)			
3. Federal Identification Number (FID/EIN)		4a. Charity Gaming (CG) license number		4b. Charity Gaming (CG) reference number	
5. Address of principal office (number & street required)		6. City	7. State	8. ZIP Code	9. County
10. Mailing address (if different)		11. City	12. State	13. ZIP Code	14. County
15. Organization daytime telephone number (     )		16. Fax number (     )		17. Organization email address	
18. Contact person's name		19. Contact person's telephone number (     )		20. Contact person's email address	
<b>SPECIAL PERMISSION REQUEST</b> (Prize Payout Increase):  Unlimited Bingo Prize Payout  \$		Event day and date: (month, day, <u>year</u> )      Week day _____ / Date: _____  Playing Time(s): (begin and end <u>time</u> )      From _____ M to: _____ M			
<b>CERTIFICATION:</b> We certify under the penalties of perjury that all of the information submitted in this form and any attachment is true and understand that providing false information may lead to the revocation or denial of charitable gaming license(s), termination of qualification status, a civil penalty, or other sanctions as determined by the Commission through an administrative process.					
Signature of Presiding Officer		Signature of Secretary			
Printed name of Presiding Officer		Title	Printed name of Secretary		
Date (month, day, year)		Daytime telephone number (     )	Date (month, day, year)	Daytime telephone number (     )	

**Instructions:**

Special permission requests must be for the same day of the week, date, times, and location as what is approved on the current license.

Qualified Organizations are limited to six (6) Special Permission events per calendar year.

Qualified Organizations shall demonstrate their financial ability to support Special Permission requests upon request by the IGC by submitting true and accurate copies of their separate and segregated bank accounts for the six months preceding Special Permission requests.

**Certification Section:**

The Presiding Officer of the organization (e.g., the highest-ranking official, President, Chairman, or CEO) and Secretary of the organization must sign attesting to the accuracy of the information.

Special permission to an annual or single activity must be requested **fourteen (14) business days** before the date of the activity.

Limited to 6 Special Permission Activities per year.

Financial records are to be submitted with request.

Special permission requests must be for the same day of the week, date and location as what is approved on the current license. The playing time(s) must also be the same as approved on the current license or at least, be within the approved time(s) on the license.

All Special Permission request(s) must be signed by the presiding officer and secretary.

# **CGN AND BGO ACTIVITY NIGHTS**

**Allows consecutive nights for casino game nights and bingo events**

➤ **IC 4-32.3-4-14(a):** Except for raffles, pull tabs, punchboards, and tip boards conduct under an annual activity license, raffles conducted under an annual affiliate license, or an allowable activity conducted under a festival license, a qualified organization may not conduct more than three (3) allowable activities during a calendar week and not more than one(1) allowable activity each day.



# Questions?

# SPORTS THEMED BOARDS

- September 16, 2019
- Must hold some type of Charity Gaming License and indicate you wish to sell PPTs
- The Sports Boards are Licensed Supply as per **IC 4-32.3-5-20**
- Any flare accompanying the board must be prominently posted while the board is in play
- House rules must be posted and include;
  - No squares, chances, spots, tickets or pull-tab tickets may be sold after the seal or other opaque material covering the scores have been opened or compromised
  - All empty play spots must be marked VOID immediately before the opening of the seals or removal of opaque material
  - Winnings must be claimed within seven days of the last time frame of the sporting event.
  - How do you determine the score? **Score or Points per Sub Unit?**
  - Any other house rules deemed necessary
- Can only be used with professional or NCAA Division 1 sporting events. Official game scores or results must be used to determine the winner. Use of Sports Themed boards with high school and youth sports is prohibited.



# SPORTS THEMED BOARDS

- **\$10 maximum prices on square, chance or spot on the grid or board. If used with tickets, the maximum price for one ticket is \$1 as per IC 4-32.3-5-16(c)**
- **Game, and date of the sporting event must be posted legibly in permanent ink on the grid or board along with the price of a chance, spot or ticket.**
- **Player's name must be printed in permanent ink on the square, chance or spot.**
- **Winners must be determined based on the final score or outcome of the sporting event or the score or outcome of the subdivision of the sporting event as set by the official rules.**
- **Players must purchase chances blindly.**
- **Seals or other opaque material covering the scores, or outcomes may not be opened or removed until all chances are sold or marked VOID.**
- **Chances may not be sold after the conclusion of the sporting event**
- **Serial numbers must be printed on the board by the manufacturer, and all sales invoices must include serial numbers.**
- **Only sports themed tip boards or pull-tab games with seals or other opaque material covering the scores or outcomes may be sold.**
- **Gaming Card excise tax must be imposed as required by IC 4-32.3-10 et seq.**

**ESR Reconciliation**

**How do I select  
PPT games?**



# CG-AL, APPLICATION FOR ANNUAL ACTIVITY LICENSE

State Form 56728  
INDIANA GAMING COMMISSION

For office use only

Reviewed by \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Completed \_\_\_\_\_

**Renewing applicants:** Please have post marked by the 10<sup>th</sup> of the month when your current license expires.

**New applicants:** Please allow 45 business days for processing.

Incomplete applications will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.

1. Organization legal name		2. Doing Business As (DBA)		
3. Federal Identification Number (FID/EIN)		4. Charity Gaming (CG) license number		
5. Address of principal office (number & street required)	6. City	7. State	8. ZIP Code	9. County
10. Mailing address (if different)	11. City	12. State	13. ZIP Code	14. County
15. Organization daytime telephone number (     )	16. Fax number (     )	17. Organization email address		
18. Contact person's name	19. Contact person's telephone number (     )	20. Contact person's email address		

## ACTIVITY INFORMATION

21. Type(s) of gaming activities (check all that apply)

☐ Bingo    ☐ Casino Game Night    ☐ Water Race    ☐ Guessing Game    ☐ Raffle (24/7)    ☐ PPT (24/7)

If Raffle(s) are to be conducted, how does the organization plan on selling tickets?



**CG-SL, APPLICATION FOR SINGLE ACTIVITY LICENSE**State Form 56736  
INDIANA GAMING COMMISSION

For office use only

Reviewed by \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Completed \_\_\_\_\_

Please allow 45 business days for processing. Incomplete applications will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.

1. Organization legal name			2. Doing Business As (DBA)	
3. Federal Identification Number (FID/EIN)			4. Charity Gaming (CG) license number	
5. Address of principal office (number & street required)	6. City	7. State	8. ZIP Code	9. County
10. Mailing address (if different)	11. City	12. State	13. ZIP Code	14. County
15. Organization daytime telephone number (     )	16. Fax number (     )		17. Organization email address	
18. Contact person's name	19. Contact person's telephone number (     )		20. Contact person's email address	

**ACTIVITY INFORMATION**

21. Type(s) of gaming activities (check all that apply)

☐ Bingo    ☐ Casino Game Night    ☐ Water Race    ☐ Guessing Game    ☐ Raffle    ☐ PPT

If Raffle(s) are to be conducted, how does the organization plan on selling tickets?

