



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

P.O. Box 526, Richmond, VA 23218
(804) 371-0495

www.vdacs.virginia.gov

CHARITABLE GAMING PERMIT AMENDMENT

General Instructions

Change requests shall be in writing well 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 a current charitable gaming permit.
B. Complete this form in its entirety and do not leave any blanks.
C. Type or print all answers and do not use a pencil. Place "N/A" if an item is not applicable.
D. If necessary, attach additional documents or explanation sheets in support of a change request such as a revised lease agreement.
E. Ensure this form includes the area code in each instance where a telephone number is requested and it is signed/dated by the appropriate individual(s).
G. If applicable, pursuant to 11VAC15-40-30 of the Charitable Gaming Regulations, for any request to conduct a bingo session at a new location, which is not identified already on the current charitable gaming permit, then enclose a non-refundable \$50 application fee payable to: Treasurer of Virginia. Volunteer Fire Departments and Rescue Squads who have been recognized by their locality in accordance with § 15.2-955 of the Code of Virginia are exempt from this fee.
H. Retain a copy for your records.
I. Mail completed form and all required attachments to: VDACS, Office of Charitable and Regulatory Programs, P.O. Box 526, Richmond, Virginia 23218.
J. Again, allow sufficient amount of time with at least 30 days in advance of the proposed effective date of the requested change. Incomplete form and not providing applicable attachments will delay the processing.

ORGANIZATION INFORMATION

1. Organization's Name: _____ OCRP# _____
2. Mailing Address: _____
City: _____ State: _____ Zip Code: _____ Telephone: _____

CHARITABLE GAMING ACTIVITIES

3. 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 Street Address: _____
City: _____ State: _____ Zip Code: _____
Political Subdivision (City, County or Town): _____
Type of Gaming Activity: Bingo _____ Texas Hold'em Poker Tournament _____
(Mark an "X" by the appropriate box) Standalone Raffle _____ Annual Pull Tab Event (Please answer question 5) _____
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
Maximum Occupancy: _____ Total Square Footage Used: _____
Facility Charges (Per Session): _____ Facility Lease: \$ _____ Equipment Lease: \$ _____

4. Has the organization identified all payments and/or consideration paid to the landlord? If "no," then please explain on a separate page identify each charge and the amount. Yes / No _____

5. A qualified athletic association, or booster club or a band booster club 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 8 of the form. Is the pertinent information attached to this form? If not applicable to the applicant organization, please leave blank. Yes / No _____

CHARITABLE GAMING ACTIVITIES

6. FOR ALL CHARITABLE GAMING ACTIVITIES:

- a. Who owns and has title to the facility where the charitable gaming activities will occur? (Select One): Leased Equipment
 Owned Equipment

Other (Explain): _____

If the organization does not own and have title to the facility, attach a copy of the current lease that authorizes the organization to use the facility in the conduct of charitable gaming activities, including bingo and raffle(s).

Lease attached? Yes / No _____

- b. Is the equipment used to conduct the charitable gaming activities owned or leased by the organization? (Select One or Both): Leased Equipment
 Owned Equipment

Other (Explain): _____

c. Landlord's Name: _____
First Name Middle Name Last Name

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person's Name: _____ Telephone: _____
First Name Middle Name Last Name

d. Facility's Name: _____
 Facility Manager's Name: _____
First Name Middle Name Last Name

Telephone: _____ Fax Number: _____

7. Are the premises 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 _____

8. Will the organization conduct a raffle event outside of a bingo session? Yes / No _____

STANDALONE RAFFLE

- a. If "yes" is selected under question 8, 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 8, then what date does the organization plan to begin raffle ticket sales? _____
 (Tickets cannot be sold until receipt of a valid charitable gaming permit.) Month/Date/Year

Date and time of the raffle drawing: _____
Month/Date/Year Time

- c. If "yes" is selected under question 8, then what is the raffle prize to be given away? (Use additional page, if necessary.)

- d. If "yes" is selected under question 8, 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 8, then what is the total purchase price per ticket? (i.e. 1 ticket for \$5 and 4 tickets for \$15)

CHARITABLE GAMING ACTIVITIES

f. If "yes" is selected under question 8, 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 how the organization intends to maintain integrity of the raffle with this allowance.

Copies attached?

Yes / No _____

g. If "yes" is selected under question 8, then please provide information 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.*)

Copies attached?

