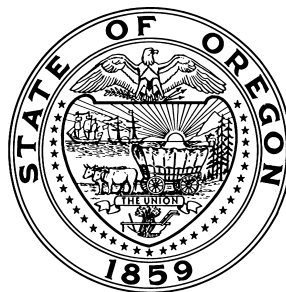


OREGON DEPARTMENT OF JUSTICE

CHARITABLE GAMING HANDBOOK



**Charitable Activities Section
100 SW Market Street
Portland, OR 97201-5702
Phone: (971) 673-1880
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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

CHARITABLE GAMING HANDBOOK

Regulation of charitable gaming is the responsibility of the Oregon Department of Justice. The laws and regulations afford bona fide nonprofit, tax exempt organizations the opportunity to utilize bingo, raffles and Monte Carlo event gaming as a means of raising funds for their charitable programs.

The handbook was designed to help organizations become familiar with the regulations and reporting requirements. It provides general information about licensing, daily operations, and reporting requirements. It addresses the most commonly asked questions by licensees and organizations considering nonprofit gaming as a fundraising activity.

This handbook is designed to fit into a standard 8½" x 11" three-ring binder and is divided into informational sections covering specific areas. Each of these sections contains copies of the forms currently in use by the Department.

This handbook along with new and renewal applications and licensee reporting forms are also available on our website at <https://www.doj.state.or.us/charitable-activities/charitable-gaming/charitable-gaming-license-applications-and-reports/>.

Questions or comments about this handbook should be directed to:

Charitable Activities Section
Department of Justice
100 SW Market Street
Portland, Oregon 97201-5702
Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800) 735-2900

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SECTION 1

GENERAL INFORMATION

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

GENERAL INFORMATION

The information presented here is not intended to serve as a substitute for a thorough review of the statutes and administrative rules. References to specific statutes or rules are made throughout. Copies of the statutes and rules cited are included in the handbook for your reference. Specific questions regarding licensing, regulation, or the material in this handbook should be directed to the Department at (971) 673-1880.

Who may conduct bingo, raffle, and Monte Carlo event games in Oregon?

The only organizations which may qualify to conduct bingo, raffles, or Monte Carlo events in Oregon are those which are exempt from the payment of federal income taxes. This includes public agencies and public schools. A private organization may also qualify if it is an active, nonprofit organization exempt from the payment of federal income taxes. See ORS 167.117(5). In addition, an organization must have held tax exempt status for at least one year and, during that time, be engaged in its charitable, fraternal, or religious purpose. See ORS 464.270(1)(b).

Do all bingo, raffle, and Monte Carlo event gaming operations require licenses?

Yes, with three exceptions. Generally, all bingo, raffle and Monte Carlo event operators are required to have licenses issued by the Oregon Department of Justice. The exceptions are:

- 1) Organizations operating bingo games with a handle (gross sales) of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year. See OAR 137-025-0040(2)(b).
- 2) Organizations holding one or more raffles with a cumulative handle of less than \$10,000 per calendar year. See OAR 137-025-0040(2)(c).
- 3) Organizations holding Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year. See OAR 137-025-0040(2)(d).

What are “Drawings”?

A door prize drawing is defined as a drawing conducted by a nonprofit organization at a meeting of the organization where both the sale of tickets and the drawing occur during the meeting and the total value of all the prizes does not exceed \$600. See OAR 137-025-0020(5).

Bingo games and Monte Carlo events are not considered “meetings of the organization,” and any drawings held in connection with bingo games or Monte Carlo events are generally considered to be raffles if a purchase is required in order to participate in the drawing. A raffle license may be required in addition to a bingo or Monte Carlo event license in such cases.

What is “Social Gaming”?

A “social game” is when ALL money wagered is returned to the players in the form of prizes. The house cannot take a “cut” or percentage of the money or otherwise profit in any manner from the operation of a social game. See ORS 167.117(21).

Social games that are conducted in private residences are permissible. Social games in businesses, private clubs, or places of public accommodation can be conducted ONLY if there

is an enabling ordinance by the local jurisdiction. See ORS 167.121. Usually this legislation takes the form of a social gaming ordinance. Organizations desiring to conduct social games should contact the local police department, district attorney, or city attorney to ascertain whether social gaming is permitted, and what forms of games are authorized. In some jurisdictions, bingo is not one of the permitted social games.

Social games conducted in violation of the above statutes or a local social gaming ordinance would constitute unlawful gambling under Oregon law and could subject the persons and organizations involved to civil or criminal prosecution.

Are there additional licensing or registration requirements?

Yes. Certain nonprofit organizations are required to register with the Attorney General pursuant to the Oregon Charitable Trust and Corporations Act, ORS 128.610 through 128.990. Charitable gaming license applications are reviewed to see if the applicant organization may be subject to registration.

The Department may not issue a charitable gaming license to those organizations that are subject to registration, and have failed to do so, until the organization registers and has filed the required annual reports. A license may also not be issued to those organizations that are registered but are delinquent in filing the required annual reports.

The Charitable Activities Section of the Department of Justice is responsible for registering nonprofit charitable organizations. For more information contact the Charities Registrar at (971) 673-1880.

Assumed business names and corporations may be required to register through the Corporation Division of the Oregon Secretary of State. If required to register, the organization's registration with the Corporation Division of the Secretary of State's office must be current prior to issuance of any charitable gaming license by the Department.

Local jurisdictions may also have licensing requirements in the form of business licenses or specific ordinances governing the operation of charitable gaming. Contact your local city hall or district attorney for information regarding these requirements.

What type of proof of tax exempt status is required to obtain a gaming license?

The law requires all organizations receiving bingo, raffle, or Monte Carlo event licenses to have federal tax exempt status. Private organizations applying for gaming licenses must submit a determination letter from the IRS which establishes that the organization has been exempt from federal income tax for a period of at least one year. Organizations which are tax exempt but do not qualify for exemption under the Internal Revenue Code 501(c) may submit an opinion letter from a certified public accountant or an attorney stating that the organization holds tax exempt status and citing the relevant portions of the Internal Revenue Code supporting tax exempt status. See OAR 137-025-0030(1)(c).

If an organization has been operating for one year or more but has only recently been recognized as tax exempt, the organization may use other means to demonstrate that it has been operating for charitable, fraternal, or religious purposes for at least a year.

Licensees are required to notify the Department promptly if tax exempt status is lost. Any gaming license issued ceases to be valid if the licensee loses its tax-exempt status. See OAR 137-025-0030(4).

May any subgroup of a nonprofit tax-exempt organization apply for and receive a license?

No. Separate nonprofit tax exempt entities may apply for and receive gaming licenses. Individual subgroups of such entities may not. A licensee may share the operation of the games and proceeds with any bona fide subgroup of the licensed organization. Specifically, the Department's policy with respect to separate organizations that qualify for licenses is as follows:

- a) Public school districts and individual schools may qualify for a license. However, clubs and subgroups of a school will not be regarded as separate organizations and must operate under the school's license.
- b) In general, licenses for Catholic organizations will only be granted to those entities listed in the Official Catholic Directory.
- c) Some organizations, typically fraternal organizations, have a group tax exemption from the IRS. Those organizations that are listed as "subordinates" of the parent organization may qualify separately for a license. Fraternal and service organizations attempting to qualify under a national group exemption letter may be granted a license if they establish that they are a separate reporting entity. For instance, an auxiliary organization would qualify for a separate license only if it is filing a separate return with the IRS.

How does an organization apply for a gaming license?

To apply for a charitable gaming license, an application must be submitted to the Department. Applications for all Department-issued gaming licenses are included in this handbook. They are also located on our website at <https://www.doj.state.or.us/charitable-activities/charitable-gaming/charitable-gaming-license-applications-and-reports/>. Copies may also be requested from the Department at the following address or phone number:

Charitable Gaming Registrar
Oregon Department of Justice
Charitable Activities Section
100 SW Market Street
Portland, Oregon 97201-5702
Phone: (971) 673-1880
TTY: (800) 735-2900

How long does it take the Department to issue a license?

The Department has 60 days to formally approve or deny a license once a **completed** application is received. In most cases, action to approve or deny a license occurs sooner. The major cause of delays in approving licenses results from incomplete applications and lack of supporting documentation relating to tax-exempt status. The Department will reject incomplete applications and return them to the applicant. The 60-day period does not begin until the Department has accepted the application as complete. New applicants may not conduct gaming operations until they have received approval of their application from the Department. Renewal applicants, in most instances, may continue to operate while the renewal application is being processed, provided a completed application was submitted **prior** to the expiration date of the previous license. See OAR 137-025-0070 and 137-025-0080.

How long are licenses valid?

Licenses may be issued for a period not to exceed 12 months. Once issued, they are valid until they expire, are suspended, canceled, or revoked by the Department. See each gaming section of this handbook for specific license information.

What happens if my license application is denied?

If your application is denied, the Department will send you a formal notice of denial and a statement of your hearing rights. The Department is required by law to give applicants notice and opportunity for a hearing when administrative action is proposed. Such actions are commenced under the Oregon Administrative Procedures Act and are subject to judicial review by the Oregon Court of Appeals.

Are there different classes of licenses?

Yes. There are different classes of bingo, raffle, and Monte Carlo event licenses. The license class is based upon the handle or gross sales of bingo cards, raffle tickets, or imitation money at Monte Carlo events. The higher class licenses are subject to stricter controls. For example, class A and B bingo licensees are required to have licensed bingo game managers, while class C and D bingo licensees are not. The various requirements for each license class are explained in detail in the bingo, raffle, and Monte Carlo sections of this gaming handbook.

Duty to report violations of law.

ORS 464.280(3) requires licensees to report to the Department any act or omission which would constitute a violation of state law or Department rules relating to the operation of bingo, raffles, or Monte Carlo events.

The statute further provides that a person who so informs the Department shall not be discriminated against by a licensee because of supplying such information. The Department actively encourages the reporting of law violations involving charitable gaming. This serves to ensure that charitable gaming in Oregon is conducted honestly and in compliance with Oregon law.

Audits and Inspections.

The Department routinely conducts various types of audits and inspections of the licensees' records and operations. Cash audits are conducted without advance notice, during a gaming operation or at other times, wherein all cash and cash items are counted and balanced to organization records. Record inspections are conducted periodically, wherein the organization's gaming records are checked for completeness and accuracy and an evaluation is made of the licensee's overall compliance with the various rules governing charitable gaming. Audits of the records of the entire non-profit organization (or of specific areas) are also periodically conducted under authority granted to the Attorney General by the Charitable Trust and Corporations Act and ORS Chapter 464.

SECTION 2

BINGO GAMES

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

BINGO GAMES

All bingo games conducted by private or public tax exempt organizations in Oregon must be licensed unless the games fall under the exception discussed in Section 1.

What are the bingo license classes?

Bingo license classes are based upon handle, which is the total amount of money raised from the sale of bingo cards (gross sales). For example, 1,000 bingo cards sold for \$1 each equals \$1,000 handle.

<u>License Class</u>	<u>Maximum Annual Handle Allowed</u>
Class A	Unlimited Handle
Class B	\$250,000
Class C	\$75,000
Class D	\$20,000

What are the fees for the various license classes?

There are three types of fees. Every licensee pays an annual *license fee* when it applies for either a new license or a renewal. Licensees also pay a *report fee*. Report fees are based upon the handle. See OAR 137-025-0150. Additionally, a *delinquency fee*, is assessed if the report is filed late. The license fees and report fees are as follows:

Class	License Fee	Report Fee
A	\$200	Paid quarterly. The report fee is 1.20 percent of the bingo handle up to \$3 million and 1 percent of the bingo handle in excess of \$3 million.
B	\$100	Paid annually. The report fee is 0.5 of one percent (1/2 of 1%) of the bingo handle, up to \$75,000, plus 1 percent of the bingo handle in excess of \$75,000.
C	\$40	Paid annually. The report fee is \$20, plus 0.5 of one percent (1/2 of 1%) of the bingo handle in excess of \$20,000.
D	\$20	Paid annually. The report fee is \$20.

Do licenses expire?

Yes. Licenses are issued for a period not to exceed 12 months. Licensees must renew their licenses each year if they intend to continue conducting bingo.

It is the responsibility of the individual licensees and permittees to ensure that their applications for renewal are filed prior to the expiration date of the current license or permit. Where ongoing games are being operated, care should be taken to see that gaming licenses and bingo game manager permits do not lapse. Under the Oregon Administrative Procedures Act, a license or permit filed **prior** to the expiration date carries over until the Department takes formal action to approve or deny the license. If the license or permit expires prior to submission of a renewal application, the application may be treated as a new application. In some cases, the licensee may not be legally entitled to continue operating bingo games while the application is being reviewed. Operating bingo games without a valid license or permit could result in disciplinary action against the licensee and/or permittee.

Can an organization be licensed at more than one location?

No. A licensee may conduct bingo games at only one location at one time unless the licensee holds a class B, C or D license and qualifies to operate in up to three counties

pursuant to ORS 464.360(2). The location must be approved by the Department and is designated on the license. A licensee that wants to change locations must obtain the approval of the Department.

Can the handle limits be exceeded?

There is no handle limit for class A licensees. Class B, C, and D licensees may **NOT** exceed the handle limit for their respective class. These licensees may apply for an upgrade to a higher class at any time. Licensees should monitor their handle carefully. Once it is apparent that the handle limit may be reached, the licensee must apply for a license upgrade to the proper class or cease operations.

License Upgrades.

Licensees may upgrade by paying the appropriate license class renewal fee, if they upgrade when renewing their license. At any other time, the upgrade fee is the difference between the new license class fee and the fees already paid for their current license class. An application on the current form for the appropriate class must be submitted with each upgrade request.

When upgrading to a class A bingo license at any time other than at renewal, licensees are considered to have operated as a class A and are required to submit retroactive quarterly reports and class A fees for the license year during which the upgrade occurred.

What is the Inventory Control and Reporting System?

The Department's Inventory Control and Reporting System is a recordkeeping and accounting system designed to provide complete and accurate records of the sales and prize payouts from bingo. Proper use of the system satisfies the recordkeeping and prescribed forms requirements of OAR 137-025-0120 through 137-025-0140.

Authorized by ORS 464.250(1)(e), Class A licensees are required to utilize the Inventory Control portion of the System. The inventory control system allows the licensee to maintain maximum control over their bingo operation and provides for individual worker accountability to facilitate control of exposure to theft and improve profitability. This includes logging in and logging out inventory and selling and recording bingo cards by sequential number. The Reporting portion of the System is required by all licensees.

The forms used with the Inventory Control and Reporting System, and other Department prescribed forms, are contained in this handbook. Training and technical support for this system is provided at no charge and may be obtained by contacting the Department.

What types of records must licensees keep?

All licensees must keep the following records on forms prescribed by the Department for a period of at least three years: See OAR 137-025-0120 through 137-025-0140.

