



WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3630
TOLL-FREE: 1-800-345-2529 / WEBSITE: www.wsgc.wa.gov

CHARITABLE / NONPROFIT ADD AN ACTIVITY PACKET

THIS PACKET CONTAINS:

- The *Charitable / Nonprofit Add an Activity* (GC4-029);
- *Training Requirements for All Applicants* (GC5-017) letter (See WAC 230-03-070); and
- *Fee Schedule – Bona Fide Charitable / Nonprofit Organization / Other Businesses* (GC5-055 FS).

GENERAL INFORMATION:

- The information from this application and other requested documents are used to determine the qualification of your organization, premises, and members or employees involved in the management or operation of your proposed gambling activity.
- Should you fail to respond to a written request for additional information, documentation, and / or fees within thirty (30) days, we may begin administrative closure of your application. In that case, we will close your file without further action.
- If you decide to voluntarily withdraw your application, or the commission staff administratively closes or denies your application, your base license fee(s) may not be refunded. See WAC 230-05-136.
- Remember, it is your responsibility to report any changes to the information filed with your original or renewal applications. For reporting requirements, please review *License Application Reporting Summary* (GC5-018).
- Electronic Raffles Applicants: Before you begin electronic raffle operations, we must perform a Pre-Operational Review and Evaluation (PORE). You must receive our written approval before operating. The PORE will determine whether you have: (a) An organizational structure that supports your proposed accounting and administrative controls; and (b) Controls in place so that you closely monitor the gambling activity and accurately record financial information. See WAC 230-03-154.

BASIC APPLICATION INSTRUCTIONS:

1. It is important that you read and understand all instructions and questions.
2. Mail or deliver the completed application, all required attachments, and appropriate fee(s) to the address on the front page.
3. If you have any questions about this application – please call a Licensing Specialist at 1-800-345-2529 (toll-free) or 360-486-3440.

2. ACTIVITY MANAGER(S) FOR EACH GAMBLING ACTIVITY: Provide Full Legal Name and Proof of Identity such as a copy of a valid driver's license, state identification card, or valid passport. (Age must be 18 or older.) If you are managing an electronic raffle event or supervise those who do, you must apply as a Charitable / Nonprofit Gambling Manager (*Individual License Application*, GC4-022). See WAC 230-03-235. (Attach additional sheets if necessary)

Last Name: _____

First Name: _____

Middle Name: _____

Maiden / Alias Name: _____

Birthdate: ____/____/____

Gambling Activity: _____

Home Address: _____
Street

City: _____ State: _____ Zip: _____

Telephone:
Home: _____-____-____ Business: _____-____-____
Cell: _____-____-____

3. RAFFLE APPLICANTS:

- a. Are you planning on using an alternative drawing format other than drawing the winning ticket out of a receptacle? See WAC 230-11-055 for authorized alternative drawing formats.
 Yes No
- b. Do you plan on holding a raffle with a prize valued at \$40,000 or more? Yes No
- c. Do you plan on raffling off prizes worth a total value of \$300,000 or more annually? Yes No
- If Yes for b and/or c, you must show good cause in writing. See WAC 230-11-067 for instructions.**

4. ELECTRONIC RAFFLE APPLICANTS:

- a. What qualified sports team are you affiliated with? (see WAC 230-03-138 and 153)
Name of Team: _____
- Provide the following: (see WAC 230-03-154)
- b. The organization's goals for conducting electronic raffles;
- c. A brief overview of the applicant's mission and vision; including the type of programs supported by the applicant and the clients served; and
- d. Raffle plan, including:
- i. When your organization plans to conduct electronic raffles;
 - ii. Cost of raffle tickets including discount levels;
 - iii. Plans for selling raffle tickets;
 - iv. Description of how the applicant will protect the integrity of the raffle;
 - v. Identify authorized equipment to be used to facilitate the raffles;
 - vi. Details for supervision of these raffles;
 - vii. Description of the physical draw process and security of the drawing;
 - viii. An explanation of how the proceeds from the raffle will be used; and
 - ix. Any additional information that we request or that the applicant wishes to submit.

