



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. Organizations cannot conduct, or use an operator to administer, any charitable gaming activity without the permit clearly authorizing them 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): \_\_\_\_\_

Table with 2 columns: Type of Charitable Gaming Activity and corresponding gaming options. Includes Bingo, Standalone Raffle, Annual Fundraising Event, Paper Instant Bingo, Seal Cards & Pull-Tabs, Electronic Pull-Tab/Electronic Gaming Device, and Texas Hold'em Poker Tournament.

Day(s) of the Week and/or Frequency of Gaming Activities: \_\_\_\_\_
Doors Open: \_\_\_\_\_ am/pm
Doors Close: \_\_\_\_\_ am/pm
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?
(Texas Hold'em poker tournaments require house rules, which shall be submitted as part of this application, preapproved by the Department and comply with 11VAC20-20-30 (F) of the Charitable Gaming Regulations.)
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 have title to the facility where the bingo session is to be conducted? (Select One):  Leased Facility  
 Owned Facility

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 \_\_\_\_\_

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 \_\_\_\_\_

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 does the organization wishing to conduct bingo hold such ABC license granted 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 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 \_\_\_\_\_

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:

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:

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

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

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

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

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

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

## CHARITABLE GAMING ACTIVITIES

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

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

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

### FOR STANDALONE RAFFLE ONLY, INCLUDING 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 have 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:

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:

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 11 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 have 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

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 \_\_\_\_\_

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 \_\_\_\_\_

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 does the organization wishing to conduct bingo hold such ABC license granted 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 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 \_\_\_\_\_

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:

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

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

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

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

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

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

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

*If "no," explain on a separate page.*

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

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 \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

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 \_\_\_\_\_

Please provide the following information:

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: \_\_\_\_\_

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*, 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 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 fundraising event? If "no," then please go to question 11 of this form. (If "yes," please review page 18) Yes / No \_\_\_\_\_

### FOR ANNUAL FUNDRAISING EVENT ONLY

a. If "yes" is selected under question 30, then does the qualified organization intend to use mechanical equipment to dispense the paper instant bingo, seal cards, and pull-tabs as required by § 18.2-340.26:2 of the Code of Virginia? Yes / No \_\_\_\_\_

b. If "yes" is selected under question 30, then does the qualified organization intend to make its annual fundraising event open to the public as required by § 18.2-340.26:2 of the Code of Virginia? Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

- c. If "yes" is selected under question 10, then does the organization own and have title to the facility or lease the facility where the annual fundraising 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 fundraising event. Lease attached? Yes / No \_\_\_\_\_

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

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:

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

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

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

- d. If "yes" is selected under question 10, then list the name of all 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: \_\_\_\_\_

- e. 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 \_\_\_\_\_

11. Is the organization wishing to conduct a Texas Hold'em poker tournament? If "no," then please go to the "Disclaimer & Signature" section of this form. Yes / No \_\_\_\_\_

### FOR TEXAS HOLD'EM POKER TOURNAMENTS ONLY

- a. If "yes" is selected under question 11, then does the organization use or intend to use an operator to administer its poker tournament? Yes / No \_\_\_\_\_

If "no" is selected under this particular question, attach a copy of a current photo identification, such as a driver's license or other government-issued identification, for each individual designated as a game manager. Copy attached? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, then identify the name of the operator, which will administer the organization's poker tournament.

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

(Please ensure the operator is registered as an "operator" with the Department pursuant to 11VAC20-30-50 of the Texas Hold'em Poker Tournament Regulations. Pursuant to 11VAC20-30-70 of the Texas Hold'em Poker Tournament Regulations, an organization's charitable gaming permit may be suspended, revoked, or denied if any person participating in the operator's administration of Texas Hold'em poker tournaments has been (1) convicted of any felony within the preceding 10 years; or (2) convicted of any misdemeanor involving fraud, theft or financial crimes within the preceding five years.)

If "yes" is selected under this particular question, attach a copy the current photo identification, such as a driver's license or other government-issued identification for each individual designated as a charitable host representative. Copy attached? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, attach a copy of the operator's internal control policies and procedures. Copy attached? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, attach a copy of the written contract between the organization and its operator. Copy attached? Yes / No \_\_\_\_\_

If "yes" is selected under this particular question, does the organization, member of the organization, person affiliated or associated with the organization, or immediate family member or person residing in the household of a member of the organization or of a person affiliated or associated with the organization directly or indirectly have any interest or ownership in, or receive compensation from, an operator with which the organization contracts to administer its poker tournament? Yes / No \_\_\_\_\_

## CHARITABLE GAMING ACTIVITIES

- b. If "yes" is selected under question 11, then does the organization (i) lease the facility; or (ii) own and have title to the facility where the Texas Hold'em Poker Tournament is to be conducted? (Select One):
- Leased Facility  
 Owned Facility

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 Texas Hold'em Poker Tournament is to be conducted by the organization.