22.	<b>Date of Activity</b> ____/____/____	<b>Hours</b> ____M to ____M
-----	--	-----------------------------





# CG-EN, EXEMPT ACTIVITY NOTIFICATION

State Form 51413  
INDIANA GAMING COMMISSION

For office use only  
Reviewed by \_\_\_\_\_  
Date Reviewed \_\_\_\_\_  
Date Completed \_\_\_\_\_



Please allow 14 business days for processing. Incomplete forms will not be processed. Organizations must be in good standing with the IRS and the Indiana Department of Revenue.

1. Organization legal name		2. Doing Business As (DBA)		
3. Federal Identification Number (FID/EIN)		4. Charity Gaming (CG) license number		
5. Address of principal office (number & street required)	6. City	7. State	8. ZIP Code	9. County
10. Mailing address (if different)	11. City	12. State	13. ZIP Code	14. County
15. Organization daytime telephone number ( )	16. Fax number ( )	17. Organization email address		
18. Contact person's name	19. Contact person's telephone number ( )	20. Contact person's email address		
21. Has your organization completed the qualification process with our division? <input type="checkbox"/> Yes <input type="checkbox"/> No		22. 501(c) status:	23. Attach a copy of your 501(c) status letter to verify the status listed in box 22.	
24. Select the type of Exempt Activity: <input type="checkbox"/> Bingo <input type="checkbox"/> Casino Game Night <input type="checkbox"/> Water Race <input type="checkbox"/> Guessing Game <input type="checkbox"/> Raffle <input type="checkbox"/> PPT <input type="checkbox"/> OR <input type="checkbox"/> Festival				
25. On what date and during what hours will your activity be conducted? If multiple dates and facility locations attach additional sheet. Date _____ Hours _____ M to _____ M				
26. Name and address of the facility where the gaming activities will be conducted (number and street)				
27. City	28. State	29. ZIP Code	30. County	

**What does a  
Sports Tip Board  
look like?**





Perforated cover line and column

**ALL EVENT SPORTSCARD™**

HOME **FINAL SCORE** VS VISITOR **FINAL SCORE**

Game Played \_\_\_\_\_ At \_\_\_\_\_

**SCORE** **WIN**

TEAM	H	V
1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

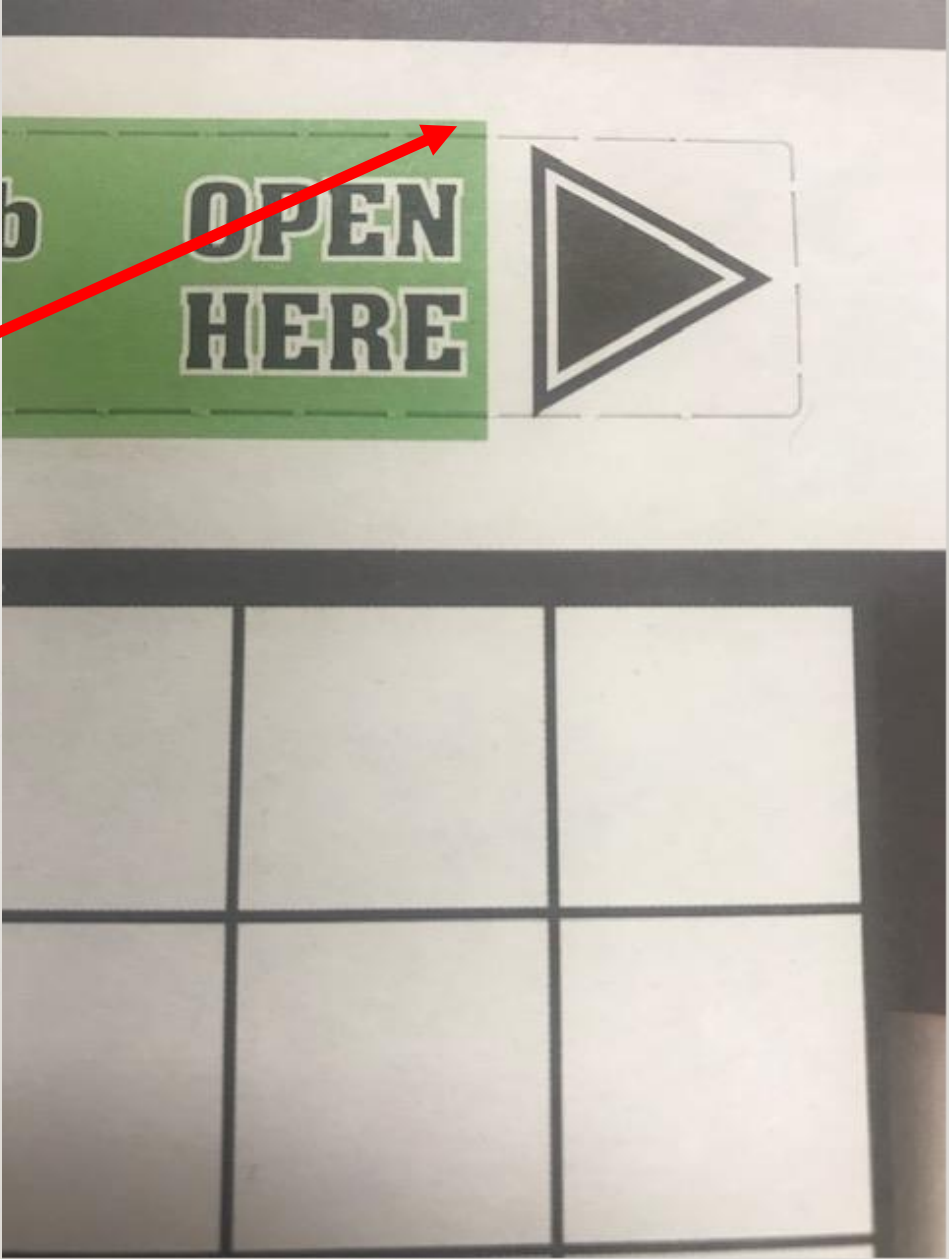
**HOME TEAM** ▶

Upon Completion Of Card. Pull Open Here Tab To Reveal Numbers **OPEN HERE** ▶

**VISITING TEAM** ▶

Upon Completion Of Card. Pull Open Here Tab To Reveal Numbers **OPEN HERE** ▶

WHEN SCORE OF EITHER TEAM HAS MORE THAN ONE FIGURE, USE LAST TWO ONLY  
EXAMPLE: 19 SCORE IS 14-096 LAST FIGURE IS 06





## 42

**FINAL SCORE**

VS

VISITOR

Game Played

At

This space for date

## SCORE

WIN

TEAM	H	V
1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

## HOME TEAM ►

**Upon Completion Of Card, Pull Open Here Tab  
To Reveal Numbers**

**OPEN  
HERE**

**OPEN  
HERE**

**Upon Completion Of Card, Pull Open Here Tab  
To Reveal Numbers**

## VISITING TEAM

WHEN SCORE OF EITHER TEAM HAS MORE THAN ONE FIGURE, USE LAST FIGURE ONLY.  
EXAMPLE: IF SCORE IS 14 USE LAST FIGURE (4).

