

GENERAL INFORMATION

Address: Indiana Gaming Commission
Charity Gaming Division
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Indianapolis, IN 46204

Phone: (317) 232-4646

Fax: (317) 232-0117

Website: www.in.gov/igc

IC 4-32.2 -- Indiana Code sections that govern charity gaming.
68 IAC 21 -- Indiana Administrative Code sections that govern
charity gaming.

IRS 1-877-829-5500 www.irs.gov

Indiana Secretary of State www.in.gov/sos
317-232-6531

Indiana Department of Revenue www.in.gov/dor

Withholding 317-233-4015

Sales Tax 317-233-4015

Excise Tax 317-615-2557

Non Profit 317-232-2045

**INDIANA GAMING COMMISSION
CHARITY GAMING DIVISION**

Revised July 2011

Allowable Expenses

Indiana Code 4-32.2-5-3 (a) states that all net proceeds from an allowable event may be used only for the lawful purposes of the qualified organization. Below is a list of items for which charity gaming funds may be used. Expenses must be related to the purpose of the organization as outlined in the organization's constitution or by-laws. This list may not be all inclusive. **Other expenses not listed below are to be approved by the Commission.**

Donations of money given to an individual or organization must be by check written directly from the organization's charity gaming account. Items (clothing, food, house wares) donated to an individual or organization must be purchased by check written directly from the charity gaming account. You must have a receipt to verify the expense and to whom the item(s) was donated. If you are reimbursing an individual, a receipt must be obtained from that individual and payment must be issued by check from the charity gaming account.

Funds from the charity gaming account can not be transferred to other financial accounts.

- Donations of money or items issued to organizations or individuals
- Mortgage/Rent Payments
- Property tax
- Insurance on building where organization is located and/or where the organization conducts gaming
- Utilities – Electric, Water, Gas, Telephone, Internet, does not include cable television
- Maintenance – Inside and outside – including, but not limited to, expenses such as snow and trash removal, lawn care, etc...
- Remodeling/Improvements (this does not include improvements specific to the Bar, Kitchen or Restaurant areas)
- Security systems and monitoring. An organization may employ not more than three (3) nonmember Indiana law enforcement officers or private detectives properly licensed in Indiana to perform security services during an allowable event. An organization may not use more than three (3) security personnel unless the organization has prior written approval of the executive director or the executive director's designee.
- Contracts for janitorial services, but not janitor salaries
- Monthly Tax Return for Wagers, Federal Form 730
- Occupational Tax and Registration Return for Wagering, Federal Form 11-C
- Attorneys retained for the organization's creation or for charity gaming related issues
- CPA's/Accountants – Specific to charity gaming related issues

Revised July 2011

Allowable Expenses

- Charity gaming equipment, supplies and devices
- Charity gaming license fees
- Charity gaming specific printing , such as newspapers postings, advertisements or flyers
- Travel and lodging to and from charity gaming informational seminars
- Travel and lodging by specific members, if required by the organization's constitution or bylaws to attend such meetings

Expenses Not Allowed

- Salaries
- Taxes – employee federal, state or county withholding taxes, sales tax, etc
- Alcoholic Beverage Taxes
- Alcohol, Beer, Wine, etc.

LICENSE TYPES AND RELATED ACTIVITIES

Revised July 01, 2011

Once an organization has been determined by the Commission to be a qualified organization, it may apply for the following licenses:

Annual Bingo License IC 4-32.2-4-5, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-17, IC 4-32.2-5-18

- An annual bingo license allows an organization to conduct the following activities *under that license*:
 - Conduct bingo events
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards, and tip boards at the allowable event
- Payout limitation per bingo game is \$1,000.00
- Payout limitation per bingo event is \$6,000.00
- A qualified organization may request special permission to increase the bingo prize payout of an event from \$6,000 to \$10,000 two (2) times per year
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- The total value of all door prizes may not exceed \$1,500
- License is effective for one year
- Conduct up to three (3) events per calendar week
- Can not conduct more than one event per day
- Can not conduct more than two (2) consecutive days

