

# Department of Charitable Gaming

## Guide to Charity Fundraising and Special Limited Events

800-729-5672 (toll free)

502-573-5528

[www.dcg.ky.gov](http://www.dcg.ky.gov)

### 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 process, 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 31<sup>st</sup>.
  - The organization will also pay the fee due on gross receipts at this time which is .0649%.