- 1) The date, time and location of each session.
- 2) A count of the attendance and the time the count was taken.
- 3) The total bingo handle including packet, specials, progressive pots, etc. sales.
- 4) The number of regular bingo game cards sold and the total money collected from such sales.
- 5) The number of special bingo game cards sold and the total money collected from such sales for each game.
- 6) The value of the cash and noncash prizes awarded to the winner(s) and the number of winners receiving such prizes.
- 7) The total value of all prizes awarded.

- 8) A record of all winners of prizes valued at \$100 or more on a form prescribed by the Department, that includes the following:
 - a) Name and license number of the licensee;
 - b) Date and game number;
 - c) Description of the prize;
 - d) Amount of each cash prize or the retail value of the non-cash prize;
 - e) Name and address of the prize winner;
 - f) Signature of the prize winner; and
 - g) Name of the bingo employee or volunteer paying the prize.
- 9) Copies of IRS forms W-2G and 5754 to the extent such forms were required to be completed.
- 10) The total expenses directly related to bingo, itemized by major categories, and the total expenses expressed as a percentage of the total of bingo handle.
- 11) The net income from bingo.

It is the responsibility of the licensee to ensure that the prizewinner is accurately identified upon the winner's record and the licensee shall require such proof of identification as is necessary to establish the winner's identity. The licensee shall not pay out any prize until the winner has furnished to the licensee all information required by OAR 137-025-0130. If the winner is unable to be properly identified, or refuses to provide the required information or signature, the licensee shall complete an unclaimed prize receipt on a form prescribed by the Department, retain the original and issue a copy to the winner, noting this on the winner's receipt/record. Prizes not properly claimed within 30 calendar days become the property of the licensee.

The above records, along with a copy of the game schedule for that session, must be retained for three years.

What reports are required?

All licensees must file financial reports with the Department that detail their bingo activity. Class A licensees file reports for each calendar quarter. These quarterly reports are due no later than 30 days following the end of each quarter. For example, the report for the quarter ending on 3/31 is due by 4/30. Class B, C, and D licensees file annual reports which are due no later than 60 days following the end of their license year.

Bingo reports that are filed after the due dates are considered to be delinquent. A delinquency fee of \$20 or one percent (1%) of the report fee due (whichever is greater) is assessed on all delinquent reports. The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report. A report will not be considered delinquent if it is postmarked by the due date. Postage meter dates are not used in this determination.

In addition to financial reports, all licensees must have on file with the Department a current Operations Schedule that lists the days, times and location of its bingo games as well as the name of the Bingo Manager or Supervisor in charge of the games. A Permanent Change in Operations Notification must be submitted to the Department prior to any changes to its operations. Class A and B licensees must file a current Operator List for all paid employees every 90 days. Class A licensees fulfill this requirement as part of their quarterly report filing.

Finally, licensees have a responsibility to report to the Department any material fact affecting the licensee. See ORS 464.470(1)(h). Large cash shortages, thefts, mysterious disappearances of inventory, missing records, and attempts by other licensees or individuals to interfere with the independent control of their gaming operation are examples of material facts that need to be reported to the Department. The Cash Discrepancy Report should be filed in instances involving a discrepancy of \$25 or more of cash or cash items.

Failure to file or make required reports, or to pay fees may result in a civil penalty up to \$10,000 per violation and denial, suspension, or revocation of a license or permit.

Is there a limit on days and hours of operation for bingo games?

Yes. Bingo game operations are limited to not more than four days or 20 hours per week. The week begins at 12:01 AM on Sunday and ends at midnight Saturday. However, a session begun prior to midnight Saturday would still be counted towards the previous week's hourly limit. The administrative rules also permit a class C or D licensee to operate bingo games up to 12 consecutive days providing it operates bingo games at no other time during the year. This permits licensees to operate bingo during events such as state or county fairs. See OAR 137-025-0180(1) and ORS 464.350(1)(b).

Is there a limit to the value of prizes that may be offered during each bingo game?

Yes. A bingo licensee may not offer prizes that total more than \$5,000 in a single game except a licensee may award prizes not to exceed \$10,000 per game – up to two times during the license year. See OAR 137-025-0180(2) and ORS 167.118(3)(a).

What are the limits on operational expenses?

The operating expenses of bingo games are limited to no more than 22.0 (22%) percent of the annual handle. See ORS 167.118(5). Operating expenses do NOT include prizes paid to players. License and report fees paid to the Department are also NOT included as expenses in reports to the Department. Operating expenses are those expenses incurred in the operation of the games, including only the following: salaries, employee benefits, workers' compensation coverage and state and local employee taxes, security services, legal and accounting services, supplies and inventory, rent, repairs, utilities, water, sewer and garbage, insurance, equipment, printing and promotions, postage and shipping, janitorial services and supplies, and leasehold improvements. See ORS 167.117(15).

If expenses are related to both bingo and non-bingo operations of a licensee, a reasonable allocation shall be made between bingo and non-bingo activities. An example might be the building rental. If the building is used for other activities besides bingo, then a percentage of the rent paid could be allocated to non-bingo related expenses. Wages of bingo employees who also work for the organization in another capacity, totally unrelated to bingo, should also be prorated based upon the hours spent in bingo and non-bingo activities. See OAR 137-025-0180.

Are there any requirements for profitability from the bingo operation?

Yes. Class A bingo licensees must generate a profit of not less than five percent (5%) of the annual gaming handle after their handle exceeds \$250,000. See OAR 137-025-0040(8) and ORS 167.118(6). Although only class A bingo licensees are required to make a specific profit margin, all licensees are reminded that the purpose of charitable gaming is to raise funds for nonprofit organizations, not to maintain a bingo operation. Any licensee that fails to show a profit from their gaming operation should be prepared to defend a decision to continue their bingo games to the Department at renewal time.

What type of bank account must be maintained?

Each Class A or B licensee must have at least one checking account solely for bingo related purposes. All bingo proceeds, less the amount paid for prizes, must be deposited into the bingo checking account within three days of their collection. All expenses exclusively related to the conduct of bingo must be paid from the bingo account. After the bingo expenses have been paid, the licensee may transfer funds from the bingo account to another account of the licensee. Bingo checking account records, including statements, canceled checks, check registers and deposit slips must be retained for a period of three years. See OAR 137-025-0170.

Are variations of bingo games permitted?

In some cases, yes. There are several variations of bingo that are permitted in Oregon. Examples of such games are Speed Bingo or T-Up Bingo. Generally, only those variations that meet the definition of bingo as described in OAR 137-025-0020(2) are permitted. Licensees that would like to develop or play a game that is a variation of bingo should contact the Department in writing for an evaluation of the proposed variation prior to implementation.

What is linked progressive bingo?

It is a standard bingo game where an additional prize is paid to a winner based upon a designated combination, sequence or pattern. The additional prize is paid from a common prize pool which is collected from multiple participating (linked) licensees.

The operation of linked progressive bingo games shall be one of two types: single hall and multiple hall games. Multiple hall games shall be operated by a licensed linked progressive bingo contractor. Single hall games can also be operated by a linked progressive bingo contractor except that linked progressive bingo games played at a single hall – involving prizes not exceeding \$5,000 – may be operated by the licensees operating non-linked games at that location, after submitting an application and upon prior approval from the Department of Justice.

An escrow agent/company, properly licensed in Oregon, must be used for any linked progressive bingo games, whether single hall or multiple halls, where prizes can exceed \$5,000.

Can bingo licensees enact house rules or special rules for their own games?

Yes. A licensee may establish house rules, as long as such rules do not violate Oregon law or rules of the Department. All house rules must be posted, announced, or in some way clearly communicated to the players. See OAR 137-025-0160(2).

Can minors purchase bingo cards?

No, *unless the sale is made in the presence of their parent or other adult responsible for the minor's supervision.* See OAR 137-025-0040(6). Individual licensees can set more restrictive house rules for minor play, such as prohibiting minors from playing at any time or only playing on certain days/sessions, even if accompanied by a parent or other adult responsible for the minor's supervision.

Can employees and managers play bingo?

No employee or volunteer of the licensee may receive a prize or participate as a player at a bingo game session in which the employee or volunteer is actually involved in the conduct of the bingo games. See ORS 167.118(1)(a) and OAR 137-025-0160(1). It is at the licensee's discretion if they choose to allow employees or volunteers to participate as a player if they are not involved in the conduct of a bingo session.

Who may operate concessions at a bingo game?

Concessions refer to the sale of food, beverages and related bingo supplies (such as daubers and glue) sold to bingo players. There is provision in the law which permits a Class C or D licensee to conduct bingo games one day per week in a for-profit establishment, such as a restaurant. *Concession sales and expenses are **not** reportable and should not be included on session records, bingo financial reports, or deposited into or expensed through the bingo checking account.*

What is a bingo game manager?

There are three types of workers at bingo games: They are managers, supervisors, and non-supervisors (such as floor workers). Each class A or class B licensee must have a primary bingo game manager who holds a valid permit issued by the Department. They should also have a backup manager to take over in the event the primary manager leaves, is ill, or fails to renew their permit on time. The bingo game manager is

responsible for the overall game operations, including verifying the accuracy of receipts, value of prizes awarded and the correct deposit of all funds to the bingo checking account. The manager is required to be thoroughly knowledgeable about operating rules for bingo games, and is held directly accountable by the Department for the operation and conduct of the games they manage. For a more extensive list of manager responsibilities, refer to OAR 137-025-0090(3).

The bingo game manager holds an extremely important position as he/she may handle cash in amounts in excess of \$1 million per year. Therefore, bingo licensees should make every effort to ensure that the person designated as bingo game manager is honest and will manage the games in the best interest of the licensed organization and in compliance with Oregon laws.

Who is a supervisor?

A supervisor is one who directs, oversees, or inspects the work of others or has authority with respect to decision making or implementing decisions. This could apply to a team leader, cashier, bookkeeper or even a caller who has the authority to recognize a winning bingo. Any time spent performing administrative or supervisory functions related to bingo is limited to a maximum of 40 hours per week. The manager or any supervisor of a bingo operation is subject to the 40-hour limit. Managers cannot act as floor workers at their own game, or bill part of their time to non-supervisory duties. The supervisor, however, could work as a floor worker for their own game or other bingo games (at the same bingo hall or any other). Licensed, employed managers cannot work as a supervisor or manager at any other bingo game, but they can work as a floor worker for another organization's game. When employed as a floor worker for another group, the manager or supervisor cannot, in any way, become involved in the management or supervision of that game. If the building is used only for the conduct of bingo, then any time spent in that hall (including administrative or supervisory functions related to building maintenance) is included in the 40-hour limit. In-house bookkeeping activities, scheduling volunteers or employees, ordering supplies, or preparing for bingo sessions are also considered administration or operation of bingo.

The following questions should be addressed in determining whether or not activities are included in the 40-hour limit:

- 1) Does the activity have anything to do with the conduct of the bingo game or the operation of the bingo facility?
- 2) Will the person engaging in the activity be overseeing, inspecting, or directing the work of others?
- 3) Will the person engaging in the activity be making or implementing decisions regarding the operation of the facility or conduct of the games with the authority to do so?

If the answer to 1) *and* 2) OR 1) *and* 3) above is YES, then the activity is included in the 40 hours per week limit. Supervisors should maintain careful records detailing the time they spend in bingo-related duties that are subject to the 40-hour limit. Separate timesheets, one for supervisory and one for non-supervisory duties, are recommended. The Department regularly reviews timesheets and compensation records of licensees to ensure compliance with respect to the hour limitation. For review purposes, a week is a seven-day period beginning on Sunday and ending on Saturday.

Can paid employees be used to operate bingo games?

Yes. Licensees may employ individuals to operate bingo games. However, there are limits on the amount of compensation that may be paid. Employees are also limited as to the number of hours that they may work per week. Salary costs, taxes and benefits are expenses included in the 22 percent (22%) expense limitation. See ORS 167.117(15), ORS 167.118(5), ORS 464.250(1)(i), and ORS 464.340.

What types of fringe benefits are allowed?

Most common fringe benefits normally associated with employees are permitted. However, no person or employee may be paid a “bonus” or paid under any agreement that gives them a percentage based upon the gross or net income of the games.

Fringe benefits provided to employees who conduct bingo are expenses that must be reported and, as such, factor in the 22 percent (22%) expense limitation. See ORS 167.117(15). It is the Department’s position that “compensation” referenced in OAR 137-025-0040(5) is the same as “income” for federal tax purposes. If the Internal Revenue Service would treat the benefit as income to the employee, it must be included and reported as a bingo-related expense and applicable toward the compensation limit. Conversely, if the fringe benefits are not taxable income, they would not apply toward the compensation limit or be reported.

Vacation and Sick Pay Benefits.

Paid vacations and sick pay for employees of charitable gaming operations are considered compensation that must be included in wages reported to the Department. Paid vacations and sick pay are also subject to the compensation limits established by statute. In applying the compensation limits, it is important to remember that “compensation” is the total amount of compensation received. This includes the value of paid vacations, sick pay and any other benefits which the IRS would consider to be compensation under the Internal Revenue Code.

Licensees must take this into account when figuring wages, salaries, and other compensation to avoid exceeding the compensation limits. The Department computes wages, salaries, and other compensation on an hourly basis to determine compliance with the statutory limits. Licensees should maintain accurate internal payroll records that reflect the amount of vacation or sick pay earned, taken or paid.

Reporting Wages and Benefits on Quarterly or Annual Reports.

List all paid employees who receive compensation during the reporting period. List the hours worked by each person according to the type of duties performed during the period (i.e., [S] supervisory, [N] non-supervisory, and [O] other), together with the compensation the worker received for each type of duty. Use **gross** (pre-tax and before any deductions) pay, NOT net. Other [O] is for payments made for time worked that is TOTALLY UNRELATED to the bingo operation and/or for reporting vacation and sick pay. See Figure 2 below:

Figure 2

Full Name (Last, First, M.I.): Worker, John Q.					DOB:D/M/YR		Title: Floorworker	
Address: 1234 Main Street				City: Anytown		State: OR		Zip: 97001
Phone: (xxx) xxx-xxxx				Email: xxxxxx@xxxxx.xxx				
[S]	Rate:	\$	\$	[N] 120	Rate: \$8.00	\$960.00	[O] 10	Describe: Lottery Wages \$50.00

Can volunteers be given a bonus or incentive for working at bingo sessions?

Yes, provided that the bonus or incentive is minimal or incidental; such as a free meal, t-shirt, or holiday gift. Stipends or cash gifts of any amount are generally taxable income. In addition, the US Department of Labor states that if a volunteer is paid stipends amounting to over \$500 a year or 20% more than what an employee would be paid, they must be treated as paid staff and are subject to the laws that govern employees. This applies to in-kind benefits as well, which must be assigned fair market value. Also volunteers who receive more than \$500 a year in compensation will no longer be protected from liability claims under the Federal Volunteer Protection Act. Any bonuses

or incentives are to be included in the 22 percent (22%) expense limitation. Licensees should seek approval from the Department for any volunteer bonus or incentive program prior to implementation.

