

CHARITABLE GAMING GUIDELINES

Approved by the Spirit Lake Gaming Commission July 6, 2004
Guidelines for Casino Management's Purpose Only:

1. Application is received from organization or individual in the Gaming Regulation office.
2. Application requires approval by the Executive Director with signature on application
3. Arrangements will be made by the organization with the Bingo Manager to schedule night to sell.
4. All gaming licenses must be renewed prior to December 31st of each year regardless of when license was obtained
5. An identification badge will be issued for each authorized individual listed on the application (maximum of ten individuals per organization) with an expiration date. Badge must be worn at all times when on bingo property. If individuals do not have a badge or are not listed on the application, they may not work.
6. Individuals who are selling in the Bingo hall must be at least 16 years old, have a picture ID and must be accompanied by an adult. This does not apply to those individuals 19 years and above.
7. A maximum of four individuals may work on the property at one time.
8. The bingo paper utilized will be discontinued paper at no extra cost to the Bingo department
9. A Charity Bingo Paper Sales Report will be issued for each organization to track paper inventory and sales.
10. All licensing fees will be waived for High School activities such as educational events or sports events.
11. The bingo payout will be 50/50 – 50% to winner and 50% to the organization.

12. Applicant's Responsibilities:

- All members shall fully comply with all applicable regulatory requirements and conditions of the casino, including restricted areas.
- Provide receipt for payment of license
- Provide your own start bank for making change (\$20.00 is sufficient). Apron's will be provided to hold your money.
- Provide a list of individuals working and must wear an identification badge while on the bingo property. A maximum of four individuals on the property at a time.
If no badge or not indicated on list, may not work.
- Must work out a schedule with the Bingo Manager at least one week prior to working. If unable to work, call 24 hours in advance.
- If don't show for scheduled time or do not notify of cancellation, the following will apply:
 - 1st no show - No scheduled time for one week
 - 2nd no show - No scheduled time for two weeks
 - 3rd no show - License revoked for remaining year
- When session is complete and winnings paid out, with a Security escort, transfer the remaining cash to the vault.

13. Compliance Responsibilities:

- Upon approval, will issue a Class II gaming license to the organization or individual.
- Provide an updated list of authorized sellers to the Bingo department.
- Issue badge for authorized sellers
- Provide the Bingo department with the Charity Bingo Paper Sales Report for each organization

14. Accounting Responsibilities:

- Mail check to the organization before verifying documentation of funds to vault.

10. The bingo game will be called by the Bingo Caller. The winner will sign off on the winning ticket and will receive 50% of the sales. The winner will be paid and the remaining cash will be turned in to the vault.
11. The bingo staff will provide the sellers with a copy of the Debit slip for a receipt and they will receive a check from accounting in the mail.