**FINAL SCORE****FINAL SCORE**

**HOME**

VISITOR

Game Played

At

This space for date

SCORE

WIN

TEAM	H	V
1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

HOME TEAM ►

4 6 0 7 8 1 3 5

## VISITING TEAM

7  
1  
2  
9  
6  
3  
4  
5  
0  
8

WHEN SCORE OF EITHER TEAM HAS MORE THAN ONE FIGURE, USE LAST FIGURE ONLY.  
EXAMPLE: IF SCORE IS 14 USE LAST FIGURE (4).



**ALL EVENT SPORTSCARD™**

HOME  FINAL SCORE  VS  FINAL SCORE  VISITOR

Game Played  At

SCORE

TEAM	H	V
1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

WIN

	H	V
1 - Quarter		
2 - Quarter		
3 - Quarter		
4 - Quarter		
FINAL		

HOME TEAM ►

4 6 0 7 8 1 3 5

VISITING TEAM ▲

7  
1  
2  
9  
6  
3  
4  
5  
0  
8

WHEN SCORE OF EITHER TEAM HAS MORE THAN ONE FIGURE, USE LAST FIGURE ONLY.  
EXAMPLE: IF SCORE IS 14 USE LAST FIGURE (4).

The Chicago Bears are playing the Indianapolis Colts in Indianapolis.

The Bears win 77-0.

The person who had the box where the red “X” is would win the board since the Colt’s (Home Team) score ended in a “0” and the Bear’s (Visiting Team) score ended in a “7”.







# Approved Board?



# VICTORY LANE™



## POLE POSITION RACE BOARD

Driver/Car	Player	Points
Winner	/	/
2nd	/	/
3rd	/	/
4th	/	/
5th	/	/

#40 POSITION AUTOMATICALLY RECEIVES ALL POSITIONS HIGHER THAN #40

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

Track: \_\_\_\_\_



	←	→	
	←	→	
	←	→	
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	←	→	
	←	→	
	←	→	
	←	→	

PLAYER'S NAME	
	← →
	← →
	← →
	← →
Starting Position 10	← →

Driver starting  
in the 10<sup>th</sup>  
position



# EXPEDITED APPLICATION PROCESS

- If request is accepted, the commission will expedite the review of the application to ten (10) business days. **IC 4-32.3-6-2(a).**
- Request must be submitted not later than ten (10) business days before the date on which the allowable activity is to be conducted.
- **IC 4-32.3-6-2(b):** The expedited application fee is:
  - (1) One hundred dollars (\$100) if the qualified organization is applying for an initial license; or
  - (2) One hundred dollars (\$100) or ten percent (10%) of the organization's renewal fee, whichever amount is greater, if the organization is seeking a reissuance of a license.

**Subject to the organization submitting a complete and accurate application**

# DETERMINING YOUR FEES PER LICENSE

- Organizations file one consolidated financial report per license type.
- **IC 4-32.3-6-4:** A qualified organization's adjusted gross revenue is an amount equal to the difference between:
  - (1) the qualified organization's total gross revenue from allowable activities in the preceding year; minus
  - (2) the sum of any amounts deducted under **IC 4-32.3-5-3(b)(5)** in the preceding year.
- **IC 4-32.3-6-7:** Increases fee renewal cap from \$3M to \$5M (Adjusted Gross) for \$26K-\$41K and up.



# EXISTENCE & MEMBERSHIP REQUIREMENTS

- **Charities can now utilize and attract more volunteers**
- **Reduces membership requirement to be an operator from one (1) year to sixty (60) days**
  - **IC 4-32.3-5-13: To be an operator of a qualified organization:**
    - **(1) An individual must be a member in good standing of the qualified organization for at least sixty (60) days; and**
    - **(2) the operator's authority to serve as an operator for the qualified organization must have been acknowledged by the qualified organization on a form prescribed by the commission.**

- **IC 4-32.3-5-14(a):** with limited exceptions, worker membership requirement remains thirty (30) days
- Reduces time requirement to be considered a “full time employee” from 90 days to 30 days
- Example: paid bartender of a veterans or fraternal organization who sells and redeems pull tabs
- **IC 4-32.3-2-17:** “Full time employee” means an individual who:
  - (1) is and has been employed by a particular qualified organization for at least thirty (30) consecutive days as of the date of the qualified organization’s allowable event; and
  - (2) works at least an average of thirty-two (32) hours per week or one thousand six hundred sixty-two (1,662) hours per year for the qualified organization in a capacity that is primarily unrelated to the qualified organization’s charity gaming operations.



# ELIMINATION OF BURDENSOME AND UNNECESSARY REGULATIONS

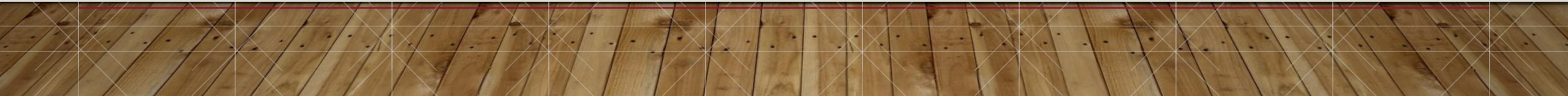
- Organizations must still verify the identity of the winner using any reasonable means necessary
  - True Legal Name
  - Date of Birth
  - Home address (No P. O. Boxes)
- **IC 4-32.3-9-5:** A marketing sheet published in connection with a wagering game must be maintained for the lesser of:
  - (1) three (3) years after the year in which the marketing sheet was published; or
  - (2) the end of an audit in which the marketing sheet and similar records are audited.
- **IC 4-32.3-2-23:** "Marketing sheet" means additional information published about a wagering game that describes winnings.

# **ELIMINATION OF BURDENSOME AND UNNECESSARY REGULATIONS**

- **IC 4-32.3-4-13(b):** A qualified organization that applies for an initial annual activity license to conduct annual bingo events or casino game night activities shall publish notice that the application has been filed by publication at least one (1) time in one (1) newspaper in the county where the allowable activity will be conducted.
- **IC 4-32.3-5-5(b):** Exempt events and candidate's committees no longer require separate and segregated checking account. Also applies to convention raffle licenses.



# Financial Reports



# WHAT IS ADEQUATE FINANCIAL DOCUMENTATION?

While a check register is not specifically required by law what is required by the Charity Gaming Division as adequate record keeping is the following:

- The number of the bank account being used
- Then name where the account resides
- The date the transaction took place
- The check or transaction number
- To whom the funds were disbursed
- The amount of funds being disbursed
- The reason for the disbursement
- The balance of the account before and after disbursement
- The deposit or transaction numb of any deposit into the account
- Date of any deposit into the account
- Where the funds for the deposit came from
- The reason for deposit
- The balance in the account before and after the deposit.

A check register is the easiest way to accomplish these requirements.

It is not acceptable to provide copies of bank statements and not a good practice to take for granted that the bank records are correct.