Tipping Workers at Bingo Games.

On occasion, players tip workers at bingo games. The Department has determined that tips, although income to the worker, are not compensation (as the term is used in our law) since they are a gift from a person (e.g., a player) who is not a licensee or operator of the games. Therefore, tips need not be reported as bingo-related compensation to the Department and are not included in the compensation limits, provided that the licensee does not control the tips in any manner.

Licensees are cautioned that tips should still be reported subject to the IRS guidelines and any applicable local or state wage and hour or tax laws.

The Department reserves the right to review this determination if tipping is solicited, starts to become institutionalized, or pressure to tip is brought to bear on players by licensees and/or workers. Also, our analysis assumes that the “tip” is a gift to the worker. If the worker is required to turn over all or a portion of the tip to the licensee or the tips are controlled by the licensee, this may be treated as reportable income to the licensee.

SECTION 3

BINGO APPLICATIONS

CONTENTS:

- Bingo Class A & B New Application
- Bingo Class A & B Renewal Application
- Bingo Class C & D New and Renewal Application
- Bingo Manager New Application
- Bingo Manager Renewal Application
- Linked Progressive Bingo Contractor New and Renewal Application
- Linked Progressive Escrow Agent New and Renewal Application

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



APPLICATION FOR A NEW CLASS A AND B LICENSE TO OPERATE BINGO GAMES INSTRUCTIONS

This form is to be filed by organizations applying for a new class A or B license or upgrading from a class C license to operate bingo games in Oregon. Bingo licenses are available only to qualifying nonprofit organizations, public schools, and government agencies. Only nonprofit organizations that meet the following requirements qualify for a license:

1. **The organization must be exempt from the payment of federal income tax, and**
2. **The organization must have held tax exempt status for a period of at least 1 year, and**
3. **During this period, the organization must have been engaged primarily in its charitable, fraternal, or religious purpose.**

This application must be typewritten or clearly printed in ink. All questions must be answered completely and accurately and are subject to verification by the Department. If the space provided is inadequate, add a supplemental sheet to the back of this form and identify any answers by the question number. Parts of the application may call for an original signature by a responsible official. **If the application is not fully completed or not accompanied by original signatures, it may be rejected or delayed in processing.** Once a *complete* application is filed, the Department has 60 days to approve or deny the application. You will be notified in writing if your application is rejected or denied.

PROOF OF TAX EXEMPT STATUS MUST BE PROVIDED WITH APPLICATION. (Public schools or government agencies do not need to provide proof of tax exemption.) The following items will be accepted by the Department as proof of tax exemption: (1) A determination letter from the Internal Revenue Service stating that your organization is tax exempt; (2) A copy of the IRS group exemption letter, if you are claiming to be tax exempt under a group exemption (you must provide documentation that shows the applicant organization is a subordinate organization covered by the group exemption); or (3) If the applicant organization is claiming tax exempt status other than pursuant to the provisions of the Internal Revenue Code section 501(c), a signed opinion letter from an attorney or certified public accountant that states the organization is tax exempt and which cites the relevant provisions of the Internal Revenue Code which support the claim for tax exempt status. For tax exempt political organizations, a copy of completed, signed and dated SEL 221 or FEC Form 1 and Form 1120 POL filed with the IRS will be accepted in lieu of the signed opinion letter. The following items will NOT be accepted as proof of tax exempt status: (1) IRS form assignment of employer or taxpayer identification number; and (2) Any articles of association or incorporation, or corporation listings which indicate solely that the organization is registered as a nonprofit entity.

Additional Documents Required. In addition to the tax exempt documentation, the following additional information and documents are required and must be submitted with the application **before** it will be processed:

- A copy of a current or proposed lease agreement for the location of the bingo games (unless applicant owns premises where games will be held).
- An authorization of inspection and waiver of liability, signed by a responsible official of the organization.
- A form certifying whether or not the organization has conducted bingo operations during the preceding 12 months prior to submitting the application for a license and providing a financial summary of such operations.
- A release form, authorizing disclosure of financial records associated with the organization's bingo operating account to the Department.
- You must list any and all persons who are proposed key persons of the proposed bingo gaming operation on this application, including the designated primary bingo game manager.
- Articles of Incorporation and Bylaws.
- Copies of any contracts or agreements relating to the bingo operation.

License Fees. The application must be accompanied by the proper license fee. All fees are non-refundable. The fee for a Class A license is \$200. The fee for a Class B license is \$100. Make a check payable to Oregon Dept of Justice. The authorized handle limit for a Class B licensee is \$250,000. There is no handle limit for a Class A licensee.

Bingo Manager. Class A & B licensees are required to have licensed managers and to have a manager on site at least 50 percent of the time bingo sessions are conducted. Bingo game manager applications may be obtained from the Department. Applicants for bingo game manager permits are required to undergo a background investigation, including criminal, civil and credit histories, to be conducted by the Department. A personal interview with the Department will be conducted before a permit is issued. The annual non-refundable fee for a bingo game manager permit is normally \$40.

Questions and Assistance. If you have questions or need assistance with the application, please contact Gaming Registrar.

Mail the completed application with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

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DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A NEW CLASS A AND B LICENSE TO OPERATE BINGO GAMES

Class, Limit and Fee

Applying for:	<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal	<input type="checkbox"/> License Upgrade
<u>License Class</u>	<u>Authorized Annual Handle Limit</u>	<u>Non-Refundable Fee</u>	
<input type="checkbox"/> Class A	Unlimited	\$200	
<input type="checkbox"/> Class B	Not more than \$250,000	\$100	
<input type="checkbox"/> Class C to B Upgrade (During License Year)		\$60	

Organization Information		EIN:	Licensee # : B-
1	Full name of organization applying for bingo gaming license:		
	Mailing address:	City:	State: ZIP:
	Telephone:	Email:	
2	Name and street address where bingo games will be held:	City:	State: ZIP:
		Phone:	County:
3	Incorporation date:: State of incorporation: NEW APPLICANT: Attach copies of Articles of Incorporation and Bylaws		
4	Bingo Contact person: (MUST BE RESPONSIBLE OFFICIAL DISCLOSED ON PAGE 5.)		Phone:
5	Type of organization of applicant: <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Scientific <input type="checkbox"/> Fraternal <input type="checkbox"/> Labor <input type="checkbox"/> School/College <input type="checkbox"/> Government <input type="checkbox"/> Other _____		
6	Does the organization own the facility where bingo games will be conducted? <input type="checkbox"/> YES <input type="checkbox"/> NO		FACILITY NAME: _____
7a	Will the organization rent/lease the facility? If YES, attach copy of lease or rental agreement. <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter amount of rent or lease to be paid: \$_____ per month; or \$_____ per hour.		
7b	Name of person/entity to be paid rent/lease:		
	Mailing address:	City:	State: ZIP:
7c	Is the person/entity receiving rent/lease payments for the facility a related taxpayer?* <input type="checkbox"/> YES <input type="checkbox"/> NO Related taxpayers include spouses, family members, business partners of the organization's officers, directors, bingo game managers and any corporations owned by them. *Rental to a related party is prohibited.		
7d	Are you renting/leasing from another organization conducting bingo at the facility? <input type="checkbox"/> YES If YES, enter their Bingo License #: B- <input type="checkbox"/> NO		
8	Are there other organizations playing bingo at the facility? <input type="checkbox"/> YES How many? <input type="checkbox"/> NO		

9	Has your organization held TAX EXEMPT status for at least one year?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Is the application organization a chapter or division of a larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	If #10 is YES, are you claiming Tax Exempt status under a group exemption letter issued to the larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	If #10 is YES, does the applicant organization file an IRS Form 990 each year, separately from the larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tax Exempt Status Attach copy of your Tax Exempt Determination Letter from the IRS, or letter from Attorney or CPA stating organization is exempt, citing relevant provision of the Internal Revenue Code.			

Organization Information																							
13	How often does the organization's governing board meet? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other (specify) _____																						
14	List the dates of the last three formal board meetings held by the organization. Attach copies of the minutes of all meetings at which bingo games were proposed, discussed and approved by the board. If none, provide detailed statements explaining how the decision was made. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																						
15	State the purposes for which your organization intends to use proceeds from bingo. Attach copy of most recent financial/treasurer's report. <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																						
16a	Has the organization entered into ANY loan or other financing arrangement connected to the bingo game operation? If YES, complete the following information on the lender(s): <input type="checkbox"/> YES <input type="checkbox"/> NO Total Borrowed Funds: \$ _____ Attach copies of all notes.																						
16b	<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Lender name:</td> <td style="width: 20%;">Organization member?</td> <td style="width: 20%;"><input type="checkbox"/> YES</td> <td style="width: 20%;"><input type="checkbox"/> NO</td> </tr> <tr> <td>Address:</td> <td>City:</td> <td>State:</td> <td>ZIP:</td> </tr> <tr> <td colspan="2">Telephone:</td> <td colspan="2">Email:</td> </tr> <tr> <td>Amount loaned:</td> <td>Rate:</td> <td>Term:</td> <td>Payment guaranteed by organization?</td> </tr> <tr> <td>\$</td> <td></td> <td></td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table>			Lender name:	Organization member?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Address:	City:	State:	ZIP:	Telephone:		Email:		Amount loaned:	Rate:	Term:	Payment guaranteed by organization?	\$			<input type="checkbox"/> YES <input type="checkbox"/> NO
Lender name:	Organization member?	<input type="checkbox"/> YES	<input type="checkbox"/> NO																				
Address:	City:	State:	ZIP:																				
Telephone:		Email:																					
Amount loaned:	Rate:	Term:	Payment guaranteed by organization?																				
\$			<input type="checkbox"/> YES <input type="checkbox"/> NO																				

Attach additional sheet(s) if necessary.

Responsible Officials:				List the full <i>legal</i> name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.			
17	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
18	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
19	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
20	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
21	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
22	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
23	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			
24	Name: (Last, First, Middle Initial)			Title:			
	Address:		City:	State:	ZIP:		
	Telephone:		Cell Phone:	Email:			

Attach additional sheet(s) if necessary.

Key Gaming Personnel

List the organization's proposed key gaming personnel. A key gaming person is an officer, executive, employee, agent, representative, volunteer, or any other person with the authority to exercise significant influence over the proposed gaming operation. Key gaming personnel include those persons who: (a) will earn more than \$12,000 annually in wages and/or compensation from your gaming operation; (b) can hire or fire employees; (c) act in a supervisory capacity; (d) count game revenue; (e) perform or supervise bookkeeping or accounting functions for the operation; (f) are involved in formulating management policy; or (g) have been represented to the Department as being important to the proposed bingo operation. **THE FIRST NAME MUST BE THE PERSON TO WHOM THE BINGO MANAGER REPORTS.**

25	Name (Last, First, Middle Initial) of person to whom Bingo Manager reports (must be responsible official disclosed on page 5): Title:			
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
26	Name (Last, First, Middle Initial) of PRIMARY Bingo Manager:		Bingo Mgr. Permit #:	
	Home Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
27	Name (Last, First, Middle Initial) of BACKUP Bingo Game Manager:		Bingo Mgr. Permit #:	
	Home Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
28	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
29	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
30	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
31	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
32	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:

Attach additional sheet(s) if necessary.

Legal History

33	<p>Does the organization currently hold or has it ever held a Gaming License issued by the Oregon Department of Justice?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, enter BINGO LICENSE#: _____ or RAFFLE LICENSE#: _____ or MONTE CARLO LICENSE #: _____</p> <p>Current Status: <input type="checkbox"/> Open <input type="checkbox"/> Open <input type="checkbox"/> Open</p> <p> <input type="checkbox"/> Closed <input type="checkbox"/> Closed <input type="checkbox"/> Closed</p>
34	<p>Has the organization ever been denied a bingo, raffle, lottery, or other gaming license/permit or has any government agency, in this state or any other state, ever revoked or taken any action against a bingo, raffle, lottery or other gaming license/permit issued to the organization?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken, plus the date of the action, and the name of the agency that took the action.</p> <p>Organization name (if different):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>
35	<p>Has any official action ever been taken against the organization or any of its officers or key gaming personnel for any violation involving illegal gambling, filing false reports to a government agency, or bribing or unlawfully influencing a public official or government employee?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization or person was using at the time the above action was taken plus the date of the action, and the name of the agency that took the action.</p> <p>Name of individual (if any):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>

Bingo Operation

	<p>Check the proposed day(s) of the week and list the proposed times you intend to conduct bingo.</p>												
36	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
37	<p>Will paid employees be used to conduct bingo? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, enter the number of paid employees. _____</p>												
38	<p>Financial institution where the GENERAL account will be maintained: (Attach copies of the last 3 statements, if available.)</p>												
	Street Address:				City:				State:				ZIP:
	<p>Account number(s):</p> <p style="text-align: right;"> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other: </p>												
39	<p>Financial institution where the BINGO account will be maintained: (Attach copies of at least 3 statements if available.)</p>												
	Street Address:				City:				State:				ZIP:
	<p>Account number(s):</p> <p style="text-align: right;"> <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other: </p>												
40	<p>Does the organization have any contracts or agreements (written or verbal) with any person(s) or entities relating to the bingo operation? These may include agreements relating to consulting or management services.</p> <p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach copies of contracts and agreements or summaries of any verbal agreements. </p>												

Certification

**Must be signed by a *responsible official* of the organization disclosed on page 5.
(Preferably CEO)**

41	<p>I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the bingo license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a bingo gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf.</p> <p>Print name: _____</p> <p>Signature: _____ Title: _____ Date: _____</p>
-----------	--

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as *Responsible Official* of organization on page 5 of this application)

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE
Financial Institution Account
Authorization of Disclosure

To be completed by an *Responsible Official* of the Organization

_____ hereby authorizes
(Name of Organization)

_____ to immediately make available to the
(Name of Financial Institution)

OREGON DEPARTMENT OF JUSTICE all records, photocopies of checks, transactions, loan records, deposits, and all original documents and applications pertaining to account openings, closings, deposits, and withdrawals on accounts, loans, credit cards, or any other accounts. The organization acknowledges that this authorization may be revoked at any time by submitting written revocation to the above-named financial institution. However, the organization also acknowledges that an active Authorization of Disclosure is a condition of a gaming license. This waiver of advance notice shall constitute a consent to early disclosure, pursuant to ORS 192.565(5), which shall permit the Department of Justice to obtain the organization's financial institution records, both without notice and without delay with a subpoena, in the event the circumstances require one.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature: _____ Date: _____
Individual signing must be designated on page 5 and hold signing privileges on financial accounts.

Full name (printed or typed)

This form is to be submitted by all applicants for <i>each</i> financial institution with which the applicant has any financial dealings. Reproduce the <i>blank</i> form as necessary to provide additional copies.

