

## Washington State Gambling Commission Checklist for Fund-Raising Event Inspection

This checklist is provided for the convenience of the FRE Managers. Answers to all questions should be “Yes” in order to be in compliance with RCW Laws and WAC Rules. If you have any questions, contact your local field agent prior to conducting your event.

\* If answer is no, please explain in the comments section

# Applicable to standard FRE’s only

WAC RULE		YES	NO*
06-065	Is license prominently displayed?		
09-005	Has licensee notified local police agency 10 days in advance?		
XX-XX	Has gambling equipment been made available for inspection for a period of two hours immediately preceding utilization?		
09-010	1. Has licensee noted the nonprofit organization designated to receive any distribution of gross receipts in excess of \$10,000?		
	2. Have arrangements been made to pay the organization designated within 30 days after the FRE?		
09-020	1. Have house rules been developed?		
	2. Are house rules posted conspicuously?		
	3. Is a copy of the house rules available for police agency?		
	4. Are maximum bets limited to \$10.00 per element of chance? #		
	5. Do the rules prohibit tipping of workers?		
9.46.071	Are the problem gambling signs posted at the entrance/exit?		
09-025	Does licensee prohibit wagering among participants?		
09-030	1. Is licensee issuing chips or script only at the FRE?		
	2. Does licensee collect all script or chips after the event?		
9.46.0233	Are coin-operated gaming devices prohibited at the FRE?		
	<b>NOTE:</b> If FRE consists only of raffles or all activities are conducted with scrip or play money and only merchandise prizes are awarded (limited FRE), do not answer questions 1 through 20 under WAC 230-09-040, 045, 050, 055.		
09-040	1. Is the licensee maintaining a central accounting system in the prescribed format?		

<b>WAC RULE</b>		<b>YES</b>	<b>NO*</b>
09-045	2. Is there a banker or cashier?		
09-040	3. Are runners designated?		
	4. Is there a pit boss for each 6 stations?		
	5. Is the count room separated from the gambling area?		
	6. Is all money received from tables going to the count room?		
	7. Have there been people assigned to the count room?		
	8. Are two persons present in the count room at all times?		
	9. Has the beginning bankroll been verified by two people?		
	10. Is there documentation verifying the transfer of money between stations?		
	11. Are all count/fill slips used sequentially?		
	12. Are all unused count/fill slips retained with records?		
	13. Are all gambling stations numbered?		
	14. Are lockboxes and paddles provided at each gambling station?		
	15. Are paddles in slots when not in use?		
	16. Are money slots 3 1/2" in length and 1/2" in width or less?		
	17. Are keys to the lockboxes kept in the count room?		
	18. Is all paper currency placed in lockboxes immediately?		
	19. Are all money and chips transferred to count room at end of event?		
	20. Is the final tabulation verified by three people?		
09-045	21. Is access to the count room limited to runners and persons assigned duties within the room?		
09-055	22. Do records provide sufficient details to determine net receipts of each activity conducted?		
	23. Do records contain an ending reconciliation?		
	24. Is ending cash on hand being deposited intact within two banking days following the conclusion of the event?		
	25. Is a validated deposit slip included as part of the event records?		

WAC RULE		YES	NO*
09-080 09-085	1. If the FRE is conducted on a retail premises, is it being held separately from the retail business, or,		
	2. Is the retail business closed to the public, or,		
	3. Has the licensee prohibited the owner, manager or employees of the retail business from being an officer in the organization?		
	4. Has the licensee prohibited the retail business from conducting gambling activities at the FRE?		
09-095	Does the licensee own the gambling (If no, answer 1 or 2 below)		
	1. Does the licensee lease the equipment from a distributor?		
	a. Is the distributor properly licensed?		
	2. Is the equipment leased or rented from the holder of a license to conduct a FRE?		
	3. Is the leasing licensee properly licensed?		
09-100	Are pull tabs being used at FRE?# (only allowed at Standard FRE's)		
09-100	1. Are pull tabs purchased separately and specifically for use at FRE?		
	2. Are tabs sold from original container or other non-coin operated dispensing device?		
	3. Are pull tabs limited to a maximum of 3 sets in play at one time?		
	4. Is there a separate lock box and money tray for each set of pull tabs?		
	5. Are all winning pull tabs being defaced as they are turned in?		
	6. Is the required information being collected for each winner over \$20.00?		
	7. Are all closed pull tab series being transported to count room for accounting and recording?		
	8. Are winning tabs and unsold tabs being retained in original container for one year?		
	9. Are all unopened pull tab series returned to licensed distributor for refund?		
09-115	Is bingo being conducted at the FRE?		
	<b>NOTE:</b> If the answer to the question above is YES, complete the "Check List For Bingo And Raffles at FRE."		
09-130	When playing Blackjack or "21" are:		
	1. Cards dealt from a shoe?		

<b>WAC RULE</b>		<b>YES</b>	<b>NO*</b>
	2. Are four decks of cards used?		
	3. Are cards dealt to the players face up?		
	4. Are players prohibited from removing or picking up cards from the table, shuffling or cutting cards?		
	5. Are only standard size cards used?		
09-060	Are prizes awarded only to persons present at the FRE?		
09-110	Has the licensee prohibited the operation of punchboards at the FRE?		
09-065	Are only bona fide members of the organization participating in the management and/or operation of the FRE?		
09-070	Are regular salaried employees being used to operate the FRE? If yes, please explain in comments		
09-070	If the organization is providing food and non-alcoholic beverages to the workers, does it represent \$20 or less per volunteer per event?		
09-070	Does the licensee have security at the FRE? If yes, answer either a, b or c below.		
	a. Security provided by members of the organization?		
	b. Security provided by local law enforcement officers?		
	c. Security provided by local commercial security firm?		
09-035	1. Does the licensee have a list of persons taking part in the management or operation of the FRE?		
	2. Does this list contain the name, address, telephone number and description of the type of each membership in the organization of each person?		
	3. Is this list available to all law enforcement personnel?		
09-075	Has the licensee provided name tags to each person participating in the management and operation of the FRE?		
06-010	1. Has the licensee prohibited persons under the age of 18 from participating in operation or playing at FRE?		
06-015	2. Has licensee prohibited persons intoxicated or under the influence of any drug from operating, participating or playing in FRE?		