These financial records/or a recent copy should be kept in a secure location on the premises at all time and available for inspection.





# EVENT SUMMARY REPORTS (ESR)

- Only 2 ESRs remain (ESR and DWM-ESR)
- ESR is required for each event
- Determines cash bank deposit for your event
- Gaming proceeds must be deposited into the organizations separate and segregated charity gaming checking account **within 5 business days** after the conclusion of the event.
- **Three types of events do not require separate and segregated checking accounts; Exempt Notification, Convention Raffle and Candidate's Committee.**

**Event Summary Report**

State Form 54737 (6-11)

Prepared By: \_\_\_\_\_

First and Last Name

(Complete all parts that are applicable.)

(1) Organization legal name		(2) Date of event (mm/dd/yyyy)	(3) Start / End time	
(4) Address of event		(5) City	(6) State	(7) ZIP Code
(8) License number		(9) Operator in charge		
(10) Number of attendees	(11) Number of paid attendees	(12) Start-Up money (Includes hot ball, cover all, special games, etc.) \$		

**Part 1 BINGO**

(13) Door packs sold – Description (name, face up, etc.)	Number of free packs	Reduced packs: Number sold / price per pack		Regular packs: Number sold / price per pack		Bingo income	Bingo payouts
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
(14) Early Birds/Warm Ups – Description (name, face up, etc.)	Number of free packs	Reduced packs: Number sold / price per pack		Regular packs: Number sold / price per pack		Bingo income	Bingo payouts
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
(15) Special games – Description (name, face up, etc.)	Number of free packs	Reduced packs: Number sold / price per pack		Regular packs: Number sold / price per pack		Bingo income	Bingo payouts
			\$		\$	\$	\$
			\$		\$	\$	\$
			\$		\$	\$	\$
(16) Night Owls – Description (name, face up, etc.)	Number of free packs	Reduced packs: Number sold / price per pack		Regular packs: Number sold / price per pack		Bingo income	Bingo payouts
			\$		\$	\$	\$
			\$		\$	\$	\$
(17) Cookie Jar / Hot Ball / Hot Number / Pickle Jar, etc.		Number sold	Price per game	Bingo income	Bingo payouts		

	(18) Total gross bingo income	\$	
	(19) Bingo payouts		\$
	(20) Net bingo income (Subtract line 19 from line 18.)		\$



Prepared by: \_\_\_\_\_ Event Date: \_\_\_\_\_  
First and last name (mm/dd/yyyy)

Part 2 CARD GAMES		A cash-in / cash-out station must be established.				
(21) List TYPE of card game played (Texas Hold'em, Omaha, Caribbean Stud, Euchre, etc.)	(22) List how money was made by organization (Tournament style, straight take off the top, dragging the pot, play against the house, etc.)	(23) Bad Beat	(24) Re-buys	(25) Total income collected	(26) Total payout	(27) Net income Line 25 minus line 26
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>Totals</b>		23(a) \$	24(a) \$	25(a) \$	26(a) \$	27(a) \$

Part 3 DICE GAMES AND WHEEL GAMES		A cash-in / cash-out station must be established.	
(28) Name of game (craps, roulette, spindle, money, turkey, ham etc.)	(29) Total income collected	(30) Total payout	(31) Net income Line 29 minus line 30
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Totals</b>	29(a) \$	30 (a) \$	31(a) \$

Prepared by: \_\_\_\_\_ Event Date: \_\_\_\_\_  
First and last name mm/dd/yyyy

[illegible]



First and Last Name

$$= \frac{1}{2} \frac{d}{dt} \left( \frac{1}{2} m v^2 \right)$$

**You must retain all seal / flare cards.**

First and Last Name

<http://www.elsevier.com/locate/ymbs>

## Part 6 SPORTS THEMED TIP BOARD SALES

**You must retain all seal / flare cards.**

[illegible]



Prepared by: \_\_\_\_\_ Event Date: \_\_\_\_\_  
First and Last Name mm/dd/yyyy

Part 7 RAFFLES/DRAWINGS								
(55) Description of drawing (raffles, regular, 50/50, Split the Pot, Commander, door prizes, etc.)	(56) Number of drawings	(57) Number of paid attendees	(58) Number of tickets sold	(59) Amount per ticket	(60) Gross income	(61) Cash payout	(62) Net income Line 60 minus line 61	(63) Prize/item description / *value **cost If prizes are donated, indicate donated.
				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
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				\$	\$	\$	\$	
				\$	\$	\$	\$	
				\$	\$	\$	\$	
<b>Totals</b>					60(a) \$	61(a) \$	62(a) \$	

Prepared by: \_\_\_\_\_ Event Date: \_\_\_\_\_  
First and Last Name (mm/dd/yyyy)

Part 8 WATER RACE						
(63) Description of Water Race	(64) Number of Water Race tickets sold	(65) Amount per ticket	(66) Gross income	(67) Cash payout	(68) Net income Line 66 minus line 67	(69) Prize/item description / *value **cost If prizes are donated, indicate donated.
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
<b>Totals</b>			66(a) \$	67(a) \$	68(a) \$	

Part 9 GUESSING GAME						
(70) Description of Guessing Game	(71) Number of guesses sold	(72) Amount per ticket	(73) Gross income	(74) Cash payout	(75) Net income Line 73 minus line 74	(76) Prize/item description / *value **cost If prizes are donated, indicate donated.
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
<b>Totals</b>			73(a) \$	74(a) \$	75(a) \$	

**\*The value of prizes must be determined by the fair market retail value. \*\*The cost of prizes must be supported with a receipt.**  
 Reminder: Payout totals do NOT include the expenses to purchase the prizes. The expense will be deducted on the financial forms.



Prepared By: \_\_\_\_\_  
First and Last Name

Event Date: \_\_\_\_\_  
(mm/dd/yyyy)

<b>Part 10 GROSS INCOME TOTALS</b>		
Start-up money (includes hot ball, cover all, special games, etc. Enter amount from line 12)	77	\$
Bingo income (enter amount from line 18)	78	\$
Card games income (enter amount from line 25(a))	79	\$
Dice and wheel games income (enter amount from line 29(a))	80	\$
Pull tab gross income (enter amount from line 37(a))	81	\$
Tip board and punch board income (enter amount from line 44(a))	82	\$
Sports themed tip board income (enter amount from line 52(a))	83	
Raffle/drawing income (enter amount from line 60(a))	84	\$
Water race income (enter amount from line 66(a))	85	\$
Guessing game income (enter amount from line 73(a))	86	\$
<b>Gross total</b> (add lines 77-86)	87	\$
<b>Part 11 PAYOUT TOTALS (These numbers represent CASH payouts only.)</b>		
Bingo payout (enter amount from line 19)	88	\$
Card games payout (enter amount from line 26(a))	89	\$
Dice and wheel games payout (enter amount from line 30(a))	90	\$
Pull tab payout (enter amount from line 38(a))	91	\$
Tip board and punchboard payout (enter amount from line 45(a))	92	\$
Sports themed tip board payout (Enter amount from line 53(a))	93	
Raffles/drawings payout (enter amount from line 61(a))	94	\$
Water race payout (enter amount from line 67(a))	95	\$
Guessing game payout (enter amount from line 74(a))	96	\$
Total payouts (Add Lines 88-96)	97	\$
<b>Part 12 NET INCOME</b>		
Total net income (Line 87 minus line 97)	98	\$
<b>Part 13 DEPOSIT FROM THIS EVENT</b>		
Amount of bank deposit from this event	99	\$