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OREGON DEPARTMENT OF JUSTICE

Statement of Ongoing Bingo Operations and Financial Summary To be completed by new applicant or by renewing licensee after license has expired

Name of Applicant Organization:

This form is to be completed by a responsible official of the applicant organization (as disclosed on page 5). Complete Section A, Section B or Section C – *not all*. If completing Section B or Section C, also complete Financial Summary.

A

I certify that this organization has NOT conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted:

Signature: _____ Title: _____ Date: _____

B

I certify that this organization HAS conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

C

I certify that this organization HAS conducted bingo operations during the period from the expiration date of the previous license through the date of the renewal application being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

Financial Summary

1

This financial summary should include all available information from the period identified below:

Indicate summary period: From: _____, 20____ To: _____, 20____

2

Total number of sessions conducted:

3

Total bingo handle (gross sales):

\$

4

Total value of prizes awarded to players (cash and/or non-cash):

\$

5

Total expenses of operation per ORS 167.117(15):

\$

6

Total net income to organization from bingo operation (item 3, less items 4 and 5):

\$

¹ Referenced period should be for the 12-months immediately preceding the date your application is submitted to DOJ.

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Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A RENEWAL/UPGRADE CLASS A AND B LICENSE TO OPERATE BINGO GAMES

Class, Limit and Fee			
Applying for: <input type="checkbox"/> New License <input type="checkbox"/> License Renewal <input type="checkbox"/> License Upgrade			
<u>License Class</u>	<u>Authorized Annual Handle Limit</u>	<u>Non-Refundable Fee</u>	
<input type="checkbox"/> Class A	Unlimited	\$200	
<input type="checkbox"/> Class B	Not more than \$250,000	\$100	
<input type="checkbox"/> Class B to A Upgrade (During License Year)		\$100	

Organization Information		EIN:	Licensee # : B-
1	Full name of organization applying for bingo gaming license:		
	Mailing address: _____ City: _____ State: _____ ZIP: _____		
	Telephone: _____ Email: _____		
2	Name and street address where bingo games will be held: _____ City: _____ State: _____ ZIP: _____ Phone: _____ County: _____		
3	Bingo Contact person: (MUST BE RESPONSIBLE OFFICIAL DISCLOSED ON PAGE 2 OR 3.) _____ Phone: _____		
4	Type of organization of applicant: <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Scientific <input type="checkbox"/> Fraternal <input type="checkbox"/> Labor <input type="checkbox"/> School/College <input type="checkbox"/> Government <input type="checkbox"/> Other _____		
5	Does the organization own the facility where bingo games will be conducted? FACILITY NAME: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO		
6a	Will the organization rent/lease the facility? If YES, attach copy of lease or rental agreement. <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter amount of rent or lease to be paid: \$ _____ per month; or \$ _____ per hour		
6b	Name of person/entity to be paid rent/lease: _____		
	Mailing address: _____ City: _____ State: _____ ZIP: _____		
6c	Is the person/entity receiving rent/lease payments for the facility a related taxpayer? Related taxpayers include spouses, family members, business partners of the organization's officers, directors, bingo game managers and any corporations owned by them. <input type="checkbox"/> YES <input type="checkbox"/> NO		
6d	Are you renting/leasing from another organization conducting bingo at the facility? <input type="checkbox"/> YES If YES, enter their Bingo License #: B- _____ <input type="checkbox"/> NO		
7	Are there other organizations playing bingo at the facility? <input type="checkbox"/> YES How many? _____ <input type="checkbox"/> NO		

Mail the completed application with fees to:
 Make a check payable to
 Oregon Department of Justice.
 (Original must be sent)

Oregon Department of Justice
 100 SW Market Street
 Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

Organization Information (continued)

8	How often does the organization's governing board meet? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other (specify) _____			
9	List the dates of the last three formal board meetings held by the organization. Attach copies of the minutes of all meetings at which bingo games were proposed, discussed and approved by the board. If none, provide detailed statements explaining how the decision was made. <table border="1" style="width: 100%;"><tr><td style="height: 30px;"></td><td style="height: 30px;"></td><td style="height: 30px;"></td></tr></table>			
10a	Has the organization entered into ANY loan or other financing arrangement connected to the bingo game operation? If YES, complete the following information on the lender(s): <input type="checkbox"/> YES <input type="checkbox"/> NO Total Borrowed Funds: \$ _____ Attach copies of all notes.			
10b	Lender name: _____ Organization member? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Address: _____ City: _____ State: _____ ZIP: _____			
	Daytime telephone: _____ Night telephone: _____ Other telephone (specify): _____			
	Amount loaned: _____ Rate: _____ Term: _____ Payment guaranteed by organization? <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____			

Attach additional sheet(s) if necessary.

Responsible Officials: List the full *legal* name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. **YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.**

11	Name: (Last, First, Middle Initial) _____ Title: _____
	Address: _____ City: _____ State: _____ ZIP: _____
	Telephone: _____ Cell Phone: _____ Email: _____
12	Name: (Last, First, Middle Initial) _____ Title: _____
	Address: _____ City: _____ State: _____ ZIP: _____
	Telephone: _____ Cell Phone: _____ Email: _____
13	Name: (Last, First, Middle Initial) _____ Title: _____
	Address: _____ City: _____ State: _____ ZIP: _____
	Telephone: _____ Cell Phone: _____ Email: _____
14	Name: (Last, First, Middle Initial) _____ Title: _____
	Address: _____ City: _____ State: _____ ZIP: _____
	Telephone: _____ Cell Phone: _____ Email: _____
15	Name: (Last, First, Middle Initial) _____ Title: _____

	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
16	Name: (Last, First, Middle Initial)		Title:	
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
17	Name: (Last, First, Middle Initial)		Title:	
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
18	Name: (Last, First, Middle Initial)		Title:	
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
19	Name: (Last, First, Middle Initial)		Title:	
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	

Attach additional sheet(s) if necessary.

Key Gaming Personnel

List the organization's proposed key gaming personnel. A key gaming person is an officer, executive, employee, agent, representative, volunteer, or any other person with the authority to exercise significant influence over the proposed gaming operation. Key gaming personnel include those persons who: (a) will earn more than \$12,000 annually in wages and/or compensation from your gaming operation; (b) can hire or fire employees; (c) act in a supervisory capacity; (d) count game revenue; (e) perform or supervise bookkeeping or accounting functions for the operation; (f) are involved in formulating management policy; or (g) have been represented to the Department as being important to the proposed bingo operation.

THE FIRST NAME MUST BE THE PERSON TO WHOM THE BINGO MANAGER REPORTS.

20	Name (Last, First, Middle Initial) of person to whom Bingo Manager reports (must be authorized officer disclosed on page 3):			
	Title:			
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
21	Name (Last, First, Middle Initial) of PRIMARY Bingo Manager:		Bingo Mgr. Permit #:	
	Home Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
22	Name (Last, First, Middle Initial) of BACKUP Bingo Game Manager:		Bingo Mgr. Permit #:	
	Home Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	

Attach additional sheet(s) if necessary.

Bingo Operation

23	Check the proposed day(s) of the week and list the proposed times you intend to conduct bingo.												
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
24	Financial institution where the GENERAL account will be maintained.												
	Street Address: _____				City: _____			State: _____			ZIP: _____		
	Account number(s): _____						<input type="checkbox"/> Checking			<input type="checkbox"/> Savings		<input type="checkbox"/> Other: _____	
25	Financial institution where the BINGO account will be maintained.												
	Street Address: _____				City: _____			State: _____			ZIP: _____		
	Account number(s): _____						<input type="checkbox"/> Checking			<input type="checkbox"/> Savings		<input type="checkbox"/> Other: _____	
26	Does the organization have any contracts or agreements (written or verbal) with any person(s) or entities relating to the bingo operation? These may include agreements relating to consulting or management services. <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach copies of contracts and agreements or summaries of any verbal agreements.												
27	Exceptions If you currently do not have an exception: skip this section (see OAR 137-025-0190)												
	We are applying for an exception to the following limits (check all that apply):												
	<input type="checkbox"/> Handle Limit			Handle Limit Requested: \$ _____									
	<input type="checkbox"/> Operating Time			Days/Hours Requested: _____									
	<input type="checkbox"/> Supervisory Hour Limit			Hours and Number of Supervisors: _____									
<input type="checkbox"/> Other (specify): _____													

28	Certification Must be signed by a <i>responsible official</i> of organization as listed on page 2 or 3 (preferably CEO)											
	I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the bingo license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a bingo gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf.											
	Print name: _____ Signature: _____ Title: _____ Date: _____											

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

(Must be listed as *Responsible Official* of organization on page 2 or 3 of this application)

Date

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE
Financial Institution Account
Authorization of Disclosure

To be completed by an *Responsible Official* of the Organization

_____ hereby authorizes
(Name of Organization)

_____ to immediately make available to the
(Name of Financial Institution)

OREGON DEPARTMENT OF JUSTICE all records, photocopies of checks, transactions, loan records, deposits, and all original documents and applications pertaining to account openings, closings, deposits, and withdrawals on accounts, loans, credit cards, or any other accounts. The organization acknowledges that this authorization may be revoked at any time by submitting written revocation to the above-named financial institution. However, the organization also acknowledges that an active Authorization of Disclosure is a condition of a gaming license. This waiver of advance notice shall constitute a consent to early disclosure, pursuant to ORS 192.565(5), which shall permit the Department of Justice to obtain the organization's financial institution records, both without notice and without delay with a subpoena, in the event the circumstances require one.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature: _____ Date: _____
Individual signing must be designated on page 2 or 3 and hold signing privileges on financial accounts.

Full name (printed or typed)

This form is to be submitted by all applicants for *each* financial institution with which the applicant has any financial dealings. Reproduce the *blank* form as necessary to provide additional copies.

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OREGON DEPARTMENT OF JUSTICE

Statement of Ongoing Bingo Operations and Financial Summary To be completed by new applicant or by renewing licensee after license has expired

Name of Applicant Organization:

This form is to be completed by a responsible official of the applicant organization (as disclosed on page 2 or 3). Complete Section A, Section B or Section C – *not all*. If completing Section B or Section C, also complete Financial Summary.

A

I certify that this organization has NOT conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted:

Signature: _____ Title: _____ Date: _____

B

I certify that this organization HAS conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

C

I certify that this organization HAS conducted bingo operations during the period from the expiration date of the previous license through the date of the renewal application being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

Financial Summary

1

This financial summary should include all available information from the period identified below:

Indicate summary period: From: _____, 20____ To: _____, 20____

2

Total number of sessions conducted:

3

Total bingo handle (gross sales):

\$

4

Total value of prizes awarded to players (cash and/or non-cash):

\$

5

Total expenses of operation per ORS 167.117(15):

\$

6

Total net income to organization from bingo operation (item 3, less items 4 and 5):

\$

¹ Referenced period should be for the 12-months immediately preceding the date your application is submitted to DOJ.

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



APPLICATION FOR A NEW AND RENEWAL CLASS C AND D LICENSE TO OPERATE BINGO GAMES

IMPORTANT NOTICE – READ CAREFULLY

This form is to be filed by organizations applying for a new and renewal of a class C or D license to operate bingo games in Oregon. Class A & B applications are filed using a separate form. Bingo licenses are available only to qualifying nonprofit organizations, public schools, and government agencies. Only nonprofit organizations that meet the following requirements qualify for a license:

1. **The organization must be exempt from the payment of Federal Income Tax, and**
2. **The organization must have held tax exempt status for a period of at least 1 year, and**
3. **During this period, the organization must have been engaged primarily in its charitable, fraternal, or religious purpose.**

Is a license required for my organization? If your organization meets the qualifications above, and intends to conduct **limited** bingo operations, it may not need a license. Licenses are not required if the organization operates games with not more than \$2,000 handle (gross sales), and the annual handle is \$5,000 or less. If you anticipate that any single session may bring in more than \$2,000, or your annual handle will exceed \$5,000, you should apply for a license.

This application must be typewritten or printed clearly in ink. All questions must be answered completely and accurately and are subject to verification by the Department. If the space provided is inadequate, add a supplemental sheet to the back of this form and identify any answers by the question number. Parts of the application may call for an original signature by a responsible official. **If the application is not fully completed or not accompanied by original signatures, it may be rejected or delayed in processing.** Once a *complete* application is filed, the Department has 60 days to approve or deny the application. You will be notified in writing if your application is rejected or denied.

PROOF OF TAX EXEMPT STATUS MUST BE PROVIDED WITH APPLICATION. (Public schools or government agencies do not need to provide proof of tax exemption.) The following items will be accepted by the Department as proof of tax exemption: (1) A determination letter from the Internal Revenue Service stating that your organization is tax exempt; (2) A copy of the IRS group exemption letter, if you are claiming to be tax exempt under a group exemption (you must provide documentation that shows the applicant organization is a subordinate organization covered by the group exemption); or (3) If the applicant organization is claiming tax exempt status other than pursuant to the provisions of the Internal Revenue Code section 501(c), a signed opinion letter from an attorney or certified public accountant that states the organization is tax exempt and which cites the relevant provisions of the Internal Revenue Code which supports the claim for tax exempt status. For tax exempt political organizations, a copy of the completed, signed and dated SEL 221 or FEC Form 1 and Form 1120 POL filed with the IRS will be accepted in lieu of the signed opinion letter. The following items will NOT be accepted as proof of tax exempt status: (1) IRS form assignment of employer or taxpayer identification number; and (2) Any articles of association or incorporation, or corporation listings which indicate solely that the organization is registered as a nonprofit entity.

Additional Documents Required. In addition to the tax exempt documentation, the following additional information and documents are required and must be submitted with the application **before** it will be processed:

- A copy of a current or proposed lease agreement for the location of the bingo games (unless applicant owns premises where games will be held).
- An authorization of inspection and waiver of liability, signed by a responsible official of the organization.
- A form certifying whether or not the organization has conducted bingo operations during the preceding 12 months prior to submitting the application for a license and providing a financial summary of such operations.
- You must list any and all persons who are proposed key persons of the proposed bingo gaming operation on this application, including the designated primary bingo game manager.
- Articles of Incorporation and Bylaws.
- Copies of any contracts or agreements relating to the bingo operation.

License Fees. The application must be accompanied by the proper license fee. The fee is determined by the class of license applied for. Make a check payable to Department of Justice. Non-refundable license classes are based upon handle, as follows:

<u>Class</u>	<u>Authorized Annual Handle Limit</u>	<u>License Fee</u>
A	Unlimited	\$200
B	\$250,000	\$100
C	\$75,000	\$40
D	\$20,000	\$20

Upgrading License Class. You may upgrade a license at any time. You must upgrade if you anticipate exceeding the handle limit of your present license. To upgrade at renewal, pay the entire fee. To upgrade during the license year, pay the difference between your present license class and the license class applied for. If you need to upgrade to a Class A or B license, you must complete a Class A & B license application.