Yes / No _____

h. If "yes" is selected under question 8, then will all of the raffle tickets be sold in the Commonwealth of Virginia?

Yes / No _____

If "no," then is the organization compliant with all of the jurisdictions where the raffle ticket will be sold?

Yes / No _____

If "no," then please provide an explanation on how the organization will sell tickets outside of the Commonwealth of Virginia.

Copies attached?

Yes / No _____

TEXAS HOLD'EM POKER TOURNAMENTS

(Please complete this particular section if you selected this option under question 3 of the form.)

9. Will the organization manage, operate and conduct its own Texas Hold'em poker tournament and/or contract with a registered operator to administer its poker tournament?

Operator Organization
(Circle Selection)

OPERATOR

a. If "operator" is selected under question 9, then please identify the operator, which must be registered as an operator with the Office of Charitable and Regulatory Programs as a operator of Texas Hold'em poker tournaments.

Operator's Name: _____

Operator's Name: _____

Operator's Name: _____

b. If "operator" is selected under question 9, then please provide a copy of all signed written contracts between the organization and operator.

Copies attached?

Yes / No _____

c. If "operator" is selected under questions 9, then is the written contract between the organization and the operator, which is attached to this application complies with the provisions of 11VAC15-50-140.

Yes / No _____

d. If "operator" is selected under question 9, then the organization must identify all of its Charitable Host Representatives, who must be present for a portion of the poker tournament and be physically or remotely available for all times a Texas Hold'em poker tournament is in play as required by 11VAC15-50-60. Please ensure a "Gaming Personnel Information" form, which is contained within this application is completed for all Charitable Host Representatives and ensure they understand their responsibilities pertaining to the tournaments.

Charitable Host Representative's Name: _____

Charitable Host Representative's Name: _____

Charitable Host Representative's Name: _____

ORGANIZATION

e. If "organization" is selected under question 9, then the organization must provide a copy of its written internal control policies and procedures, including a segregation of duties, cash security, and cash controls based on generally accepted standards. Organization is expected to adhere to these written internal control policies and procedures.

Copies attached?

Yes / No _____

TEXAS HOLD'EM POKER TOURNAMENTS

- f. If "organization" is selected under question 9, then the organization must identify all of its Game Managers for Texas Hold'em Poker Tournaments, who must be physically present during the entire duration of the Texas Hold'em poker tournament as required by 11VAC15-50-60. Please ensure a "Gaming Personnel Information" form, which is contained within this application is completed for all Game Managers for Texas Hold'em Poker Tournaments and ensure they understand their responsibilities pertaining to the tournaments.

Game Manager's Name: _____
 Game Manager's Name: _____
 Game Manager's Name: _____

- g. If "organization" is selected under question 9, then the organization must provide a sample badge, which must be worn by the Game Manager, Dealer and other game workers during the Texas Hold'em poker tournament. Badges issued to a Game Manager and other game workers must include the following: 1) A recent photo of the individual; 2) first name and last name of the individual; 3) name of the organization; and 4) a date of when the badge was issued to the individual.

Copies attached? Yes / No _____

10. Is there a direct or indirect interest or ownership in an operator by any of the following individuals?

- | | | |
|--|----------|-------|
| a. Organization's President, Chief Executive Officer or equivalent position? | Yes / No | _____ |
| b. Organization's Treasurer, Chief Financial Officer or equivalent position? | Yes / No | _____ |
| c. Any of the organization's Game Manager for Texas Hold'em Poker Tournaments? | Yes / No | _____ |
| d. Any of the organization's Charitable Host Representative? | Yes / No | _____ |
| e. Any immediate family member of any individuals identified in the above questions 10a, 10b, 10c and 10d? A immediate family member is defined as an individual's spouse, parent, child, sibling, grandchild, grandparent, mother or father-in-law, or stepchild. | Yes / No | _____ |
| f. Any person residing in the same household of any individuals identified in above questions 10a, 10b, 10c and 10d? | Yes / No | _____ |

11. If "yes" is selected under any portion of question 10, then the organization must identify all individuals, who have a direct or indirect interest or ownership in an operator and information related to their interest or ownership.