### Operator and Worker List

Name First and last name	Driver's license number / identification number	Assigned duties for this event (check all that apply)	Operator or Worker (check one)	Member and/or employee (check all that apply)
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee
		<input type="checkbox"/> Bingo <input type="checkbox"/> PPT <input type="checkbox"/> Raffles <input type="checkbox"/> Cards <input type="checkbox"/> Dice <input type="checkbox"/> Other (please describe)	<input type="checkbox"/> Operator <input type="checkbox"/> Worker	<input type="checkbox"/> Member <input type="checkbox"/> Employee

### CG-ESR, Event Summary Report, Guidance and Instructions.

Email [CharityGaming@icrc-ni.org](mailto:CharityGaming@icrc-ni.org) Telephone (317) 232-4646 Fax (317) 232-0117



# **License Period**

**v.**

# **Accounting Period**



# LICENSE EXPIRATION

If your Charity Gaming License Expires on this date of each year	Your Licensing period is...	Your new Accounting period will be ...	Your deadline for the IGC to receive your license renewal packet is...
1/31	2/1 - 1/31	12/1 - 11/30	1/10
2/28	3/1 - 2/28	1/1 - 12/31	2/10
3/31	4/1 - 3/31	2/1 - 1/31	3/10
4/30	5/1 - 4/30	3/1 - 2/28	4/10
5/31	6/1 - 5/31	4/1 - 3/31	5/10
6/30	7/1 - 6/30	5/1 - 4/30	6/10
7/31	8/1 - 7/31	6/1 - 5/31	7/10
8/31	9/1 - 8/31	7/1 - 6/30	8/10
9/30	10/1 - 9/30	8/1 - 7/31	9/10
10/31	11/1 - 10/31	9/1 - 8/31	10/10
11/30	12/1 - 11/30	10/1 - 9/30	11/10
12/31	1/1 - 12/31	11/1 - 10/31	12/10

**Accounting period ends on the last day of the month prior to your license expiration month.**

**Renewal application is due on the 10<sup>th</sup> of the month in which your license expires.**



# FINANCIAL REPORTS (FRs)

Organization Name: \_\_\_\_\_

## INCOME AND EXPENSE SUMMARY

### Gross Income\*

Income Sources		Dollars	Cents
Bingo	1		
Pull Tabs	2		
Punchboards	3		
Tip Boards	4		
Casino Night	5		
Raffle/Drawings (50/50, door prize, Commander, DWM, Etc.)	6		
Water Race	7		
Guessing Game	8		
<b>Total Gross Income</b> <i>(add lines 1-8)</i>	9		

### Prizes/Expenses \*

Prize/Payouts		Dollars	Cents
Bingo	10		
Pull Tabs	11		
Punchboards	12		
Tip Boards	13		
Casino Night	14		

# PRIZES AND EXPENSES

Clipboard Font Paragraph Styles			
1 2 3 4 5 6 7			
Guessing Game	8		
<b>Total Gross Income</b> <i>(add lines 1-8)</i>	9		
<b>Prizes/Expenses *</b>			
<b>Prize/Payouts</b>		Dollars	Cents
Bingo	10		
Pull Tabs	11		
Punchboards	12		
Tip Boards	13		
Casino Night	14		
Raffle/Drawings (50/50, door prize, Commander, DWM, Etc.)	15		
Water Race	16		
Guessing Game	17		
<b>Subtotal Prize/Payout</b> <i>(Add lines 10-17)</i>	<b>18</b>		
<b>Supplies, Equipment and Facility Expenses*</b>			
Bingo Expenses; <i>Paper, Cards, Equipment, etc...</i>	19		
Pull Tabs, Tip Boards, Punchboards	20		
Casino Expenses; <i>Cards, Wheels, Dice etc...</i>	21		
Raffle/Door Prize Expense; <i>Tickets, Drum, Raffle Boards, etc...</i>	22		
Water Race/Guessing Game; <i>Rubber Ducks, Frogs etc...</i>	23		
Facility Rental Expense; <i>Rent paid maximum \$200 per Day</i>	24		

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# Supplies, Equipment and Facility Expenses

Guessing Game	17		
<b>Subtotal Prize/Payout</b> <i>(Add lines 10-17)</i>	<b>18</b>		
<b>Supplies, Equipment and Facility Expenses*</b>			
Bingo Expenses; <i>Paper, Cards, Equipment, etc...</i>	19		
Pull Tabs, Tip Boards, Punchboards	20		
Casino Expenses; <i>Cards, Wheels, Dice etc...</i>	21		
Raffle/Door Prize Expense; <i>Tickets, Drum, Raffle Boards, etc...</i>	22		
Water Race/Guessing Game; <i>Rubber Ducks, Frogs etc...</i>	23		
Facility Rental Expense; <i>Rent <b>paid</b> maximum \$200 per Day</i>	24		
License Fee Expense	25		
Advertising Expenses; <i>Related to this gaming activity.</i>	26		
<b>Subtotal Expenses</b> <i>(add lines 19-26)</i>	<b>27</b>		
<b>Total Expense</b>			
Subtotal Prize Payouts <i>(from line 18)</i>	28		
Subtotal Expenses <i>(from line 27)</i>	29		
<b>Total Expenses</b> <i>(add lines 28 and 29)</i>	<b>30</b>		
<b>Net Income*</b>			
Gross Income <i>(figure from Line 9)</i>	31		
Total Expenses <i>(figure from Line 30)</i>	32		
<b>Total Gaming Income</b> <i>(subtract line 32 from line 31);</i>	<b>33</b>		

# Contributions and Fee Determination

<b>CHARITABLE CONTRIBUTIONS INFORMATION</b> <i>(These amounts must have been earned from your Charity Gaming proceeds.)</i>						
Net Gaming Income from line 33 of the Income and Expense Summary				34		
Amount of Line 34 Distributed/Donated for Charitable Purposes <i>Charitable Contribution Distribution List (CG-DIST) must be attached.</i>	34a					
Amount of Line 34 Retained/Spent on your Organization	34b					
Add the amounts in Lines 34a and 34b and enter total here				35		
Undistributed Balance (Line 34 minus Line 35)				36		

<b>Schedule 1</b>	
<b>Next License Fee Calculation</b>	
Enter the Total Gross Income from Line 9 (pg. 2)	1
Deduct Rent Expenses from Line 24 (Pg. 2)	2
Subtract Line 2 from Line 1 to determine your Adjusted Gross Income Total.	3
Find the amount shown in 3 (above) on the Chart below. Enter the Corresponding fee here	4