Bingo Manager. Class A and B licensees are required to have licensed managers and to have a manager on site at least 50 percent of the time bingo sessions are conducted. Bingo game manager applications may be obtained from the Department. Applicants for bingo game manager permits are required to undergo a background investigation, including criminal, civil and credit histories, to be conducted by the Department. A personal interview with the Department will be conducted before a permit is issued. The annual non-refundable fee for a bingo game manager permit is normally \$40. Class C and D licensees are not required to have licensed managers. However, they are required to designate one or more officials or other persons as being responsible for bingo game operations.

Questions and Assistance. If you have questions or need assistance with the application, please contact Gaming Registrar.

Mail the completed application with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A NEW AND RENEWAL CLASS C AND D LICENSE TO OPERATE BINGO GAMES

Class, Limit and Fee		
Applying for:	<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal
	<input type="checkbox"/> License Upgrade	
<u>License Class</u>	<u>Authorized Annual Handle Limit</u>	<u>Non-Refundable Fee</u>
<input type="checkbox"/> Class C	Not more than \$75,000	\$40
<input type="checkbox"/> Class D	Not more than \$20,000	\$20
<input type="checkbox"/> Class D to C upgrade (During License Year)		\$20

Organization Information		EIN:	Licensee # : B-
1	Full name of organization applying for bingo gaming license:		
	Mailing address:	City:	State: ZIP:
	Telephone:	Email:	
2	Name and street address of facility where bingo games will be held: City: State: ZIP:		
	Telephone: County:		
3	Incorporation date: State of incorporation:		
	NEW APPLICANT: Attach copies of Articles of Incorporation and Bylaws		
4	Type of organization of applicant:		
	<input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Scientific <input type="checkbox"/> Fraternal <input type="checkbox"/> Labor <input type="checkbox"/> School/College <input type="checkbox"/> Government <input type="checkbox"/> Other: _____		
5	Bingo Contact person: (MUST BE RESPONSIBLE OFFICIAL DISCLOSED ON PAGE 4.) Phone:		
6	Does the organization own the facility where bingo games will be conducted? FACILITY NAME:		
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
7a	Will the organization rent/lease the facility? If YES, attach copy of lease or rental agreement.		
	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter amount of rent or lease to be paid monthly: \$		
7b	Name of person/entity to be paid rent/lease:		
	Mailing address:	City:	State: ZIP:
7c	Is the person/entity receiving rent/lease payments for the facility a related taxpayer? *		
	Related taxpayers include spouses, family members, business partners of the organization's Officers, directors, bingo game managers and any corporations owned by them. <input type="checkbox"/> YES <input type="checkbox"/> NO		
	*Rental to a related party prohibited.		
7d	Are you renting/leasing from another organization conducting bingo at the facility?		
	<input type="checkbox"/> YES If YES, enter their Bingo License #: B- <input type="checkbox"/> NO		
8	Are there other organizations playing bingo at the facility? <input type="checkbox"/> YES How many? <input type="checkbox"/> NO		

9a	State the purposes for which your organization intends to use proceeds from bingo.
9b	Attach copy of most recent financial/treasurer's report.

10	Has your organization held TAX EXEMPT status for at least one year?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Is the application organization a chapter or division of a larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	If #11 is YES, are you claiming Tax Exempt status under a group exemption letter issued to the larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	If #11 is YES, does the applicant organization file an IRS Form 990 each year, separately from the larger or parent organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
New Applicants Only Attach copy of your Tax Exempt Determination Letter from the IRS, or letter from Attorney or CPA stating organization is exempt, citing relevant provision of the Internal Revenue Code.			

Responsible Officials: List the full <i>legal</i> name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.			
14	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
15	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
16	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
17	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
18	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:

Attach additional sheet(s) if necessary.

Legal History

19	<p>Does the organization currently hold or has it ever held a Gaming License issued by the Oregon Department of Justice?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, enter BINGO LICENSE#: _____ or RAFFLE LICENSE#: _____ or MONTE CARLO LICENSE #: _____</p> <p>Current Status: <input type="checkbox"/> Open <input type="checkbox"/> Open <input type="checkbox"/> Open</p> <p> <input type="checkbox"/> Closed <input type="checkbox"/> Closed <input type="checkbox"/> Closed</p>
20	<p>Has the organization ever been denied a bingo, raffle, lottery, or other gaming license/permit or has any government agency, in this state or any other state, ever revoked or taken any action against a bingo, raffle, lottery or other gaming license/permit issued to the organization? ? (Renewal Applicants: Report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken, plus the date of the action, and the name of the agency that took the action.</p> <p>Name (if other than applicant organization):</p> <p>Action taken: _____ Date of action: _____</p> <p>Agency name: _____ City: _____ State: _____</p>
21	<p>Has any official action ever been taken against the organization or any of its officers for any violation involving illegal gambling, filing false reports to a government agency, or bribing or unlawfully influencing a public official or government employee, in this or any other state? ? (Renewal Applicants: Report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken, plus the date of the action, and the name of the agency that took the action.</p> <p>Name (if other than applicant organization):</p> <p>Action taken: _____ Date of action: _____</p> <p>Agency name: _____ City: _____ State: _____</p>

Bingo Operation

22	Who will be the primary person in charge of your bingo games? Full Legal Name (including Middle Initial):												
	Address:				City:				State:		ZIP:		
	Telephone:				Cell Phone:				Email:				
	Will this person receive compensation of any kind from the bingo operation? <input type="checkbox"/> YES <input type="checkbox"/> NO										If compensated, by what hourly rate: \$		
23	Who will be the backup in charge of your bingo games? Full Legal Name (including Middle Initial):												
	Address:				City:				State:		ZIP:		
	Telephone:				Cell Phone:				Email:				
	Will this person receive compensation of any kind from the bingo operation? <input type="checkbox"/> YES <input type="checkbox"/> NO										If compensated, by what hourly rate: \$		
24	Will paid employees be used to conduct bingo? <input type="checkbox"/> YES <input type="checkbox"/> NO												
25	If YES, enter the number of paid employees.												
26	Check the proposed day(s) of the week and list the proposed times you intend to conduct bingo.												
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
	Day:	Sun <input type="checkbox"/>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Time: From: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	To: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	Break _____ Mins
27	Financial institution where the general account will be maintained, if any:												
	Street Address:				City:				State:		ZIP:		
	Account number(s):				<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:								
28	Financial institution where the bingo account will be maintained, if any:												
	Street Address:				City:				State:		ZIP:		
	Account number(s):				<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:								
Certification MUST BE SIGNED BY RESPONSIBLE OFFICIAL OF ORGANIZATION (Preferably CEO)													
29	I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the bingo license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a bingo gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf.												
	Signature: _____ Title: _____ Date: _____												
	Print Name: _____												

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature	Date
(Must be listed as <i>Responsible Official</i> of organization on page 4 of this application)	

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE

Statement of Ongoing Bingo Operations and Financial Summary To be completed by new applicant or by renewing licensee after license has expired

Name of Applicant Organization:

This form is to be completed by a responsible official of the applicant organization (as disclosed on page 4). Complete Section A, Section B or Section C – *not all*. If completing Section B or Section C, also complete Financial Summary.

A

I certify that this organization has NOT conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted:

Signature: _____ Title: _____ Date: _____

B

I certify that this organization HAS conducted bingo operations during the 12 months¹ immediately prior to the date a license application is being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

C

I certify that this organization HAS conducted bingo operations during the period from the expiration date of the previous license through the date of the renewal application being submitted. I also certify that the following financial summary of bingo operations is true and correct to the best of my knowledge and belief:

Signature: _____ Title: _____ Date: _____

Financial Summary

1	This financial summary should include all available information from the period identified below: Indicate summary period: From: _____, 20____ To: _____, 20____	
2	Total number of sessions conducted:	
3	Total bingo handle (gross sales):	\$
4	Total value of prizes awarded to players (cash and/or non-cash):	\$
5	Total expenses of operation per ORS 167.117(15):	\$
6	Total net income to organization from bingo operation (item 3, less items 4 and 5):	\$

¹ Referenced period should be for the 12-months immediately preceding the date your application is submitted to DOJ.

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DOJ USE ONLY
Fee Paid

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES SECTION**

DOJ USE ONLY
Date Received



APPLICATION FOR NEW BINGO MANAGER
☐ PRIMARY ☐ BACKUP

- | | NON REFUNDABLE FEE |
|--|--------------------|
| <input type="checkbox"/> BINGO GAME MANAGER PERMIT FOR ONE ORGANIZATION | \$40.00 |
| <input type="checkbox"/> BINGO GAME MANAGER PERMIT FOR TWO ORGANIZATIONS | \$80.00 |
| <input type="checkbox"/> UNAFFILIATED MANAGER | \$40.00 |
| <input type="checkbox"/> FACILITY MANAGER AUTHORIZATION | NO FEE |

Name: _____ **M-** _____
Print

☐ Licensee Affiliation - DOJ Bingo Lic. #B- _____

Bingo Licensee's Full Name (state "None" if unaffiliated)

☐ Licensee Affiliation - DOJ Bingo Lic. #B- _____

Bingo Licensee's Full Name (state "None" if unaffiliated)

(DO NOT DETACH COVER SHEET FROM APPLICATION)

Mail the completed application with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

Applicant Initial _____

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Read Carefully Before Proceeding

OREGON DEPARTMENT OF JUSTICE

Confidential information is requested in this application; although it will be treated accordingly, please be aware that the Department is bound by provisions of governing public records law.

Application for a Bingo Game Manager or Facility Manager Permit

General Instructions

This form is to be filed by every person applying for a permit to manage Class A or Class B bingo games or act as a Facility Manager in Oregon. The information on the form attests to an applicant's character and is used to determine the applicant's qualifications. The burden is on the applicant to establish, by clear and convincing evidence, his/her qualifications to hold a permit. Being employed by a bingo licensee is NOT a requirement for a bingo game manager permit. Any qualified individual may apply for and receive a bingo game manager permit.

If you change your bingo licensee affiliation, you must also complete the *Bingo Game Manager Change Notice*, have it endorsed by the bingo licensee you propose to re-affiliate with, and submit it to the Department. A new permit will be issued identifying your new affiliation.

Disclosure of Information Contained in the Application: This form asks for personal information. The form and certain related information are subject to disclosure under Oregon's public records law. This application must be typewritten or printed clearly in ink. All questions must be answered completely and accurately and are subject to verification by the Department. If the space provided is inadequate, add a supplemental sheet to the back of this form and identify any answers by the question number. **If the application is not fully completed, it may be rejected or delayed in processing.**

Employment or credit problems, past insolvency, bankruptcy or intention to file for bankruptcy shall not *per se* disqualify an applicant. However, the intentional omission or falsification of any item is grounds for denial or revocation of a permit. No matter how qualified you are in other aspects, you cannot receive a permit if your truthfulness is in doubt.

PHOTO REQUIRED: You must enclose a **passport style & size** photo of yourself with your initial application. The photo must have been taken within the last 30 days and must portray an accurate representation of your current appearance. Managers submitting renewals must include a current photo for years when their renewed permit will expire in an even numbered year. (If the renewed permit will expire anytime in 2018, submit photo – new or renewal; if the permit will expire anytime in 2019, no photo is required. Note that permits first issued in an odd-numbered year must also include a photo with their first renewal, but, from then on, photo submission is required only for expirations on even numbered years, 2018, 2020, etc.)

Application Fee: A \$40 non-refundable application fee for each organization must accompany the application for a bingo manager. Make a check payable to Oregon Department of Justice. Applications submitted without the proper fees will be rejected. There is no fee for a facility manager permit. Pursuant to ORS 464.250(2), the Department may assess additional fees to cover the actual investigative costs associated with a particular application .

Application Processing: Once an application has been accepted as complete, the Department has 60 days to approve or deny the permit. If you submit a renewal application before your permit expires, the permit will hold over until the Department approves or denies your renewal. If you submit the application for renewal after the permit has expired, it may be treated as a new application. Any games managed without a permit could subject you and your organization to disciplinary action. A background investigation, including criminal, civil and credit histories, will be conducted by the Department. A personal interview with the Department will be conducted for all new applicants before any permit is issued. New Personal Inquiry Waiver and Financial Institution Account Authorization disclosures must be submitted with each application, new or renewal, or the application will be rejected as incomplete.

Questions and Assistance: All of the answers to the Gaming Law Competencies may be found in the Oregon Administrative Rules, Chapter 137, Division 25, and the Oregon Revised Statutes, Chapter 464. You should have received a set of each with the application. If you do not have a current set of the rules and statutes, you may request them from the Department. If you have questions or need assistance with the application, contact the Department at (961) 673-1880. Ask for the Charitable Activities Section, Gaming Registrar or a Gaming Investigator.

To renew your permit, you must complete a renewal application. **No Photocopies Accepted.**

Note: Keep a copy for your records.

Applicant Initial _____

PRIVACY NOTICE

**Applicant: *Please sign and read the following Privacy Notice
Before filling out the Application:***

In compliance with the Privacy Act of 1974, the following information is provided:

Solicitation of the information on this form is authorized by 25 U.S.C. 2701 *et seq.* The purpose of the requested information is to determine the eligibility of individuals to be employed in the gaming operation. The information may be disclosed to appropriate Federal, State, local, or foreign law enforcement and regulatory agencies when relevant to civil, criminal or regulatory investigations or prosecutions or in connection with the hiring or firing of an employee, the issuance or revocation of a gaming license, or investigations or activities while associated with a gaming operation. Failure to consent to the disclosures indicated in this notice could result in a license or permit being denied.

The disclosure of your Social Security Number (SSN) is voluntary. However, failure to supply a SSN may result in errors in processing your application.

Applicant's Signature

Date

Applicant Initial _____

PERSONAL INFORMATION

Last Name		First Name		Middle Name
Aliases (nickname(s), maiden name, other name(s) used)				
Present Residence Address (Street)		City	State	Zip
Home Telephone	Work Telephone	Cell phone	Email:	
Date of Birth	Social Security #	Driver License/ID #.	State	
Have you ever served in the Armed Forces: Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, indicate branch	Active service entry date	Separation date	
Discharge type		Rank at separation		
While in the military service were you ever arrested for an offense that resulted in summary action, a trial, or a special or general court martial? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, furnish details on a separate page.)				

Spouse's full name (Last)	First	Middle
Spouse's Occupation		Is spouse's occupation gaming related? Yes <input type="checkbox"/> No <input type="checkbox"/>

List all residences you have had for the last 5 years:

Month and Year	Street and Number	City	State
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			
From _____ To _____			

Attach a separate page for additional information.

Applicant Initial _____

EDUCATION

Name of School	Location	Dates Attended	Graduated
High			Yes <input type="checkbox"/> No <input type="checkbox"/>
Post-High			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of degree obtained, if any			

Attach a separate page for additional information.

CRIMINAL HISTORY

Include **ALL** arrests (except **MINOR TRAFFIC** citations, speeding, stop signs, equipment, etc.) whether or not you were taken into custody, booked, cited or otherwise detained, regardless of the outcome.