Individual's Name: _____	
Name of operator for which the individual has interest in: _____	
Amount of the Interest (Select One): <input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> Between \$50,001 to \$250,000 <input type="checkbox"/> More than \$250,000	
Percentage of the Interest: _____	
Nature of the Interest Instrument: _____	
Individual's Name: _____	
Name of operator for which the individual has interest in: _____	
Amount of the Interest (Select One): <input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> Between \$50,001 to \$250,000 <input type="checkbox"/> More than \$250,000	
Percentage of the Interest: _____	
Nature of the Interest Instrument: _____	
Individual's Name: _____	
Name of operator for which the individual has interest in: _____	
Amount of the Interest (Select One): <input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> Between \$50,001 to \$250,000 <input type="checkbox"/> More than \$250,000	
Percentage of the Interest: _____	
Nature of the Interest Instrument: _____	

TEXAS HOLD'EM POKER TOURNAMENTS

<p>12. Will the Texas Hold'em poker tournament, whether conducted by the organization or administered by an operator hired by the organization adhere to requirements under 11VAC15-50-60 (A), which states the following:</p> <ul style="list-style-type: none"> a. Players shall pay a fixed fee for entry into the competition and for a certain amount of poker chips for use in the competition; b. Players may be allowed to pay an additional fee during set preannounced times of the competition to receive additional poker chips for use in the competition; c. Players may be seated at one or more tables simultaneously playing Texas Hold'em poker games; d. Players shall, upon running out of poker chips, be eliminated from the competition; and e. A set preannounced number of players shall be awarded prizes of value according to how long such players remain in the competition. 	Yes / No _____
<p>13. Will the Texas Hold'em poker tournament, whether conducted by the organization or administered by an operator hired by the organization prohibit any individual under the age of 18 from playing or being involved in the tournament?</p>	Yes / No _____
<p>14. Will the organization require all of its Game Mangers for Texas Hold'em Poker Tournament, Dealers and other game workers to wear a badge, which a sample of the badge was provided under question 9g; or in the case of a Charitable Host Representative, a badge issued by the operator and require them to carry a current photo identification, such as a driver's license or other government issued identification?</p>	Yes / No _____
<p>15. Will the Texas Hold'em poker tournament, whether conducted by the organization or administered by an operator hired by the organization adhere to the rules governing tournaments as established by the Poker Tournament Directors Association?</p>	Yes / No _____
<p>16. Will the Texas Hold'em poker tournament, whether conducted by the organization or administered by an operator hired by the organization adhere to the code of conduct and etiquette as established by Robert's Rules of Poker and tournament's house rules?</p>	Yes / No _____
<p>17. Is the facility, which will hold the Texas Hold'em poker tournament contain any games authorized by the Virginia Lottery Department, Virginia Racing Commission, skill games or any other games or gambling activities not explicitly authorized by § 18.2-340.15 et seq. of the <i>Code of Virginia</i> ?</p>	Yes / No _____
<p>18. Is there any loans or payments directly or indirectly by a landlord of the facility used to hold Texas Hold'em poker tournaments to any of the following individuals?</p> <ul style="list-style-type: none"> a. Organization's members or any persons affiliated or associated with the organization? 	Yes / No _____
<ul style="list-style-type: none"> b. Any immediate family member of any individuals identified in the above question 18a? A immediate family member is defined as an individual's spouse, parent, child, sibling, grandchild, grandparent, mother or father-in-law, or stepchild. 	Yes / No _____
<ul style="list-style-type: none"> c. Any person residing in the same household of any individuals identified in the above question 18a? 	Yes / No _____

TEXAS HOLD'EM POKER TOURNAMENTS

19. If "yes" is selected under any portion of question 18, then the organization must identify all individuals, who received payments or loans directly or indirectly from the landlord of the facility used to hold Texas Hold'em poker tournaments. If the individual received more than one payment or loan, then please include all relevant information within this question on separate sheet and attach it to this application.

Individual's Name: _____			
Name of landlord for which the individual received a payment or loan: _____			
Total Amount of the Payment:	_____	Date of Payment or Loan Received?	_____
Total Amount of the Loan:	_____	Is the Loan Forgivable?	Yes / No _____
Interest Rate of the Loan:	_____	Was the Loan Forgiven?	Yes / No _____
Individual's Name: _____			
Name of landlord for which the individual received payments or loans: _____			
Total Amount of the Payment:	_____	Date of Payment or Loan Received?	_____
Total Amount of the Loan:	_____	Is the Loan Forgivable?	Yes / No _____
Interest Rate of the Loan:	_____	Was the Loan Forgiven?	Yes / No _____
Individual's Name: _____			
Name of landlord for which the individual received payments or loans: _____			
Total Amount of the Payment:	_____	Date of Payment or Loan Received?	_____
Total Amount of the Loan:	_____	Is the Loan Forgivable?	Yes / No _____
Interest Rate of the Loan:	_____	Was the Loan Forgiven?	Yes / No _____

THE PRESIDENT/CHIEF EXECUTIVE OFFICER, OR DESIGNEE, OF THE ORGANIZATION MUST PRINT HIS/HER NAME, AFFIX HIS/HER SIGNATURE, AND PROVIDE THE DATE.