# New License Fee Schedule

Adjusted Gross Incomes								
At Least		But Less Than	Fee		At Least		But Less Than	Fee
\$ 00		\$ 15,000	\$ 50		\$ 1,500,000		\$ 1,750,000	\$ 15,000
\$ 15,000		\$ 25,000	\$ 100		\$ 1,750,000		\$ 2,000,000	\$ 17,000
\$ 25,000		\$ 50,000	\$ 300		\$ 2,000,000		\$ 2,250,000	\$ 19,000
\$ 50,000		\$ 75,000	\$ 400		\$ 2,250,000		\$ 2,500,000	\$ 21,000
\$ 75,000		\$ 100,000	\$ 700		\$ 2,500,000		\$ 2,750,000	\$ 23,000
\$ 100,000		\$ 150,000	\$ 1,000		\$ 2,750,000		\$ 3,000,000	\$ 25,000
\$ 150,000		\$ 200,000	\$ 1,500		\$ 3,000,000		\$ 3,250,000	\$ 27,000
\$ 200,000		\$ 250,000	\$ 1,800		\$ 3,250,000		\$ 3,500,000	\$ 29,000
\$ 250,000		\$ 300,000	\$ 2,500		\$ 3,500,000		\$ 3,750,000	\$ 31,000
\$ 300,000		\$ 400,000	\$ 3,250		\$ 3,750,000		\$ 4,000,000	\$ 33,000
\$ 400,000		\$ 500,000	\$ 5,000		\$ 4,000,000		\$ 4,250,000	\$ 35,000
\$ 500,000		\$ 750,000	\$ 6,750		\$ 4,250,000		\$ 4,500,000	\$ 37,000
\$ 750,000		\$ 1,000,000	\$ 9,000		\$ 4,500,000		\$ 4,750,000	\$ 39,000
\$ 1,000,000		\$ 1,250,000	\$ 11,000		\$ 4,750,000		\$ 5,000,000	\$ 41,000
\$ 1,250,000		\$ 1,500,000	\$ 13,000					

# Schedule A, Operators

**Persons with felony convictions within the last 10 years are prohibited from participating in any Charity Gaming activity other than playing.**

**Must use this form and submit in alphabetical order by last name.**



## CG-SCHEDULE A, OPERATOR LIST

State Form

INDIANA GAMING COMMISSION

For office use only

Reviewed by: \_\_\_\_\_

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

Organization legal name	Federal Identification Number (FID/EIN)	CG license number
-------------------------	---	-------------------

Do any of the proposed operators listed on this schedule have a felony conviction within the past ten (10) years? ☐ Yes ☐ No

If yes, those individual(s) cannot be involved with the organization's gaming activities in any manner and MUST be removed from this Schedule.

**Operator Information** - Please list the legal name of those individuals who have been a **member** of your organization for at least sixty (60) days and who will supervise, manage, and be responsible for the operation and conduct of the gaming activity. Please list at least three (3) members in this section. Complete additional Schedule A forms as needed. All areas must be completed.

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s)			Home Telephone # (     )	Date Joined Organization (mm/dd/yyyy) _____
<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s) _____			Home Telephone # (     )	Date Joined Organization (mm/dd/yyyy) _____
<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s) _____			Home Telephone # (     )	Date Joined Organization (mm/dd/yyyy) _____
<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.

# Schedule B FTE, Workers



## CG-SCHEDULE B FTE, FULL TIME EMPLOYEE WORKER LIST

State Form  
INDIANA GAMING COMMISSION

For office use only  
Reviewed by: \_\_\_\_\_  
Date:           

Organization legal name	Federal Identification Number (FID/EIN)	CG license number
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Do any of the proposed full-time employee workers, listed on this schedule have a felony conviction within the past ten (10) years?      ☐ Yes   ☐ No  
If yes, those individual(s) cannot be involved with the organization's gaming activities in any manner and MUST be removed from this schedule.  
**Employee Worker Information** - This section shall be used to list those individuals who are full time employees of your organization and will conduct or assist in conducting the gaming activity. Complete additional Schedule B FTE forms as needed. All areas must be completed.


First Name	MI	Last Name	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s) _____			Home Telephone # (    )	Date Hired (mm/dd/yyyy) _____
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s) _____			Home Telephone # (    )	Date Hired (mm/dd/yyyy) _____
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s) _____			Home Telephone # (    )	Date Hired (mm/dd/yyyy) _____
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy) _____	Driver's License or State I.D.

Persons with felony convictions within the last 10 years are prohibited from participating in any Charity Gaming activity other than playing.

Must use this form and submit in alphabetical order by last name.



# Schedule B MEM, Members Workers



CG-SCHEDULE B MEM, MEMBER WORKER LIST

State Form

INDIANA GAMING COMMISSION

For office use only

Reviewed Jan

Date reviewed

Organization legal name	Federal Identification Number (FID/EIN)	CG license number
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Do any of the proposed workers, listed on this schedule have a felony conviction within the past ten (10) years?  
If yes, those individual(s) cannot be involved with the organization's gaming activities in any manner and MUST be removed from this Schedule.

☐ Yes ☐ No

**Member Worker Information** - Please list the legal name of those individuals who have been a member of your organization for at least thirty (30) days and will assist in conducting the gaming activity. Complete additional Schedule B MEM forms as needed. All areas must be completed.

First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Joined Organization (mm/dd/yyyy)
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Joined Organization (mm/dd/yyyy)
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.
Complete Home Address (no P.O. Box #'s)			Home Telephone #	Date Joined Organization (mm/dd/yyyy)

Persons with felony convictions within the last 10 years are prohibited from participating in any Charity Gaming activity other than playing.


Must use this form and submit in alphabetical order by last name.

# Schedule C, Bartenders Non-Member

Persons with felony convictions within the last 10 years are prohibited from participating in any Charity Gaming activity other than playing.

List the full-time or part-time bartenders with the CG-AL License Application when selecting the “PPT” or “Raffle” endorsement.

Must use this form and submit in alphabetical order by last name.



CG-SCHEDULE C, BARTENDER (NON-MEMBER) LIST

State Form

INDIANA GAMING COMMISSION

For office use only

Reviewed by: \_\_\_\_\_

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

Organization legal name		Federal Identification Number (FID/EIN)		CG license number	
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Do any of the proposed non-member **bartenders**, listed on this schedule have a felony conviction within the past ten (10) years? ☐ Yes ☐ No  
If yes, those individual(s) cannot be involved with the organization's gaming activities in any manner and MUST be removed from this schedule.  
**Bartender Information** – Use only with the CG-AL License Application. Please list the legal name of those **non-member** individuals who are full time – part time paid bartenders for your organization when selecting Raffle or PPT on page 1, line 21 of the CG-AL. Complete additional Schedule C forms as needed. All areas must be completed.