Arrest Date	Age	Charge	Location (City & State)	Disposition	Arresting Agency

Attach a separate page for additional information.

FINANCIAL HISTORY

A) Do you have any outstanding, unpaid taxes? Yes ☐ No ☐ B) Have you ever written a non-sufficient funds check or had a bank account involuntarily closed? Yes ☐ No ☐ (If yes to A and/or B, provide complete details on attachment.). C) Are you currently in arrears on any child support payments? Yes ☐ No ☐

D) Have any payments to creditors been delinquent in the last three years? Yes ☐ No ☐ (If yes, describe below.)

Creditor Name	# of Delinquent Payments.	Amount currently owed	Explanation

Attach a separate page for additional information.

E) Have you ever been party to a lawsuit or bankruptcy or had any judgments or liens? Yes ☐ No ☐ (If yes, list all cases **without exception**. Attach a separate page if necessary.)

Plaintiff/Defendant	Court/Case #	City/County/State	Disposition

Applicant Initial _____

EMPLOYMENT

Beginning with your current employment, list your work history, all businesses with which you have been involved, and/or all periods of unemployment for the past 5 years. Also, list all corporations, partnerships or any other business ventures with which you have been associated as an officer, director, stockholder, or related capacity. (Mark "yes" under "Gaming Present", if any form of gambling was present during the period of your employment.)

(If additional space is needed, continue on separate sheet.)

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business		Reason for Leaving
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you ever been bonded? Yes ☐ No ☐ *Attach additional sheet(s) if necessary.*

Date _____	Issued by _____	Reason _____
Bonding Co. Name & Address _____		

Date _____	Issued by _____	Reason _____
Bonding Co. Name & Address _____		

Applicant Initial _____

List ALL sources of household income during the last 5 years (including, but not limited to, employment, inheritance, public assistance, cash settlements, sale of property, etc.) – provide the complete name for each source of income:

GAMING HISTORY

1. Lifetime Employment History in the Gaming Industry

A. List *all* employment and volunteer positions related to the gaming industry (*including lottery*) that are not listed in the Personal/Employment portion of this section.

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer

Applicant Initial _____

B. For what Organization, if any, will you be employed?

Organization name	Bingo Lic. #	Planned start date
Compensation <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid Hourly wage: \$ _____		<input type="checkbox"/> Primary <input type="checkbox"/> Backup

C. Will you be working in a *Non-Supervisory* capacity in bingo, in addition to your duties as manager?

☐ Yes ☐ No If yes, explain below:

D. Do you have a financial interest in any entity, including a sole proprietorship, that will sell or lease property or supplies, or provide services to any bingo operation?

☐ Yes ☐ No If yes, describe below:

E. How many hours do you anticipate working per week as a bingo game manager for this operation?

_____ hours/week

Describe your duties: _____

F. Will you be doing any bookkeeping or accounting relating to the operation of the bingo game you will manage?

Yes ☐ No ☐

G. Will you be supervised by or report to someone within the organization with respect to the bingo game?

Yes ☐ No ☐ If yes, to whom will you report and how often: _____

2. Have you ever held a privileged or professional license in any state: Yes ☐ No ☐

If yes, state type of license, where, years held, and the nature of any disciplinary actions taken against you:

3. Have you ever held a financial interest in a gambling venture: Yes ☐ No ☐

(including a racetrack, dog track, racehorse or dog, lottery, casino, bingo hall, bookmaking operation, or pari-mutuel operation)

If yes, state when and where and specify names and locations of the businesses in which you were involved:

4. Have you ever appeared before any gaming licensing agency or similar authority in or outside the State of Oregon, for any reason whatsoever?

Yes ☐ No ☐ (If yes, provide complete details in space provided below, or use separate sheet)

5. Have you ever applied for, sought renewal of, received, been denied, currently have pending, or ever had revoked a gaming license of any kind in any state or jurisdiction, including tribal lands and foreign countries?

Yes ☐ No ☐ (If yes, provide complete details in space provided below, or use separate sheet)

6. Do you have any relatives associated with or employed in the gaming industry?

Yes ☐ No ☐ If yes, state name, relation, and association or employment:

Applicant Initial _____

CASH IN FINANCIAL INSTITUTIONS

List below all accounts, foreign and domestic, maintained by you or your spouse:

Name and Address of Bank	Names Appearing on Account	Account #	Enter current balance and date verified with bank
			Bal.: _____ As of: _____
			Bal.: _____ As of: _____
			Bal.: _____ As of: _____
			Bal.: _____ As of: _____
			Bal.: _____ As of: _____

If additional space is needed, provide this information on a separate sheet of paper

CERTIFICATION

I understand that any incorrect, false, or incomplete statements contained herein may be considered sufficient cause for denial or revocation of my permit, if one is issued.

- A. **I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

Applicant's Signature

Date

Full name (printed or typed)

- B. (1) I certify the person applying for this bingo game manager permit is authorized by the following-named bingo licensee

(Name of Bingo Licensee for whom applicant will be managing)
to become our primary/backup bingo manager pursuant to OAR 137-025-0090(3) and will be responsible for the conduct of any and all games conducted by us.

Date

Signature of Responsible Official of Bingo Licensee

Title

Print Name of Responsible Official

- B. (2) I certify the person applying for this bingo game manager permit is authorized by the following-named bingo licensee

(Name of Bingo Licensee for whom applicant will be managing)
to become our primary/backup bingo manager pursuant to OAR 137-025-0090(3) and will be responsible for the conduct of any and all games conducted by us.

Date

Signature of Responsible Official of Bingo Licensee

Title

Print Name of Responsible Official

Applicant Initial _____

FINANCIAL RECORDS DISCLOSURE INFORMATION

TO ANY FINANCIAL INSTITUTION:

I authorize and direct you to disclose any and all records including confidential State and/or Federal tax information, and to deliver true copies thereof, concerning or pertaining in any way to me, to any investigator of the Oregon Department of Justice. Disclosure is authorized for any civil, administrative, or criminal action, which may be undertaken by the State of Oregon against me or any other person or business. Further, I authorize and direct you to honor a true copy of the original of this authorization as if the copy were the original itself.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Applicant Initial _____

Gaming Law Review

Oregon Law requires bingo managers to be knowledgeable regarding the rules for the conduct of bingo games. [See OAR 137-025-0090(4)] You must complete this Gaming Law Review as part of your application. You will need to review a copy of the Oregon Revised Statutes, and the Oregon Administrative Rules in order to answer the following questions. The reference to the statute or rule is where you will find each of the specific subjects addressed.

1	What is the operating expense limit for bingo games in Oregon? [OAR 137-025-0040(4)]
2	What is the annual bingo handle limit for the following two classes of licenses? [OAR 137-025-0050(1) & (2)] <div style="display: flex; justify-content: space-between;"> Class A: Class B: </div>
3	When you learn that your handle will exceed the limit set for your license class, what must the licensee do? [OAR 137-025-00080(2)]
4	When must updated lists of employees be filed by bingo licensees? [OAR 137-025-0110]
5	What information must be recorded on daily bingo records? [OAR 137-025-0120]
6	What information must be recorded with respect to winners of prizes valued at \$100 or more? [OAR 137-025-0130]
7	What types of reports must be filed with the Department and when must they be filed? [OAR 137-025-0140]
8	When must deposits to the bingo checking account be made? [OAR 137-025-0170]
9	What are the limitations on play by bingo licensees with respect to hours and days of operation per week? [OAR 137-025-0180(1)]
10	What is the maximum prize value that may be awarded in a bingo game? What is the exception? [OAR 137-025-0180(2)]
11	How many hours per week in total may a person spend in administering or operating bingo games? [OAR 137-025-0040(7)]
12	Can bingo cards be sold to a person under 18 years of age? [OAR 137-025-0040(6)]

Certification

I certify that I have received and reviewed a copy of the Oregon Administrative Rules, Chapter 137, Division 25, relating to the conduct of bingo, lotto, and raffles.

Applicant Signature _____

Date _____

Applicant Initial _____

Gaming Law Competencies

Oregon Law requires bingo managers to be knowledgeable regarding the rules for the conduct of bingo games. [See OAR 137-025-0090(4).] You must read and initial, where indicated, each of the following sections as part of your application. You will need to review a copy of the Oregon Revised Statutes, and the Oregon Administrative Rules in order to properly complete this form. The reference to the statute or rule is where you will find each of the specific subjects addressed.

1	OAR 137-025-0020 [Definitions]	I have read and understand the definitions as listed in this Rule. Initial: _____
2	OAR 137-025-0090	<p>I understand that as a manager, I am hired and subsequently employed by a nonprofit organization which has obtained a Bingo License entitling them to conduct bingo in the State of Oregon; and that, as their employee, I am accountable to them regardless of whether their bingo operation is located in a multi-license facility or a single-license facility. I seek my direction from the Licensee, not the other organizations playing at the same location, and not the Facility Manager. Initial: _____</p> <p>I understand that I cannot act as a bingo game manager or supervisor (paid or unpaid) for more than one licensee without approval by the Department. Initial: _____</p> <p>I understand that the Rules require that I am present a minimum of 50% of the time during each quarter my Licensee's games are in session, but I also understand that I should be present at my Licensee's bingo games in order to maintain control over, and my responsibility for, the games.</p>
3	OAR 137-025-0191	<p>I understand that if I am employed by a Licensee located in a multi-license facility, the facility manager's duties are limited to the use, maintenance or upkeep of the facility, and that the facility manager must not exercise supervision or control over functions related to the operation of the games of any other Licensees. I further understand that if I am the facility manager at a multi-license facility, I am prohibited from interfering with the independent control of other Licensees' bingo operations. Initial: _____</p>
4	OAR 137-025-0500	<p>I understand that the Department may seek sanctions against me for violations of rules and laws pertaining to the conduct of bingo in Oregon, including, but not limited to, misrepresenting or failing to disclose to the Department any material fact; failing to file completed reports or pay fees as specified in the rules or regulations; operating without a valid manager permit or bingo license; failing to maintain adequate financial recordkeeping system and/or failure to keep accurate financial books and records. Sanctions may include a monetary penalty and/or loss or suspension of my manager permit. Initial: _____</p>
5	ORS 464.290	<p>I understand that an organization shall not be eligible to obtain or retain a license to conduct bingo if it does not exercise, or if it ceases to exercise, independent control over its activities and budget. Initials: _____</p>
6	ORS 464.310	<p>I understand that as a manager I am not allowed to participate in the management or operation of any other bingo operation unless such participation is approved by the Department. Initial: _____</p>
7	ORS 464.340 and OAR 137-025-0040	<p>I understand that compensation for a manager is decided by the Licensee, and may not exceed 300% of the federal minimum wage; that I can only be paid for hours worked, and that I am prohibited from spending more than 40 hours per week administering or operating bingo games. I understand this means that I must be able to document the hours I have worked, and I cannot work more than 40 hours total per week, including the actual hours of operation of bingo, bookwork, and other duties, regardless of where the work is performed. Initial: _____</p>
8	Nonprofit Fiduciary Rules	<p>I understand that, as an employee for the nonprofit bingo licensee, I am acting as their agent and am entrusted with the safeguarding and proper handling of their assets, including money, property, and their good name. It is my responsibility to be sure that the Licensee's money is deposited and accounted for according to the rules and regulations of the Department. I further understand that to misappropriate, take, borrow, make unauthorized loans to myself or others of the Licensee's money and/or property or assets is theft and could subject me to civil and criminal sanctions. Initial: _____</p>

Applicant Initial _____

CERTIFICATION

I swear that I have reviewed copies of the Oregon Administrative Rules, Chapter 137, Division 25, and Oregon Revised Statutes, Chapter 464, relating to the conduct of bingo, and I further swear that I have personally placed my initials on the preceding Gaming Law Competencies attesting to my personal review of these rules and statutes. I understand that any incorrect, false, or incomplete statements contained herein may be considered sufficient cause for denial or revocation of my permit, if one is issued.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

Full name (printed or typed)

Applicant Initial _____

CONFIDENTIAL

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DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received



APPLICATION FOR RENEWAL BINGO MANAGER

☐ PRIMARY ☐ BACKUP

- | | |
|--|---------------------------|
| <input type="checkbox"/> BINGO GAME MANAGER PERMIT FOR ONE ORGANIZATION | NON REFUNDABLE FEE |
| <input type="checkbox"/> BINGO GAME MANAGER PERMIT FOR TWO ORGANIZATIONS | \$40.00 |
| <input type="checkbox"/> UNAFFILIATED MANAGER | \$80.00 |
| <input type="checkbox"/> FACILITY MANAGER AUTHORIZATION | \$40.00 |
| | NO FEE |

Name: _____ M- _____
Print

☐ Licensee Affiliation - DOJ Bingo Lic. #B- _____

Bingo Licensee's Full Name (state "None" if unaffiliated)

☐ Licensee Affiliation - DOJ Bingo Lic. #B- _____

Bingo Licensee's Full Name (state "None" if unaffiliated)

(DO NOT DETACH COVER SHEET FROM APPLICATION)

Mail the completed application with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

Applicant Initial _____

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Applicant Initial _____

Read Carefully Before Proceeding

OREGON DEPARTMENT OF JUSTICE

Confidential information is requested in this application; although it will be treated accordingly, please be aware that the Department is bound by provisions of governing public records law.

Application for a Bingo Game Manager or Facility Manager Permit

General Instructions

This form is to be filed by every person applying for a permit to manage Class A or Class B bingo games or act as a Facility Manager in Oregon. The information on the form attests to an applicant's character and is used to determine the applicant's qualifications. The burden is on the applicant to establish, by clear and convincing evidence, his/her qualifications to hold a permit. Being employed by a bingo licensee is NOT a requirement for a bingo game manager permit. Any qualified individual may apply for and receive a bingo game manager permit.

If you change your bingo licensee affiliation, you must also complete the *Bingo Game Manager Change Notice*, have it endorsed by the bingo licensee you propose to re-affiliate with, and submit it to the Department. A new permit will be issued identifying your new affiliation.

Disclosure of Information Contained in the Application: This form asks for personal information. The form and certain related information are subject to disclosure under Oregon's public records law. This application must be typewritten or printed clearly in ink. All questions must be answered completely and accurately and are subject to verification by the Department. If the space provided is inadequate, add a supplemental sheet to the back of this form and identify any answers by the question number. **If the application is not fully completed, it may be rejected or delayed in processing.**

Employment or credit problems, past insolvency, bankruptcy or intention to file for bankruptcy shall not *per se* disqualify an applicant. However, the intentional omission or falsification of any item is grounds for denial or revocation of a permit. No matter how qualified you are in other aspects, you cannot receive a permit if your truthfulness is in doubt.

