In General

- Your organization must possess a regular gaming license before it qualifies to obtain a special license for a charity fundraising event.
- A charity fundraising event is one that attracts patrons for community, social, and entertainment purposes apart from charitable gaming.
- Some examples of charity fundraising events are fairs, festivals, carnivals, conventions, and bazaars.
- Your organization may have 4 charity fundraising events a year, 2 of which can be special limited charity fundraising events.
- A special limited charity fundraising event is a type of charity fundraising event at which the predominant number of games played is casino games such as roulette, blackjack, poker, keno, money wheel, baccarat, quarter push, and craps.

License process

- The application (CG-Schedule A) must be submitted at least 30 days prior to the anticipated date of gaming.
  - The application must include an original signature of an officer.
  - Applications are available on the website under “Applications and Reports.”
- The application must be accompanied by the $25 processing fee.
- While the application is being processed, the Department highly recommends that you attend training.
  - Training is available at the Frankfort office and periodically in the state throughout the year. A training schedule is available on the website under “Training and Class Registration.” You can register for training via the Department’s web site as well.
  - There is also a training manual available on the website under “Training and Class Registration.”
  - The statute and regulations governing gaming are located on the website under “Statute and Regulations.”
- The event cannot be advertised until a license is obtained.
Gaming

- The organization must have a chairperson (person in charge of gaming) on-site during the drawing.
- All persons conducting the gaming must be volunteers, including the dealers.
- Poker tables, blackjack tables, prize wheels, and chips, scrip, or imitation money shall not be considered charitable gaming supplies. They do not have to be purchased or leased from a licensed distributor and cannot be paid for from the gaming account.
- Roulette wheels and craps tables are charitable gaming supplies and must be obtained from a license distributor. They also must be paid for from the gaming account.
- If special limited games are played, the organization shall provide the Department with a copy of the executed contract.
- For a special limited event, a central bank must be used.
- The organization should develop “house rules” to govern how gaming is conducted. These “house rules” must be posted and followed, but not conflict with applicable regulations or statutes.
- Appropriate records should be kept as set forth in 820 KAR 1:055, 820 KAR 1:056, and 820 KAR 1:058. Please refer to WS-16 through WS-22 on the website under “Session and Event Worksheets.”

Financial Reporting

- The organization must report to the Department either quarterly or annually for every quarter that the organization possesses a license on CG-FIN which can be found on the website under “Applications and Reports.”
  - If the organization has gross receipts of $200,000 or less per year and does not play bingo once a week, the organization can report annually. The report is due by January 31st.
  - The organization will also pay the fee due on gross receipts at this time which is .0649%.