I hereby certify that all information provided in this form and attachments are true to the best of my knowledge, information and belief, that I have not knowingly made a false statement of material fact on this form, and that I have read and understand the terms and conditions as set out under the charitable gaming statutes, Charitable Gaming Regulations and Texas Hold'em Poker 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 application 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 bingo game(s) and/or raffle(s); and the Texas Hold'em Poker Regulations during the management, operation, conduct, or administering of 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 within three business days of the change or the discovery of the inaccuracy.

Signature: _____	Date: _____
Full Name: _____	Office/ Position Title: _____
Complete First Name	Complete Middle Name
Complete Last Name	

STANDALONE RAFFLE REQUIREMENTS

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

RAFFLE TICKETS

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

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

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

_____ The 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 8g on the form. Please explain how raffle ticket purchasers will receive these rules?
- f. For all prizes identified in question 8c of the form, please provide a letter of intent from the individual/business from which the prize is being purchased/donated stating the (i) terms and conditions of the transaction(s), if any and (ii) the fair market value of the prize. This letter from a business needs to be written on the business letterhead, signed and dated from an authorized person. If the organization already owns the prize, which is not a motor vehicle, motorcycle, boat, or trailer, then please provide confirmation of its possession of the prize and/or receipt. If the organization already owns the prize, which is a motor vehicle, motorcycle, boat or trailer, then please provide a copy of the original bill of sale or title.

Part 2 - Sales Distribution

- a. How will the money from the sales of raffle tickets be controlled; accounted for; and collected from purchasers and sellers?
- b. How will the distribution and the selling of raffle tickets be handled?
- c. Pursuant to 11VAC15-40-80 (C) of the Charitable Gaming Regulations, it states, "[w]inning tickets and unsold tickets shall be maintained for three years from the close of the fiscal year." As such, does the organization intend to collect unsold raffle tickets from sellers and where does it intend to store these unsold and winning raffle tickets during this three year time frame?
- d. Please provide any other information pertinent to the sales distribution of the raffle tickets.

Part 3 - Drawing Process and Prize Winners

- a. Who will conduct the raffle drawing?
- b. Describe the drawing process.
- c. If applicable, provide a copy of the current lease that authorizes the organization to use the facility in the conduct of the drawing for its raffle, as required by question 6a 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 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 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 making application to obtain a charitable gaming permit to conduct its annual pull-tab event.

ACTIVITY REQUIREMENTS

1. The organization must have a valid charitable gaming permit issued by OCRP, except as stated in § 18.2-340.23 (A) of the *Code of Virginia*.
2. Provide a copy of the rules of play that will be utilized in the conduct of the annual pull-tab event.
3. Provide the name of all individuals and/or suppliers from whom the organization anticipates obtaining the deals of instant bingo, pull-tabs or seal cards to your organization for its annual 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 pull-tab event, as required by question 6a of the form.
5. Provide a narrative describing the pull-tab event.
6. The qualified organization must ensure compliance with following requirements while conducting the annual pull-tab event:
 - a. In accordance with § 18.2-340.26:2 of the *Code of Virginia*, it requires the 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 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 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 instant bingo, pull-tab or seal card must be prominently posted.
 - f. No 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 instant bingo, pull tabs or seal cards from a licensed charitable gaming supplier.
 - h. The invoice for each instant bingo, pull tab or seal card being offered for sale or sold during the referenced annual pull-tab event shall be on the premises at all times listed on the permit.
 - i. Winning 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 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 instant bingo, pull tab or seal card ticket.
 - k. All 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 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 instant bingo, pull tab, and seal card games shall be inventoried at the close of the annual pull-tab event, and held in accordance with §18.2-340.16 et seq. of the *Code of Virginia* and the Charitable Gaming Regulations.