PHOTO REQUIRED: You must enclose a **passport style & size** photo of yourself with your initial application. The photo must have been taken within the last 30 days and must portray an accurate representation of your current appearance. Managers submitting renewals must include a current photo for years when their renewed permit will expire in an even numbered year. (If the renewed permit will expire anytime in 2018, submit photo – new or renewal; if the permit will expire anytime in 2019, no photo is required. Note that permits first issued in an odd-numbered year must also include a photo with their first renewal, but, from then on, photo submission is required only for expirations on even numbered years, 2018, 2020, etc.)

Application Fee: A \$40 non-refundable application fee for each organization must accompany the application for a bingo manager. Make a check payable to Oregon Department of Justice. Applications submitted without the proper fees will be rejected. There is no fee for a facility manager permit. Pursuant to ORS 464.250(2), the Department may assess additional fees to cover the actual investigative costs associated with a particular application .

Application Processing: Once an application has been accepted as complete, the Department has 60 days to approve or deny the permit. If you submit a renewal application before your permit expires, the permit will hold over until the Department approves or denies your renewal. If you submit the application for renewal after the permit has expired, it may be treated as a new application. Any games managed without a permit could subject you and your organization to disciplinary action. A background investigation, including criminal, civil and credit histories, will be conducted by the Department. A personal interview with the Department will be conducted for all new applicants before any permit is issued. New Personal Inquiry Waiver and Financial Institution Account Authorization disclosures must be submitted with each application, new or renewal, or the application will be rejected as incomplete.

Questions and Assistance: All of the answers to the Gaming Law Competencies may be found in the Oregon Administrative Rules, Chapter 137, Division 25, and the Oregon Revised Statutes, Chapter 464. You should have received a set of each with the application. If you do not have a current set of the rules and statutes, you may request them from the Department. If you have questions or need assistance with the application, contact the Department at (961) 673-1880. Ask for the Charitable Activities Section, Gaming Registrar or a Gaming Investigator.

To renew your permit, you must complete a renewal application. **No Photocopies Accepted.**

Note: Keep a copy for your records.

Applicant Initial _____

PRIVACY NOTICE

**Applicant: *Please sign and read the following Privacy Notice
Before filling out the Application:***

In compliance with the Privacy Act of 1974, the following information is provided:

Solicitation of the information on this form is authorized by 25 U.S.C. 2701 *et seq.* The purpose of the requested information is to determine the eligibility of individuals to be employed in the gaming operation. The information may be disclosed to appropriate Federal, State, local, or foreign law enforcement and regulatory agencies when relevant to civil, criminal or regulatory investigations or prosecutions or in connection with the hiring or firing of an employee, the issuance or revocation of a gaming license, or investigations or activities while associated with a gaming operation. Failure to consent to the disclosures indicated in this notice could result in a license or permit being denied.

The disclosure of your Social Security Number (SSN) is voluntary. However, failure to supply a SSN may result in errors in processing your application.

Applicant's Signature

Date

Applicant Initial _____

PERSONAL INFORMATION

Last Name		First Name		Middle Name
Aliases (nickname(s), maiden name, other name(s) used)				
Present Residence Address (Street)		City	State	Zip
Home Telephone	Work Telephone	Cell phone	Email:	
Date of Birth	Social Security #	Driver License/ID #.	State	
Spouse's full name (Last)		First	Middle	
Spouse's Occupation		Is spouse's occupation gaming related?		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		

CRIMINAL HISTORY – ONLY INCLUDE INFORMATION OCCURRING WITHIN THE LAST YEAR

Include **ALL** arrests (except **MINOR TRAFFIC** citations, speeding, stop signs, equipment, etc.) whether or not you were taken into custody, booked, cited or otherwise detained, regardless of the outcome.

Arrest Date	Age	Charge	Location (City & State)	Disposition	Arresting Agency

Attach a separate page for additional information.

FINANCIAL HISTORY – ONLY INCLUDE INFORMATION OCCURRING WITHIN THE LAST YEAR

- A) Do you have any outstanding, unpaid taxes? Yes ☐ No ☐ B) Did you write a nonsufficient funds check or have a bank account involuntarily closed? Yes ☐ No ☐ (If yes to A and/or B, provide complete details on attachment.). C) Are you currently in arrears on any child support payments? Yes ☐ No ☐ D) Have any payments to creditors been delinquent? Yes ☐ No ☐ (If yes, describe below.)

Creditor Name	# of Delinquent Payments.	Amount currently owed	Explanation

Attach a separate page for additional information.

- E) Were you a party to a lawsuit or bankruptcy or did you have any judgments or liens? Yes ☐ No ☐ (If yes, list all cases **without exception**. Attach a separate page if necessary.)

Plaintiff/Defendant	Court/Case #	City/County/State	Disposition

Applicant Initial _____

EMPLOYMENT – ONLY INCLUDE INFORMATION OCCURRING WITHIN THE LAST YEAR

Beginning with your current employment, list your work history, all businesses with which you have been involved, and/or all periods of unemployment for the past years. Also, list all corporations, partnerships or any other business ventures with which you have been associated as an officer, director, stockholder, or related capacity. (Mark "yes" under "Gaming Present", if any form of gambling was present during the period of your employment.)

(If additional space is needed, continue on separate sheet.)

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

Month and Year From _____ To _____	Name/Mailing Address of Employer/Business	Reason for Leaving	
Title	Description of Duties	Name of Supervisor	Gaming Present? Yes <input type="checkbox"/> No <input type="checkbox"/>

GAMING HISTORY

A.(1) For what Organization, if any, will you be employed?

Organization name	Bingo Lic. #	Planned start date
Compensation <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid	Hourly wage: \$ _____	<input type="checkbox"/> Primary <input type="checkbox"/> Backup

A.(2) For what Second Organization, if any, will you be employed?

Organization name	Bingo Lic. #	Planned start date
Compensation <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid	Hourly wage: \$ _____	<input type="checkbox"/> Primary <input type="checkbox"/> Backup

B. Will you be working in a *Non-Supervisory* capacity in bingo, in addition to your duties as manager?

☐ Yes ☐ No If yes, explain below:

C. Do you have a financial interest in any entity, including a sole proprietorship, that will sell or lease property or supplies, or provide services to any bingo operation?

☐ Yes ☐ No If yes, describe below:

D. How many hours do you anticipate working per week as a bingo game manager for this operation?

_____ hours/week Describe your duties: _____

E. Will you be doing any bookkeeping or accounting relating to the operation of the bingo game you will manage?

Yes ☐ No ☐

F. Will you be supervised by or report to someone within the organization with respect to the bingo game?

Yes ☐ No ☐ If yes, to whom will you report and how often: _____

Applicant Initial _____

CERTIFICATION

I understand that any incorrect, false, or incomplete statements contained herein may be considered sufficient cause for denial or revocation of my permit, if one is issued.

- A. I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

Applicant's Signature

Date

Full name (printed or typed)

- B. (1)** I certify the person applying for this bingo game manager permit is authorized by the following-named bingo licensee

(Name of Bingo Licensee for whom applicant will be managing)
to become our primary/backup bingo manager pursuant to OAR 137-025-0090(3) and will be responsible for the conduct of any and all games conducted by us.

Date

Signature of Responsible Official of Bingo Licensee

Title

Print Name of Responsible Official

- B. (2)** I certify the person applying for this bingo game manager permit is authorized by the following-named bingo licensee

(Name of Bingo Licensee for whom applicant will be managing)
to become our primary/backup bingo manager pursuant to OAR 137-025-0090(3) and will be responsible for the conduct of any and all games conducted by us.

Date

Signature of Responsible Official of Bingo Licensee

Title

Print Name of Responsible Official

Applicant Initial _____

FINANCIAL RECORDS DISCLOSURE INFORMATION

TO ANY FINANCIAL INSTITUTION:

I authorize and direct you to disclose any and all records including confidential State and/or Federal tax information, and to deliver true copies thereof, concerning or pertaining in any way to me, to any investigator of the Oregon Department of Justice. Disclosure is authorized for any civil, administrative, or criminal action, which may be undertaken by the State of Oregon against me or any other person or business. Further, I authorize and direct you to honor a true copy of the original of this authorization as if the copy were the original itself.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Applicant Initial _____

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received



APPLICATION FOR NEW AND RENEWAL LINKED PROGRESSIVE BINGO CONTRACTOR

☐

New

☐

Renewal

☐

Application Fee \$500

LP B C-

Print Business Name

(DO NOT DETACH COVER SHEET FROM APPLICATION)

Mail Application to:
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

GENERAL INSTRUCTIONS

Print or Type an answer to every question. If a question does not apply, so state with *Not Applicable* (do not use “N/A” as it can be interpreted to mean “Not Available”). *If space is insufficient, continue on a separate page and precede each answer with the section number and appropriate title.* Do not falsify or omit any material fact(s) as each statement made herein is subject to verification. Enclose the required fee of \$500 with this application. Your application cannot be processed without payment of the fee.

The applicant (business president, CEO, or company representative) must *initial each page*, including attached pages. The applicant is certifying to the accuracy and completeness of the information contained on that page.

Complete a *Linked Progressive Bingo Game Notification* form (see page 8) for each gaming licensee that will be initially added to the linked game. Use this form to notify the Department of all licensees that are subsequently added or deleted from the link. File one form for each licensee added or deleted. Also, use this form to notify the Department of a change of Escrow Agent.

Complete the *New or Upgraded Equipment/Software Approval Request* form (see page 9) for initial and all subsequent new or modified equipment/software to be marketed in Oregon.

All applicants are advised that this Linked Progressive Bingo Contractor Application and the disclosures contained herein represent an official document and misrepresentation or failure to reveal information may be deemed sufficient cause for the refusal or revocation of a license.

If, during the course of the investigation, it is determined by the Department that additional information is needed, the applicant is required to provide that requested information to the Department. Failure to provide this information may be grounds for denial by the Department.

At the discretion of the Department, a completed personal inquiry waiver and a financial authorization waiver may be required for any persons identified in response to this application process.

Application Fee: A \$500 non-refundable application fee must accompany the application for a Linked Progressive Bingo Contractor license. Applications submitted without the proper fees will be rejected. Pursuant to ORS 464.250(1)(b), the Department may assess additional fees to cover the actual investigative costs associated with a particular application.

Application Processing: Once an application has been accepted as complete, the Department has 60 days to approve or deny the license. If you submit a renewal application before your license expires, the license will hold over until the Department approves or denies your renewal. If you submit the application for renewal after the license has expired, it may be treated as a new application. Any games conducted without a license could subject you and your business to disciplinary action. A background investigation, including criminal, civil and credit histories, will be conducted by the Department. A personal interview with the Department may be conducted for new applicants before any license is issued. A site visit to your manufacturing, design, storage or other facilities may be required.

The *original* of this application must be submitted to the Department of Justice.

SUBMIT APPLICATION WITH FEE TO:

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES
100 SW Market Street
Portland, OR 97201-5702**

1. BUSINESS IDENTITY

Name of Business: _____
Business Address: _____

Business Telephone: _____

(a) Trade name to be used _____

(b) Other names by which the business is known: _____

2. FEDERAL TAX ID #:

3. BUSINESS TYPE

Indicate whether business is a: Corporation ☐ Partnership ☐ Sole Proprietorship ☐
Other _____

4. INCORPORATION/ORGANIZATION

If the business is a corporation, complete the following. (If a partnership or other form of business organization, furnish similar information as shown below):

(a) Place of Incorporation _____ Date: _____

(b) Other states or jurisdictions where incorporated, or filed with state corporations divisions:

(c) Has this business filed with the Oregon Secretary of State Corporations Division as a corporation or as an assumed business name (DBA) conducting business in Oregon? Yes ☐ No ☐

(d) Attach a copy of Articles of Incorporation/Partnership Agreement. A copy of 1) Articles of Incorporation or 2) Partnership Agreement is attached. Yes ☐ No ☐

(e) Describe the type of business conducted.

(f) List the goods/services the business intends to provide to charitable/non-profit gaming operations in Oregon.

5. GAMING/GAMBLING LICENSES, GOODS AND SERVICES

Has this business ever held or does it now hold any gambling or gaming licenses or permits in any jurisdiction, including Indian gaming? Yes ☐ No ☐

(a) If YES, list the license or permit type, license number (if applicable), jurisdiction, regulatory agency, agency address, agency contact person, agency telephone, date of licensing or permit, and license status, on a separate page.

(b) If any gaming license has been denied, revoked, suspended, or has been subject to any disciplinary sanctions or reviews, provide complete details.

(c) List all states or places where your business contracts to supply gaming goods or services and to whom those goods or services are provided.

STATE	TO WHOM SUPPLIED

6. STOCKHOLDERS/OWNERS/PARTNERS

This business is a PUBLICLY TRADED CORPORATION: Yes ☐ No ☐

If **NO**: Complete the following for of all officers, directors, **AND** principals who hold **15%** or more ownership interest in the business, listing each person's **FULL** name, title, residence address, date of birth, social security number, phone, email, and the amount (%) of stock in the business held by each.

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)			ZIP	SSN
Phone:	Email:				

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)			ZIP	SSN
Phone:	Email:				

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)			ZIP	SSN
Phone:	Email:				

7. CONTROL PERSONS

List all CONTROL PERSONS (corporate officers, directors, and key employees). List **FULL** name, title, residence address, date of birth, social security number, phone and email.

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)			SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)			SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)			SSN
Phone:	Email:			

8. CRIMINAL INVESTIGATIONS

Has the organization, a related business entity, any control person, or any person identified in response to question #6, ever been the subject of a GRAND JURY or CRIMINAL INVESTIGATION?

Yes ☐ No ☐ If YES, provide complete details on attachment.

9. INDICTMENTS AND CONVICTIONS

Has the organization, a related business entity, any control person, or any person identified in response to question #6, ever been INDICTED, CONVICTED, or ARRESTED for any criminal offense?

Yes ☐ No ☐ If YES, provide complete details on attachment.

10. CIVIL ACTIONS

Has the organization, a related business entity, any control person, or any person identified in response to question #6 ever been involved in any civil lawsuit which was predicated in whole or in part upon conduct which allegedly constituted a crime or crimes?

Yes ☐ No ☐ If YES, provide complete details on attachment.

11. FINANCIAL ACTIONS

Is the organization, a related business entity, any control person, or any person identified in response to question #6 currently delinquent on payment(s) or debt(s) owed to a governmental agency or any other creditor or have any of the persons identified in question #6 ever been sued for nonpayment of a debt?

Yes ☐ No ☐ If YES, provide complete details on attachment.

12. CONTRACTS

- (a) Attach a copy of model contract(s) which will be offered to nonprofit bingo gaming licensees.
- (b) If not included in the contract, include an attachment of the proposed contractor fee schedule.
- (c) Identify the linked progressive bingo game escrow agent(s) who will be used to escrow prize pool funds.
- (d) Attach a copy of any escrow instructions provided to each linked progressive bingo escrow agent.
- (e) Attach a model contract between Contractor and Escrow Agent.

