



**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

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 conducted 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 the entire application and all required attachments, including documents and/or explanation sheets.
- C. Place "N/A" if item is not applicable. **Please type or print all answers.** Do not use pencil.
- 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. If applicable, enclose a non-refundable \$200 permit amendment fee for any social organization seeking authorization to operate and conduct electronic pull-tab/electronic gaming payable to: Treasurer of Virginia.
- G. Mail the completed application, applicable fee, and all required attachments to the following address: VDACS, Office of Charitable and Regulatory Programs, P.O. Box 526, Richmond, Virginia 23218.
- H. Allow sufficient amount of time for processing a **COMPLETED** form with at least 30 days in advance of the proposed effective date of the requested change. Incomplete form and not providing required attachments will delay the processing and it may be returned to the organization for completion.

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): _____

	Bingo	Paper Instant Bingo, Seal Cards & Pull-Tabs (Social Quarter)
Type of Charitable Gaming Activity: (Mark an "X" by the appropriate box)	_____	_____
	Standalone Raffle	Electronic Pull-Tab/Electronic Gaming Device (Social Quarter)
	_____	_____
	Annual Paper Pull-Tab Event	Electronic Pull-Tab/Electronic Gaming Device (Public Space)
	_____	_____

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

Doors Open: _____ am/pm
("Doors open" cannot be more than two hours before "begin game time." This requirement only applies to bingo)

Doors Close: _____ am/pm
("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 the 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 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: _____

CHARITABLE GAMING ACTIVITIES

- 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 _____

- 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 50/50, 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: _____

Describe Tangible Prize: _____

(Select One) Prize Donated Prize Purchased

(Select One) Prize Donated Prize Purchased

Market Value of Prize: _____

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 9 of the form. Is the pertinent information attached to this form? *Information attached?* Yes / No _____

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

FOR ELECTRONIC PULL-TAB/ELECTRONIC GAMING DEVICE AND PAPER INSTANT BINGO, SEAL CARDS AND/OR PULL-TABS BY A SOCIAL ORGANIZATION (SOCIAL QUARTER ONLY)

- a. If "yes" is selected under question 8, then is the facility in which electronic pull-tabs and paper instant bingo, seal cards and/or pull-tabs are sold open only to the social 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 electronic pull-tabs and 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 social organization (i) exclusively and entirely leased the facility; or (ii) own and has title to the facility where the electronic pull-tabs and 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 social organization's principal office, as registered with the State Corporation Commission; or (ii) an adjoining county, city or town of the social 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; or (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 social organization wishing to sell electronic pull-tabs and 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 social organization? Yes / No _____

If "yes" is selected under this particular question, then please provide a copy of the ABC license granted to the social 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 electronic pull-tabs and paper instant bingo, seal cards and/or pull-tabs are sold by the social 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
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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.

Manufacturer's/Supplier's Name: _____

Manufacturer's/Supplier's Name: _____

Manufacturer's/Supplier's Name: _____

CHARITABLE GAMING ACTIVITIES

e. If "yes" is selected under question 8, then is the social organization (i) intending to advertise or is advertising electronic pull-tabs/electronic gaming and paper instant bingo, seal cards and/or pull-tabs; and/or (ii) intending to solicit or is soliciting the public to play on an electronic pull-tabs/electronic gaming device or purchase paper instant bingo, seal cards and/or pull-tabs? Yes / No _____

f. If "yes" is selected under question 8 **and** the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then how many actual electronic pull-tab/electronic gaming devices will be located within the social organization's social quarter?

