**ORGANIZATION INFORMATION**

1. Organization’s Name: ___________________________ OCRP# ___________________________

2. Mailing Address: _____________________________________________________________
   City: ___________________________ State: ________________ Zip Code: ________________ Telephone: ___________________________

3. Principal Address (as registered w/ the State Corporation Commission):
   City: ___________________________ State: ________________ Zip Code: ________________
   Political Subdivision (City, County or Town): ___________________________

**CHARITABLE GAMING ACTIVITIES**

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

   Building Name (If applicable): ___________________________________________
   Physical Address: _________________________________________________________
   City: ___________________________ State: ________________ Zip Code: ________________
   Political Subdivision (City, County or Town): ___________________________

   Type of Charitable Gaming Activity: Bingo Electronic/Paper Instant Bingo, Seal Cards & Pull-Tabs (Social Quarters) __________
   Standalone __________
   Raffle __________
   Annual Pull-Tab Event __________

   Day(s) of the Week and/or Frequency of Gaming Activities: ___________________________
   Doors Open: ________________ am/pm ___________________________ Doors Close: ________________ am/pm
   (“Doors open” cannot be more than two hours before “begin game time.” This requirement only applies to bingo)
   Begin Game Time: ________________ am/pm ___________________________ End Game Time: ________________ am/pm
   (“Doors close” cannot be more than two hours after “end game time.” This requirement only applies to bingo)

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

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

**FOR BINGO ONLY**

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

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

   If "no" is selected under this particular question, then when did the organization begin conducting its bingo session at this particular facility location? Please provide the begin date.  
   Begin Date ______

   If "no" is selected under this particular question, then is the organization an association of war veterans or auxiliary units thereof organized in the United States or a fraternal association or corporation operating under the lodge system?  
   Yes / No ______

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

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

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

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

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

   Landlord's Corporate Name: ____________________________________________

   Landlord's Name: _________________________________________________
     First Name       Middle Name       Last Name

   Physical Address: _________________________________________________

   City: __________________ State: ______ Zip Code: __________

   Telephone: __________________ Fax Number: __________________

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

   Facility's Name: ________________________________________________

   Facility Manager's Name: _________________________________________
     First Name       Middle Name       Last Name

   Telephone: __________________ Fax Number: __________________

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

   Other (Explain): _________________________________________________

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

Manufacturer's/Supplier's Name: 

Manufacturer's/Supplier's Name: 

Manufacturer's/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

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.)

Date and time of the raffle drawing:

Month/Day/Year

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.)

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 8 of the form. Is the pertinent information attached to this form? Yes / No

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

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

If the organization intends to sell instant bingo, seal cards and/or pull-tabs at more than one facility, then on a separate page, please answer questions 8a, 8b and 8c for each facility, which is identified as under question 4 of this form and attach it.

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

If "yes" is selected under this particular question, then please provide a copy of the organization's membership requirements and copy of rules, which governs a member's guest.

Copies attached? Yes / No

b. If "yes" is selected under question 8, then is there controlled access to the facility where 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
c. If "yes" is selected under question 8, then does the organization (i) exclusively and entirely leased the facility; or (ii) own and has title to the facility where the instant bingo, seal cards and/or pull-tabs are to be sold?

(Select One):
- ☐ Exclusively & Entirely Leased Facility
- ☐ Owned Facility

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

If "no" is selected under this particular question, then when did the organization begin selling instant bingo, seal cards and/or pull-tabs at this particular facility location? Please provide the begin date.

If "no" is selected under this particular question, then is the organization an association of war veterans or auxiliary units thereof organized in the United States or a fraternal association or corporation operating under the lodge system?

If "no" is selected under this particular question, then is the organization wishing to sell instant bingo, seal cards and/or pull-tabs (i) at an establishment that has been granted a license pursuant to Chapter 2 (§ 4.1-200 et seq.) of Title 4.1 of the Code of Virginia and (ii) such license is held by the organization.

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

Copy attached? Yes / No

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

Yes / No

If "exclusively and entirely leased facility" is selected under this particular question, then is there any other organization leasing the same facility?

Yes / No

If "yes" is selected under question 8, then list the name of all manufacturers and/or suppliers who have offered and/or sold electronic or 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:
e. If "yes" is selected under question 8, then will the organization use electronic pull-tab devices?  
   Yes / No __________

   If "yes" is selected under this particular question, then will the 
   organization contract or own the electronic pull-tab device from 
   a manufacturer?  
   □ Contract Equipment  
   □ Own 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 __________

f. If "yes" is selected under question 8, then is the organization (i) intending to advertise 
   or is advertising instant bingo, seal cards and/or pull-tabs; and/or (ii) intending to 
   solicit or is soliciting the public to purchase instant bingo, seal cards and/or pull-tabs?  
   Yes / No __________

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

   FOR ANNUAL PULL-TAB EVENT ONLY

a. If "yes" is selected under question 9, then the qualified athletic association, or booster 
   club or a band booster club, which is created solely to raise funds for school-
   sponsored athletic or band activities for a public school or private accredited school 
   (in accordance with § 22.1-19 of the Code of Virginia ) or to provide scholarships to 
   students attending such school wishing to conduct an annual pull tab event must 
   submit all pertinent information identified on page 9 of the form. Is the pertinent 
   information attached to this form?  
   Yes / No __________

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

   If "yes" is selected under question 9, then list the name of all manufacturers and/or suppliers who have offered and/or sold 
   electronic or 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: ____________________________
d. If "yes" is selected under question 9, then will the organization use electronic pull-tab devices during its annual pull-tab event? Yes / No ________

If "yes" is selected under this particular question, then will the organization contract or own the electronic pull-tab device from a manufacturer? (Select One or Both):

☐ Contract Equipment
☐ Own 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 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: ___________________________ 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 5 on the form. Please explain how raffle ticket purchasers will receive these rules?

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

#### Part 2 - Sales Distribution

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

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

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

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

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

a. Who will conduct the raffle drawing?

b. Describe the drawing process.

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

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

e. Please provide any other information pertinent to the drawing process and/or prize winners of the raffle ticket.
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 submitting this form to amend the organization’s current charitable gaming permit in order 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 9b 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.