Special Bingo License IC 4-32.2-4-6, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-17, IC 4-32.2-5-18

- A special bingo license allows an organization to conduct the following activities *under that license*:
 - Conduct bingo events
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards, and tip boards at the allowable event
- Payout limitation per bingo game is \$1,000.00
- Payout limitation per bingo event is \$6,000.00
- A qualified organization may request special permission to increase the bingo prize payout of an event from \$6,000 to \$10,000 two (2) times per year
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- The total value of all door prizes may not exceed \$1,500
- One bingo event at only one time and location

Annual Charity Game Night License IC 4-32.2-4-7.5, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-14, IC 4-32.2-5-18

- An annual charity game night license allows an organization to conduct the following activities *under that license*:
 - Conduct a card game
 - Conduct a dice game
 - Conduct a roulette wheel
 - Conduct a spindle game
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards and tip boards
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- The total value of all door prizes may not exceed \$1,500
- License is effective for one year
- Conduct up to three (3) events per calendar week
- Can not conduct more than one event per day
- Can not conduct more than two (2) consecutive days
- Each event conducted under this license may not begin prior to 12:01am and may not end past 11:59pm
- A facility may not be used for more than 3 calendar days for Annual Charity Game Night events
- Fraternal and Veteran groups only
- Fraternal and Veteran organization must have ten (10) years existence

Charity Game Night License IC 4-32.2-4-7, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-14, IC 4-32.2-5-18

- A charity game night license allows an organization to conduct the following activities *under that license*:
 - Conduct a card game
 - Conduct a dice game
 - Conduct a roulette wheel
 - Conduct a spindle game
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards, and tip boards
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- The total value of all door prizes may not exceed \$1,500
- One charity game night event at only one time and location
- Conduct six (6) Charity Game Night events per year

Annual Raffle License IC 4-32.2-4-9, IC 4-32.2-4-13, IC 4-32.2-5-18

- An annual raffle license allows an organization to conduct the following activities *under that license*:
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards, and tip boards
- Everyday event (24/7)
- No limitation to raffle prize pay out
- The total prizes awarded for one (1) pull tab, punchboard, or tip board game may not exceed five thousand dollars (\$5,000)
- A single prize awarded for one (1) winning ticket in a pull tab, punchboard, or tip board game may not exceed five hundred ninety-nine dollars (\$599.00)
- The selling price for one (1) ticket for a pull tab, punchboard, or tip board game may not exceed one dollar (\$1.00)
- The total value of all door prizes may not exceed \$1,500
- License is effective for one year
- Event must be conducted on the premises owned or leased by the qualified organization and regularly used for the activities of the qualified organization

Raffle License IC 4-32.2-4-8, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-18

- A raffle license allows an organization to conduct the following activities *under that license*:
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Sell pull-tabs, punchboards, and tip boards
- No limitation to raffle prize pay out
- The total value of all door prizes may not exceed \$1,500
- One raffle event at only one time and location

Annual Door Prize License IC 4-32.2-4-11, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-18, IC 4-32.2-5-19

- An annual door prize license allows an organization to conduct the following activities *under that license*:
 - Conduct door prize drawings
 - Conduct raffle drawings
 - Sell pull-tabs, punchboards, and tip boards
- Total value of all door prize payouts may not exceed \$5,000.00 per event
- A qualified organization may receive special permission to increase the total value of all prize payouts not to exceed \$20,000.00 per event one (1) time per year
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- License is effective for one year
- Can not conduct more than one (1) event per day
- Can not conduct more than two (2) consecutive days
- Can conduct up to three (3) events per calendar week

Door Prize License IC 4-32.2-4-10, IC 4-32.2-4-13, IC 4-32.2-5-6, IC 4-32.2-5-18, IC 4-32.2-5-19