As a reminder, pursuant to § 18.2-340.26:3 of the *Code of Virginia*, it states that the maximum number of electronic pull-tab/electronic gaming devices at a location is 18. Furthermore, pursuant to 11VAC20-20-40 (L) of the Charitable Gaming Regulations, a social organization shall only use a device that bears a device tag affixed by the Department.

g. If "yes" is selected under question 8 **and** the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then will the organization contract or own the device from a manufacturer? (Select One or Both):

Contract Equipment
 Owned Equipment

Other (Explain): _____

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

h. If "yes" is selected under question 8 **and** the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then is the social organization's social quarter consist of a contiguous area within its primary location? Yes / No _____

i. If "yes" is selected under question 8 **and** the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then is the social organization's primary location where the social quarter is located have a (i) unique physical address as established by the United State Postal Service **and** (ii) certificate of occupancy issued by the city, county, or town where the building is physically located? Yes / No _____

j. If "yes" is selected under question 8 **and** the social organization intends to operate and conduct electronic pull-tab/electronic gaming device, then has the premises where the social organization intends to operate and conduct electronic pull-tabs/electronic gaming has been deemed a common nuisance pursuant to § 18.2-258 of the *Code of Virginia*? Yes / No _____

9. Is the organization wishing to operate and conduct electronic pull-tabs/electronic gaming in the public space of a social organization? If "no," then please go to question 10 of this application. Yes / No _____

FOR ELECTRONIC PULL-TAB/ELECTRONIC GAMING DEVICE BY AN ORGANIZATION IN THE PUBLIC SPACE OF A SOCIAL ORGANIZATION

a. If "yes" is selected under question 9, then is the organization leasing a public space where it intends to operate and conduct electronic pull-tab/electronic gaming device from either a (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; or (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 "no," explain on a separate page.

If "yes" is selected under this particular question, then attach a copy of the current lease for the facility where the electronic pull-tab/electronic gaming device is to be operated and conducted by the organization. Lease attached? Yes / No _____

b. 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 _____

CHARITABLE GAMING ACTIVITIES

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: _____

Is there any other organization leasing the same facility? Yes / No _____

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

Manufacturer's/Supplier's Name: _____

Manufacturer's/Supplier's Name: _____

Manufacturer's/Supplier's Name: _____

d. If "yes" is selected under question 9, then will the organization contract or own the electronic pull-tab/electronic gaming device from a manufacturer? (Select One or Both): Contract Equipment Owned Equipment

Other (Explain): _____

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

e. If "yes" is selected under question 9, then is the organization (i) intending to advertise or is advertising electronic pull-tabs/electronic gaming and/or (ii) intending to solicit or is soliciting the public to play on an electronic pull-tabs/electronic gaming device? Yes / No _____

f. If "yes" is selected under question 9, then how many electronic pull-tab/electronic gaming devices will be located within the public space for the organization to operate and conduct?

As a reminder, pursuant to § 18.2-340.26:3 of the *Code of Virginia*, it states that the maximum number of electronic pull-tab/electronic gaming devices at a location is 18. Furthermore, pursuant to 11VAC20-20-60 (L) of the Charitable Gaming Regulations, an organization shall only use a device that bears a device tag affixed by the Department.

g. If "yes" is selected under question 9, then is the public space where the organization intends to operate and conduct an electronic pull-tab/electronic gaming device separate from social organization's social quarter? Yes / No _____

Please provide a diagram of the facility and identify the (i) social organization's social quarter and (ii) public space. Diagram attached? Yes / No _____

h. If "yes" is selected under question 9, then has the premises where the organization intends to operate and conduct electronic pull-tabs/electronic gaming has been deemed a common nuisance pursuant to § 18.2-258 of the *Code of Virginia*? Yes / No _____

10. Is the organization wishing to amend its permit in order to conduct an annual paper pull-tab event? If "no," then please go to the 'Disclaimer & Signature' section of this form. Yes / No _____

FOR ANNUAL PAPER PULL-TAB EVENT ONLY

a. If "yes" is selected under question 10, 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 _____

CHARITABLE GAMING ACTIVITIES

- b. If "yes" is selected under question 10, 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 10, 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: _____

- d. If "yes" is selected under question 10, 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 _____

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 and Charitable Gaming 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 11VAC20-20-140 (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 purchasers 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 I - 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 11VAC20-20-90 (C) of the Charitable Gaming Regulations, it states, "[w]inning tickets and unsold tickets shall be maintained for three years following 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 10b 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.