First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.	
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Hired (mm/dd/yyyy)	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.	
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Hired (mm/dd/yyyy)	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.	
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Hired (mm/dd/yyyy)	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.	
Complete Home Address (no P.O. Box #'s)			Home Telephone # ( )	Date Hired (mm/dd/yyyy)	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
First Name	MI	Last Name	Date of Birth (mm/dd/yyyy)	Driver's License or State I.D.	

## Other notable changes (Effective July 1, 2021)

- IC 4-32.3-5-16(b)(3) – Increases the single prize amount for any **progressive or carryover pull tab** game to \$15,000, which was increased from the previous limit of \$5,000.
- IC 4-32.3-5-16(a) – Increases the **total prizes awarded for one PPT game** to \$15,000, which was increased from the previous limit of \$10,000.
- Please note that the new maximum single prize amount for a progressive or carryover pull tab game (IC 4-32.3-5-16(b)(3)) is the same as the total amount allowed for all prizes awarded for one PPT game under IC 4-32.3-5-16(a).



# Questions?

# SOME THINGS NEVER CHANGE....

- General powers and duties of the Commission (IC 4-32.3-3)
- Authority of the Commission to determine an organization's suitability and fitness for licensure (IC 4-32.3-4-2)
- Investigatory authority of the Commission (IC 4-32.3-7)
- Disciplinary process to address bad actors (IC 4-32.3-8)
  - **IC 4-32.3-8-1(a):** The commission may suspend or revoke the license of or levy a civil penalty against a qualified organization, a manufacturer, a distributor, or an individual under this article for any of the following:
    - (1) Violation of:
      - (A) a provision of this article, IC 35-45-5-3, IC 35-45-5-3.5, IC 35-45-5-4, or a rule of the commission;
      - or
      - (B) any other local ordinance, state or federal statute, or administrative rule or regulation that would cause the commission to determine that the person is not of good moral character or reputation.
    - (2) Failure to accurately account for licensed supply.
    - (3) Failure to accurately account for sales proceeds from an event or activity licensed or permitted under this article.
    - (4) Commission of a fraud, deceit, or misrepresentation.
    - (5) Conduct prejudicial to public confidence in the commission.
    - (6) To ensure the integrity of charitable gaming in Indiana.



**"Operator", means a member of a qualified organization who has oversight of or is responsible for performing functions directly associated with critical aspects of gaming activities, including, but not limited to:**

- **(A) accounting for money received and disbursed at the charity gaming event;**
- **(B) keeping records of the charity gaming event;**
- **(C) announcing the letter-number combination at a bingo event;**
- **(D) conducting:**
  - **(i) the winning draw for a raffle;**
- **(E) determining the winner in a guessing game or a water race;**
- **(F) determining the flare and seal card winner;**
- **(G) controlling the mixing and distributing of pull-tabs;**
- **(H) redeeming a pull-tab, punchboard, or tip board valued at more than fifty dollars (\$50); or**
- **(I) performing a task of a worker.**



**"WORKER", MEANS A MEMBER OF A QUALIFIED ORGANIZATION WHO ASSISTS IN CONDUCTING GAMING ACTIVITIES, INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

- **Selling pull-tabs, punchboards, and tip boards.**
- **Selling bingo supplies.**
- **Dealing cards at a card game other than a qualified card game.**
- **Selling tickets or chances to an allowable event.**
- **Redeeming pull-tabs, punchboards, and tip boards valued at fifty dollars (\$50) or less.**

# **FULL TIME EMPLOYEES (NON-MEMBER)**

- **Must be employed for 30 consecutive days as of the date of the event.**
- **At least an average of 32 hours per week/1662 hours a year.**
- **Job duties are primarily unrelated to charity gaming.**
- **May be workers **but not operators.****



# Use and determination of net proceeds IC 4-32.3-5-3

**Sec. 3. (a) All net proceeds from an allowable activity and related activities may be used only for the lawful purposes of the qualified organization.**

**(b) To determine the net proceeds from an allowable activity, a qualified organization shall subtract the following from the gross receipts received from the allowable activity:**

- (1) An amount equal to the total value of the prizes awarded at the allowable activity.**
- (2) The sum of the purchase prices paid for licensed supplies dispensed at the allowable activity.**
- (3) An amount equal to the qualified organization's license fees attributable to the allowable activity.**
- (4) An amount equal to the advertising expenses incurred by the qualified organization to promote the allowable activity.**
- (5) An amount not to exceed two hundred dollars (\$200) per day for rent paid for facilities leased for an allowable activity.**



# **EXPENSES NOT ALLOWED:**

- **Employee wages/salaries/benefits/insurance**
- **Taxes – employee federal, state or county withholding taxes, sales tax, etc.**
- **Other licenses or permits.**
- **Alcoholic Beverage Taxes or Fees**
- **Purchases of alcohol, beer, or wine for any purpose other than to be awarded as a prize in a licensed charity gaming event.**
- **Remember, members cannot benefit from gaming activities.**

**“Progressive Bingo”:** a bingo game in which, if no person matches the predetermined pattern of squares upon the card within the specified number of balls called, the same game will be played later for an increased amount of money, for an increased number of balls called, or both.

- **This change allows a qualified organization to establish a progressive bingo in their program. The organization must establish house rules that clearly state how the game will be played and identify the payout progression of the game.**
- **There is a Two Thousand Dollar (\$2,000) maximum value for a single progressive bingo game.**
- **\*NOTE: The maximum allowable payout for all bingo games at one activity remains at \$6,000.**



# **Qualified Cards Games**

- 1. The manner that you will use to record all income for the card games, dice games and wheel games must be established prior to start of game.**
  - a) An Operator must operate the cash in / cash out station.**
  - b) A record of all buy-ins, re-buys, add-ons and entrance fees must be maintained.**
  
- 2. The manner that you will use to payout prizes must be established prior to the start of the game.**
  - a) If playing tournament style, you must determine how many positions (1st, 2nd, 3rd, etc. ) will be paid and the prizes for each position.**
  - b) Cash in / Cash out game.**



**3. You must determine how the organization will make money for this fundraising event.**

- a) Straight off the top. House take / buy-in – i.e. \$25.00 = \$20.00 chips and \$5.00 for the house.**
- b) Pot drag – i.e. \$1.00 for each \$10.00 in bets up to a maximum of \$8.00 per game.**
- c) Play against the house. Determine win / losses for each table to determine net income.**

**4. Cash in / Cash out station – i.e. use register to determine sales and payouts.**



**Cash Game:** means a game in which the players may cash in or cash out at any time.

**Caution:** Before you conduct a cash game you will need to consider that you must declare all the buy-ins, re-buys and add-ons as your gross income. This will seriously affect your license fees for the next license period.

**CASH:** There is never a time when cash may be used in the game. Imitation money or chips must be used.





**Dealers:** must be properly documented operators or workers for your organization. They shall not participate in the game in any manner.  
**Exception:** Qualified Card Game New **IC 4-32.3-2-30**. Euchre, Texas Hold'em poker, Omaha poker.

**Deal:** shall not be passed around the table except for the following Qualified Card Games;.

**Euchre:** The only card game in which the deal may be passed around the table and the dealer may participate. When it is the players turn to deal, they must deal. You are required to have 1 operator for every 6 tables of 4 players.