- A door prize license allows an organization to conduct the following activities *under that license*:
 - Conduct door prize drawings
 - Conduct raffle drawings
 - Sell pull-tabs, punchboards, and tip boards
- Total value of all door prizes may not exceed \$5,000
- A qualified organization may receive special permission to increase the total value of all prize payouts not to exceed \$20,000.00 per event one (1) time per year
- The total value of all raffle prizes may not exceed \$5,000
- A qualified organization may request special permission to increase the total value of a raffle prize payout to \$25,000 if conducted at another allowable event one (1) time per year
- Conduct one door prize event at one time and location

Festival License IC 4-32.2-4-12, IC 4-32.2-5-6, IC 4-32.2-5-14, IC 4-32.2-5-17

- A festival license allows an organization to conduct the following activities *under that license*:
 - Conduct bingo events
 - Conduct charity game nights
 - Conduct raffle drawings
 - Conduct door prize drawings
 - Conduct guessing games
 - Conduct water races
 - Sell pull-tabs, punchboards, and tip boards
- Total value of all bingo prize payouts per game can not exceed \$1,000 or \$6,000 per event
- No limitation on raffle prize payout
- Total value of all door prize payouts may not exceed \$5,000
- Only one (1) festival event per calendar year
- A qualified organization may conduct one (1) additional festival event during each six (6) months of a calendar year (total of three (3) events per year)
- Festival cannot exceed five (5) consecutive days per event

Annual PPT License IC 4-32.2-4-13, IC 4-32.2-4-16.5, IC 4-32.2-5-20, IC 4-32.2-5-26

- Sell pull-tabs, punchboards and tip boards
- Conduct a winner take all drawing and/or qualified drawing where the qualified organization retains no portion of the amount wagered
- Everyday event (24/7)
- License is effective for one year
- The total prizes awarded for one (1) pull tab, punchboard, or tip board game may not exceed five thousand dollars (\$5,000)
- A single prize awarded for one (1) winning ticket in a pull tab, punchboard, or tip board game may not exceed five hundred ninety-nine dollars (\$599.00)

- The selling price for one (1) ticket for a pull tab, punchboard, or tip board game may not exceed one dollar (\$1.00)
- Winner take all and qualified drawing prize awarded not to exceed \$300
- Not more than one daily drawing each day
- Not more than one weekly drawing
- Not more than one monthly drawing
- Please refer to the flowchart at the end of this document for details regarding winner take all and qualified drawings

Annual Water Race *68 IAC 21-2-7(11)(a)*

- An annual water race license allows an organization to conduct a water race using qualified personal property
- Each item of the qualified personal property is marked with a number corresponding to the number on a chance purchased in a water race
- The winner of the water race is determined by the number of the item of the qualified personal property that crosses a designated finish line on the body of water first.
- License is effective for one year
- Can not conduct more than one (1) event per day
- Can not conduct more than two (2) consecutive days
- Can conduct up to three (3) events per calendar week

Water Race *68 IAC 21-2-7(11)(a)*

- A water race license allows an organization to conduct a water race using qualified personal property
- Each item of the qualified personal property is marked with a number corresponding to the number on a chance purchased in a water race
- The winner of the water race is determined by the number of the item of the qualified personal property that crosses a designated finish line on the body of water first

Annual Guessing Game *68 IAC 21-2-7(11)(b)*

- An annual guessing game license allows an organization to conduct a guessing game
- License is effective for one year
- Conduct up to three (3) events per calendar week
- Can not conduct more than one event per day
- Can not conduct more than two (2) consecutive days

Guessing Game *68 IAC 21-2-7(11)(b)*

- A guessing game license allows an organization to conduct a guessing game
- One guessing game event at only one time and location

Special Permission

- Raffle prize payout increased up to \$25,000 **one (1) time per year** *IC 4-32.2-5-18(a)*

- Door prize payout increased up to \$20,000 **one (1) time per year** IC 4-32.2-5-19
- Bingo event prize payout up to \$10,000 **two (2) times per year** IC 4-32.2-5-17(c)