Lease  
attached?

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

If "leased facility" is selected under this particular question, does the qualified organization, member of the qualified organization, person affiliated or associated with the qualified organization, or immediate family member or person residing in the household of a member of the qualified organization or of a person affiliated or associated with the qualified organization directly or indirectly receive any payment from the landlord of the facility where the poker tournament occurs or from the agents, employees, immediate family members, or persons residing in the household of the landlord (unless such payment is directly related to a written contract to lease a facility for use to hold a poker tournament as required by 11VAC20-20-120 (A) of the Charitable Gaming Regulations and such payment is made by check or electronic fund transfer from the landlord directly to the qualified organization's charitable gaming account)?

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

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

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

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

First Name	Middle Name	Last Name

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

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

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

- c. If "yes" is selected under question 11, attach a sample of the badge that meets the criteria established in 11VAC20-30-60 (Q) of the Texas Hold'em Poker Tournament Regulations. Copy attached? Yes / No \_\_\_\_\_

- d. If "yes" is selected under question 11, then the qualified organization shall ensure that all persons, including the operator's employees, independent contractors, volunteers, or agents, involved in the management, operation, conduct, or administration of a poker tournament are trained in the use of any equipment, on the policies and procedures relevant to the person's function, on the person's responsibilities, on the poker game, and on the Charitable Gaming Law, Texas Hold'em Poker Tournament Regulations, and Charitable Gaming Regulations. Please provide a copy of the training course to be approved in advance by the department. Copy attached? Yes / No \_\_\_\_\_

- e. If "yes" is selected under question 11, then list the name of all suppliers who have offered and/or sold playing cards and/or poker/tournament chips to your organization, or who the organization anticipates obtaining them from:

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

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

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

## DISCLAIMER & SIGNATURE

I hereby certify that all information provided in this form and attachments are true to the best of my knowledge, information and belief, that I have not knowingly made a false statement of material fact on this form, and that I have read and understand the terms and conditions as set out under the Charitable Gaming Law, Texas Hold'em Poker Tournament Regulations, 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 Law, Texas Hold'em Poker Tournament Regulations, and Charitable Gaming Regulations during the management, operation and conduct of charitable gaming activities. I understand that the charitable organization is responsible for the conduct of any operator administering its Texas Hold'em Poker Tournament. 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 in accordance with the Charitable Gaming Regulations and Texas Hold'em Poker Tournament Regulations.

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 physical location of the drawing.

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

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

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

### RAFFLE NARRATIVE

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

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

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

a. How many raffle tickets will be printed?

b. How much will each raffle ticket cost?

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

\_\_\_\_\_ = \_\_\_\_\_  
\$ \_\_\_\_\_

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

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

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

#### Part 2 - Sales Distribution

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

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

c. Pursuant to 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 FUNDRAISING 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 fundraising event.

### STATUTORY REQUIREMENTS

§ 18.2-340.26:2 of the *Code of Virginia* provides that "[a]s a part of its annual fundraising event, any qualified organization may sell instant bingo, pull tabs, or seal cards, provided that (i) any such instant bingo, pull tabs, or seal cards are dispensed by mechanical equipment only; (ii) the sale of the same is limited to a single event of no more than seven days per calendar year; (iii) any such event is open to the public; and (iv) no such organization realizes actual gross receipts of more than \$40,000 from the conduct of all charitable gaming other than raffles on a total of no more than seven days per calendar year."

### ACTIVITY REQUIREMENTS

1. The organization must have a valid charitable gaming permit issued by OCRP.
2. In accordance with § 18.2-340.26:2 of the Code of Virginia, no qualified organization conducting an annual fundraising event shall realize actual gross receipts of more than \$40,000 from the conduct of all charitable gaming other than raffles on a total of no more than seven days per calendar year.
3. The organization must ensure compliance with the following requirements while conducting an annual fundraising event:
  - a. In accordance with § 18.2-340.26:2 of the *Code of Virginia*, the paper instant bingo, pull-tabs or seal cards are required to be sold only as part of a single annual fundraising 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 premises not specified on the organization's charitable gaming permit.
  - c. The organization cannot conduct any other charitable gaming activity at its annual fundraising 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 fundraising 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 fundraising event shall be paid for only by check drawn on the organization's charitable gaming account. All monies related to the annual fundraising 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 reporting requirements under § 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 fundraising event, and held in accordance with § 18.2-340.16 et seq. of the *Code of Virginia* and the Charitable Gaming Regulations.