# **TEXAS HOLD'EM POKER AND OMAHA POKER**

- **Patrons may take turns dealing but are not permitted to play in the hand they deal.**
- **The dealer shall submit the deck to be cut to the nearest player to the right of the dealer.**
- **IGC Interpretation: Person may either pass or cut.**
- **A blank card must be at the bottom of the deck.**

- **IGC Interpretation: Blank card means a non-playing card.**
- **An operator or worker shall deal the cards at the final table of the tournament.**
- **Operators or workers may not play in the games at the events they are working.**
- **A minimum of two operators for an event, maintaining a ratio of at least one operator per forty (40) players. **Cage and Surveillance.****



# Pull Tabs, Punchboard, and Tip Boards

**I.C. 4-32.3-5-16**

- The maximum payout for one winning pull tab ticket continues to be \$599.
- The maximum payout for one winning pull tab ticket in a game using a seal card is \$1,000.
- The maximum payout for one winning ticket in a progressive pull tab game is **\$15,000**.
- “Seal Card”: a board or placard used with pull tabs that contains one or more seals that reveal a predesignated winning number, letter, symbol, or monetary denomination when opened.

PPT is allowed under all licenses if declared.



# **PPT AND PATRON INFORMATION**

**What you must obtain from a patron for single winners of \$250 or more on a pull tab, punchboard and tip board:**

- **Legal Name**
- **Home Residence (No P. O. Boxes)**
- **Date of Birth**

**AND**

➤ **Verify the patron's identity using any reasonable means.**

# Common Application Errors

- Have you completed the Operator, Worker and Bartender **Schedules** properly?
- The use of the **individual's legal name** is required. No middle names or nicknames in lieu of the legal first name.
- Did you list **sufficient operators/workers** to conduct your event? Everyone assisting with a charity gaming event (including those people selling raffle tickets or pull-tabs) must be listed as either a worker or an operator on the license application. Remember except for Qualified Card Games (Euchre, Texas Hold'em & Omaha), the organization must provide a worker or operator (dealer) for each table when conducting card games.
- Please make sure the **check submitted** to pay the license fee is a check drawn from the organization's **separate and segregated charity gaming checking account**. The information contained on the check must match the information provided in the "License Fee Information" section on the application(s). If the check is not drawn from the charity gaming account, the application(s) and check may be returned.



- Have all questions been properly completed and/or answered? (Don't forget the Yes or No questions.)
- Please pay extra attention to question regarding the days and time frames of the gaming events. Keep in mind that **12:00pm** refers to the noon hour and **12:00am** refers to the midnight hour.
- If the facility where the **ANNUAL** gaming events will be conducted is being leased/rented or donated, have you attached a copy of the **lease/rental agreement or donation statement**? Remember, the document must be signed and dated by both parties and indicate that the lessor/donor understands charity gaming will occur at your event.
- If any tangible personal property or gaming equipment is being leased/rented or donated, have **you attached a copy** of the lease/rental agreement or donation statement?
- The "Certification" section requires the signature of the Presiding Officer and the Secretary. **Have the presiding officer and the secretary signed all applicable forms in the appropriate space provided?**

- Have you completed and returned the **Current Officer List**, Form CG-CO? We will review the signatures required against the officer list provided. Any discrepancies may delay the processing of the application or forms.
- Have you completed all financial reports and forms? **Have you submitted them?**
- Have you completed the Contribution Distribution List, Form CG-DIST? Do not forget to **obtain Federal Identification Numbers**. This form must be completed in its entirety.
- The most important item – have you provided a contact person's name and daytime telephone number? **DO THEY KNOW THEY ARE THE CONTACT PERSON?**



# **Investigative Authority**

- **Commission may conduct investigations to provide for the security and integrity of the operation of allowable events**
- **Enter the premises where an allowable event is or has been conducted**
- **Remove evidence**
- **Full access to all financial records**
- **Inspect the premises**

# Common Investigative Issues

- Failure to respond to requests in a timely manner
- Failure to maintain accurate financial records
- Operators not on license
- “No Tipping” signs not posted
- Participation in games by operators/workers
- License not posted
- No separate/segregated charity gaming account
- Transfer of money from charity gaming account
- Illegal games: **Internet** Sweepstakes, Pull Tabs over the **Internet**, Charity Mania
- Checks, Debit Cards, Cash



- **Gaming without a License---but we did not keep any money!!!!!!**
- **Computer records not supported with original accounting documents (Event Summary Report)**
  - **You are required to use ESR**
- **Bingo caller not an operator**
- **No profit on cumulative totals**
- **Paying of Worker/Operators – Contracting (Felony)**
- **Donations at gaming events**
  - **Donation box SHOULD be outside the gaming area**
  - **Patron must make donation (not worker/operator)**
- **Allowing outside organizations to conduct gaming under your license**

# House or Local Rules and how they can save your organization

**Recommendation:** It is recommended that you establish house rules on how the games will be conducted. House rules should describe how disputes will be handled. House rules should be published, posted and a copy placed on each table. House rules should be available to anyone who requests a copy. If you establish house rules, please follow them.

**Dog...Mustang...**

**Documentation:** All documents produced pertaining to the event must be maintained to support the event summary report. If the records are computerized, the actual handwritten documents must be maintained to support the computer records. Three years plus current.

**Tipping is prohibited.** Proper signage must be posted indicating No Tipping allowed. Signage must be legible from a distance of **10 feet.**

**Tipping is allowed for non-gaming related assistance.** (food service and alcohol service)



# ADVERTISING YOUR EVENT

- **Printed Media (newspaper, magazines) In BOLD Print**
- **Temporary Signage (fliers, yard signs, billboards, marquees) In BOLD Print**
- **Internet – In BOLD Print**
- **Television Announcement (audio and/or video)**
- **Requires:**
  - the name of the organization conducting the event
  - the license number **AND REFERENCE NUMBER** of the event
- **Broadcast Media:**
- **Requires:**
  - the name of the organization conducting the event
  - the license number **AND REFERENCE NUMBER** of the event is on file
  - **CG-EN – when a license was not necessary – indicate – Approval of event is on file with the Indiana Gaming Commission**

**Only one advertisement is required for the first time Annual License with the Bingo or Casino Game Night endorsement. 4-32.3-4-13 (b)**

# KEYS TO SUCCESS

- Visit the Charity Gaming Division's website <https://www.in.gov/igc/2339.htm> for updates, announcements, educational materials, and to subscribe for email updates.
- Establish an Organization email address **that is monitored** to speed up and ensure timely notifications.
- Sign up for email notifications [www.in.gov/igc](http://www.in.gov/igc) Check your email often.
- Check the Indiana Gaming Commission website for information.
- Use the [CharityGaming@igc.in.gov](mailto:CharityGaming@igc.in.gov) email address for questions.
- Use Event Summary Reports for accurate record keeping.

**“You may choose to look the other way, but you can never say again that you did not know.”**

**-William Wilberforce**