General Information

- A qualified organization may only use members of their organization to operate or work their charity gaming events and may not receive any remuneration. IC 4-32.2-5-16 (b) allows a qualified organization to use a non member in the capacity of a worker if the individual is a member of another qualified organization and the individual's participation is approved by the commission.
- An individual serving as an operator or a worker for a qualified organization may not participate in the qualified organizations charity gaming activities on the same day they will serve or have served as an operator or worker for the qualified organization.
- A worker at a bingo event whose duties are limited to selling bingo supplies or tickets for a door prize drawing or raffle conducted at the bingo event, **and** who has completed all of the worker's duties before the start of the first bingo game of the bingo event **and** who is not engaged as a worker at any other time during the bingo event, may participate as a player in any gaming activity offered at the bingo event following the **completion** of the worker's duties at the bingo event.
- An individual serving as a **worker under a festival license** may now participate as a player in any gaming activity at the festival; provided that the worker does not participate in the game during the time the worker is conducting the game. **Exception:** a **festival worker** conducting a Pull Tab, Punchboard or Tip Board game may not participate as a player in the game on the same calendar day
- Effective July 1, 2011, organizations may use a "**volunteer ticket agent**". A Volunteer ticket agent may sell tickets to an allowable event held under certain single event licenses (raffle license, door prize license, festival license, water race license and guessing game license). A volunteer ticket agent must not receive any compensation from the qualified organization and must not assist the qualified organization in conducting the allowable event in any other way. A volunteer ticket agent is not considered to be a worker or an operator and is not required to be a member in good standing of the qualified organization. A volunteer ticket agent also may not sell pull tabs, punchboards, or tip boards.
- Before using volunteer ticket agents to sell tickets to an allowable event, the qualified organization must provide a list of the following information to the commission: (1) the name, address, and telephone number of each retail establishment whose employees will serve as volunteer ticket agents; and (2) the name of the general manager of each retail establishment whose employees will serve as volunteer ticket agents. On each ticket sold by a volunteer ticket agent, the qualified organization must include the name of the qualified organization selling the tickets, the date of the allowable event, and a valid license number for the allowable event. Also, these tickets must be sequentially numbered.

- A patron who deals the cards in a euchre game held under an annual charity game night license, a single event charity game night license or a festival license is not considered to be a worker or an operator and can participate in the game. The euchre game must be played under the supervision of the qualified organization conducting the charity gaming activity.
- Citations regarding Operators may be found at: *IC 4-32.2-2-20.5 & IC 4-32.2-5-15 & IC 4-32.2-5-10 & IC 4-32.2-5-11 & IC 4-32.2-5-12 & IC 4-32.2-5-13 & IC 4-32.2-4-5-14 / 68 IAC 21-1-15*
- Citations regarding Workers may be found at: *IC 4-32.2-2-30 & IC 4-32.2-5-16(a) & IC 4-32.2-5-10 & IC 4-32.2-5-11 & IC 4-32.2-5-12 & IC 4-32.2-5-14*
- IC 4-32.2-2-18.5 "Full-time employee" means an individual who:
 - (1) is and has been employed by a particular qualified organization for at least ninety (90) consecutive days as of the date of the qualified organization's allowable event; and
 - (2) works at least an average of thirty-two (32) hours per week or one thousand six hundred sixty-two (1,662) hours per year for the qualified organization in a capacity that is primarily unrelated to the qualified organization's charity gaming operations.
- IC 4-32.2-5-12(e) states that in the case of a qualified organization holding a PPT license, any employee of the qualified organization may:
 1. participate in the sale and redemption of pull tabs, punchboards, and tip boards on the premises of the qualified organization; and
 2. receive the remuneration ordinarily provided to the employee in the course of the employee's employment.

A qualified organization may hold multiple licenses. Only one event may be conducted per day with up to three events per week where only two event days are consecutive. However, the events authorized under an Annual PPT License and an Annual Raffle License may be conducted regardless of other licensed events.

WINNER TAKE ALL / QUALIFIED DRAWING FLOWCHART

If an organization decides to conduct a winner take all drawing or a qualified drawing, it must decide whether or not a ticket holder must be present to win.

