

## Top Ten Things to Avoid

- Do not forget to have someone pick up your mail and respond to any correspondence from DCG
- Make sure when you make donations that the organization has some sort of documentation
- If officers change, notify DCG (within 30 days) and your bank
- Report pulltabs Daily on Attachment D of the Financial Report
- Send application in to DCG in a timely manner (30 days prior for Schedule A and 60 days prior for a renewal or new application)
- List all officers of the organization on the application
- Have officer sign all correspondence, applications, etc.
- Deposit gaming receipts within 2 business days (including pulltab receipts generated from the bar)
- Utilize CG-VOL Volunteer Sign-in Sheet for all gaming occasions, except for a CFE