CERTIFICATION

I, _____, certify, I have read the above and attached statements, documents, information, and organizational chart. That they are true and correct to the best of my knowledge and belief. Further, this statement is executed with the knowledge that misrepresentation or failure to disclose may be deemed sufficient cause for the denial by the Oregon Department of Justice, Charitable Activities Section. Further, that I am aware that later discovery of an omission or misrepresentation made in the above statements, documents, information, and diagram may be grounds for the cancellation of an existing contract or agreement.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Business

Pursuant to ORS 464.280 as a condition for application and/or retention of a Linked Progressive Bingo Contractor license,

(Name of business applicant)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as a *Responsible Official* of the business on page 4 of this application)

Full name (printed or typed)

This page left blank intentionally

Date Received

OREGON DEPARTMENT OF JUSTICE
Charitable Activities
Linked Progressive Bingo Game Notification;
Change of Escrow Agent Notification
New or Upgraded Equipment/Software Approval Request

Contractor License #

Contractor Name	
Name of Person Submitting Change	Contact Phone Number
Date Submitted	Date Change is Effective

Linked Progressive Bingo Game Notification

☐ **Adding To Link**

Name of Bingo Licensee _____ License # **B-**_____

Location Name (if any)			
Location Street Address			
City	County	State	Zip
Phone No.		Fee Amount	
Escrow Agent Name	DOJ License No.	Attach copy of Agreement & Fee Schedule for Licensee & Escrow Agent	

☐ **Removing From Link**

Name of Bingo Licensee _____ License # **B-**_____

Location Name (if any)			
Location Street Address			
City	County	State	Zip
Phone No.		Fee Amount	
Escrow Agent Name	DOJ License No.		

Change of Escrow Agent Notification

Name of New Escrow Agent _____ DOJ License # _____

Address			
City	County	State	Zip
Phone No.		Fee Amount	
Effective Date of Change (60 days notice required)			

New or Upgraded Equipment/Software Approval Request

1. Describe the linked progressive bingo game and the trade name under which it will be marketed for the proposed charitable/non-profit gaming operations in Oregon (if this is a modification to an existing product, fully describe the modifications):

2. Is this a new product? ☐ Yes ☐ No

3. Is this a modification to an existing product? ☐ Yes ☐ No

4. Gaming/Gambling Licenses, Goods and Services

- (a) List all states, provinces or Tribes where the product described is currently being operated.

- (b) List all states, provinces or Tribes that have authorized the product(s) described for use in their jurisdiction.

- (c) List all gaming laboratories that have tested this product and describe the testing standards applied. Explain test outcomes. Attach proof of certification.

Name of Laboratory

Address

City

State

Zip

Phone

Country

- (d) Fully identify the locations of the manufacturing facilities where the product described was designed and manufactured.

- (e) Fully identify all subcontractors (persons, organizations or corporations not in the direct employment of your business) that have assisted in the development or the manufacturing of the product listed.

Name of Laboratory

Address

City

State

Zip

Phone

Country

- (f) Location of all subcontractor development and/or manufacturing facilities

Name of Laboratory

Address

City

State

Zip

Phone

Country

- (g) Fully identify all subcontractors that will be utilized to maintain or repair the product described.

Name of Laboratory

Address

City

State

Zip

Phone

Country

Certification

As an authorized official of the licensed business, I certify that the above information is correct to the best of my knowledge.

By

Title

Date

DOJ USE ONLY
Fee Paid

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES SECTION**

DOJ USE ONLY
Date Received



**APPLICATION FOR NEW AND RENEWAL
LINKED PROGRESSIVE BINGO ESCROW AGENT**

☐ New ☐ Renewal ☐ Application Fee \$50

_____ **LP B E-** _____
Print Business Name

(DO NOT DETACH COVER SHEET FROM APPLICATION)

**Mail Application to:
(Original must be sent)**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

Read Carefully Before Proceeding

DEPARTMENT OF JUSTICE

Confidential information is requested in this application; although it will be treated accordingly, please be aware that the Department is bound by provisions of governing public records law.

Application for Linked Progressive Bingo Escrow Agent License

General Instructions

This form is to be filed by every person applying for or renewing a license to act as an Escrow Agent for the purpose of engaging in the business of receiving escrows for deposit or delivery and who receives or is promised any fee, commission, salary or other valuable consideration, whether contingent or otherwise, for or in anticipation of performance.

The applicant (business president, CEO, or company representative) must *initial each page*, including attached pages. The applicant is certifying to the accuracy and completeness of the information contained on that page.

Disclosure of Information Contained in the Application: This form asks for personal information. The form and certain related information are subject to disclosure under Oregon's public records law. This application must be typewritten or printed clearly in ink. All questions must be answered completely and accurately and are subject to verification by the Department. If the space provided is inadequate, add a supplemental sheet to the back of this form and identify any answers by the question number. **If the application is not fully completed, it may be rejected or delayed in processing.**

Employment or credit problems, past insolvency, bankruptcy or intention to file for bankruptcy shall not *per se* disqualify an applicant. However, the intentional omission or falsification of any item is grounds for denial or revocation of a license. No matter how qualified you are in other aspects, you cannot receive a license if your truthfulness is in doubt.

Application Fee: Linked Progressive Bingo Escrow Agent Applicants who are not licensed as escrow agents with Oregon Real Estate Agency must submit a \$250 non-refundable fee which must accompany each new and/or renewal application. Applicants already licensed by Oregon Real Estate Agency pursuant to ORS 696.505 shall submit a \$50 non-refundable fee which must accompany each new and/or renewal application. Applications submitted without the proper fees will be rejected.

Application Processing: Once an application has been accepted as complete, the Department has 60 days to approve or deny the license. If you submit a renewal application before your license expires, the license will hold over until the Department approves or denies your renewal. If you submit the application for renewal after the license has expired, it may be treated as a new application. Any escrow activities you engage in without a license could subject you to disciplinary action. A background investigation, including criminal, civil and credit histories, will be conducted by the Department. A personal interview with the Department will be conducted for all new applicants before any license is issued.

Questions and Assistance: All of the charitable gaming regulations are found in the Oregon Administrative Rules (OARs), Chapter 137, Division 25, and the Oregon Revised Statutes (ORSs), Chapter 167 and Chapter 464. If you do not have a current set of the rules and statutes, they can be found online at:

<https://www.doj.state.or.us/charitable-activities/charitable-gaming/charitable-gaming-statutes-and-rules/>

If you have questions or need assistance with the application, contact the Department at (971) 673-1880. Ask for the Charitable Activities Section, Gaming Registrar.

IMPORTANT NOTE: Once you have completed this application, *make a photo copy* for your records.

PERSONAL INFORMATION

Applicant: _____

Assumed Business Name (if applicable): _____

Business Phone: _____ Business Fax: _____

Business Address: _____

Mailing Address: _____

Email Address: _____

Individual or Corporate Officer in Direct Control of Escrow Operations: _____

Type of Business: ☐ Sole Proprietor ☐ Partnership ☐ Corporation

Tax/Accounting Year End _____ OR Corp. Div. Registry # _____

List the following information for individuals acting as elected officer/partner/principal/trustee/director (submit attachment if necessary) for the purpose of civil, criminal and credit background verification:

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

List the following information for “key employees” who: (1) have day-to-day responsibility of the escrow account, (2) have oversight of the escrow account financial records, and/or (3) have the authority to withdraw and/or direct disbursements from the escrow account (submit attachment if necessary) for the purpose of civil, criminal and credit background verification:

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Name (Last, First , Middle Initial)	Title	Date of Birth	Social Security Number
Residence Address:		City	State ZIP
Telephone:		Cell:	
Email Address:			

Has the applicant or applicant business had a license to provide equipment or services for escrow services or any gambling activity denied, revoked or suspended by the State of Oregon or any other licensing authority? ☐ No ☐ Yes If yes, please provide details on separate sheet.

Identify the following information for designated escrow accounts:

Financial Institution Name and Branch: _____

Address: _____

Phone #: _____ Escrow Account #: _____

Provide full name of all authorized signers on Escrow Account:

(Provide additional names on separate sheet.)

Provide a copy of the contract between escrow agent and linked progressive bingo game contractor (or nonprofit gaming licensee), including fee-for-service schedule.

Provide a complete copy of any escrow instructions.

Has the applicant or any of the above-named individuals committed fraud in connection with any escrow transaction? ☐ Yes ☐ No If yes, explain.

Has the applicant or any of the above-named individuals entered a plea of *nolo contendere*, or been found guilty, or been indicted for a felony or misdemeanor, or other criminal offense?

☐ Yes ☐ No If yes, explain.

Is the applicant or any of the above-named individuals awaiting trial or sentencing in any criminal proceeding? ☐ Yes ☐ No If yes, explain.

Has a professional or occupational license of the applicant or any of the above-named individuals ever been revoked, suspended or refused in this or any other state?

☐ Yes

☐ No

If yes, explain.

Is the applicant or any of the above-named individuals the subject of any current investigation, administration sanction proceeding, hearing, trial or similar action in progress at this time by any agency that has granted such individual a license or registration to engage in a regulated occupation, trade or profession?

☐ Yes

☐ No

If yes, explain.

Does the applicant hold an Escrow Agent license through the Oregon Real Estate Agency?

☐ Yes

If yes, attach copy of license and most recent Real Estate Agency application.

☐ No

If no, provide proof of \$25,000 corporate surety bond deposit with DOJ

May be satisfied by depositing with State Treasurer an amount equal to \$25,000 in a form satisfactory to DOJ or a certified true copy of corporate surety bond.

DESCRIPTION OF GAMES

List the Linked Progressive Bingo games for which applicant intends to escrow prize pool funds:

Gaming Manufacturer or Licensee	Name of Bingo Licensee

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a **Responsible Official** of the Business

Pursuant to ORS 464.280 as a condition for application and/or retention of a Progressive Bingo Escrow Agent license,

(Name of business applicant)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as a *Responsible Official* of the business on page 4 of this application)

Full name (printed or typed)

OREGON DEPARTMENT OF JUSTICE
Financial Institution Account
Authorization of Disclosure

To be completed by an *Responsible Official* of the Business

_____ hereby authorizes
(Name of Business)

_____ to immediately make available to the
(Name of Financial Institution)

OREGON DEPARTMENT OF JUSTICE all records, photocopies of checks, transactions, loan records, deposits, and all original documents and applications pertaining to account openings, closings, deposits, and withdrawals on accounts, loans, credit cards, or any other accounts. The organization acknowledges that this authorization may be revoked at any time by submitting written revocation to the above-named financial institution. However, the organization also acknowledges that an active Authorization of Disclosure is a condition of a gaming license. This waiver of advance notice shall constitute a consent to early disclosure, pursuant to ORS 192.565(5), which shall permit the Department of Justice to obtain the organization's financial institution records, both without notice and without delay with a subpoena, in the event the circumstances require one.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature: _____ Date: _____
Individual signing must be designated on page 5 and hold signing privileges on financial accounts.

Full name (printed or typed)

This form is to be submitted by all applicants for *each* financial institution with which the applicant has any financial dealings. Reproduce the *blank* form as necessary to provide additional copies.

CERTIFICATION

I, _____, certify, I have read the above and attached statements, documents, information, and organizational chart. That they are true and correct to the best of my knowledge and belief. Further, this statement is executed with the knowledge that misrepresentation or failure to disclose may be deemed sufficient cause for the denial by the Oregon Department of Justice, Charitable Activities Section. Further, that I am aware that later discovery of an omission or misrepresentation made in the above statements, documents, information, and diagram may be grounds for the cancellation of an existing contract or agreement.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

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SECTION 4

BINGO REPORTS

CONTENTS:

- Bingo Class A Quarterly Report
Handle Less than \$3 Million
- Bingo Class A Quarterly Report
Handle More than \$3 Million
- Bingo Class B Annual Report
- Bingo Class C and D Annual Report

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DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE

Bingo Quarterly Report

**BINGO CLASS A LICENSEES
WITH ANNUAL HANDLE \$3 MILLION OR LESS**

DOJ USE ONLY
Date Received

This report must be filed no later than 30 days after the end of the reporting quarter.

Licensee
Licensee: _____ License #: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period
1. This report is for the period from _____ through _____ 2. Number of bingo sessions held during the reporting period: _____ 3. Total number of persons who attended bingo games for the reporting period: _____

Financial Information		
4. Total Bingo Handle for the Reporting Period:	\$	
5. Total Amount of CASH Prizes Awarded: Were any cash prize payouts in excess of \$5000? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, attach <i>copy</i> of winner's record.	\$	
6. Total Amount of NONCASH Prizes Awarded:	\$	
7. Total Amount of ALL Prizes Awarded (total of lines 5 and 6):	\$	
8. Total Amount of NONPRIZE Operating Expenses (from line 13p):	\$	
9. Total Prize Payouts and Expenses (total of lines 7 and 8):	\$	
10. Net Income for Reporting Period (total of line 4 minus line 9):	\$	
11. Total Expense Percentage (line 8 divided by line 4): [Round to Second Decimal - i.e., 18.85%]		%
12. Net Income Percentage [line 10 divided by line 4): [Round to Second Decimal - i.e., 18.85%]		%

Nonprize ExpensesList ALL nonprize expenses related to bingo operations. **DO NOT INCLUDE FEES PAID TO DOJ.**

13. a) Salaries and Employee Benefits (Gross):	\$	
b) Worker's Compensation Coverage (Employer Portion):	\$	
c) State/Federal Employee Taxes (Employer Portion):	\$	
d) Security and Janitorial Services and Supplies:	\$	
e) Legal and Accounting Services:	\$	
f) Bingo Paper (for other bingo supplies see item g below):	\$	
g) Bingo Supplies (other than bingo paper):	\$	
h) Utilities (Electric/Sewer/Water/Phone/Garbage):	\$	
i) Rent/Lease *(see 14) Check box if you pro-rated rent: <input type="checkbox"/>	\$	
j) Leasehold Improvements:	\$	
k) Insurance:	\$	
l) Equipment: (To include Electronic Machines)	\$	
m) Printing/Promotions/Postage/Shipping:	\$	
n) Repairs:	\$	
o) Other (explain below or attach additional sheets) :	\$	
<hr/> <hr/>		
p) TOTAL EXPENSES (total of lines a thru o; enter here and on page 1, line 8):	\$	

Allocation or Pro-Rate of Expenses

14. a) If you allocated or pro-rated expenses, you must explain the method you used here. If you checked line 13i, you must explain how you pro-rated rent/mortgage expenses:

b) Was your organization the master lessee in a facility with more than one licensee? ☐ Yes* ☐ No

*If YES, enter amount you pay quarterly for rent/lease: \$

*If YES, enter amount of rent receipts paid by sub-licensees: \$

Volunteers15. Did the organization use any volunteers to operate bingo games during the quarter? ☐ Yes ☐ No
If YES, how many per session? _____ If NO, go on to page 3.Did the volunteers receive food/drink, free cards, mileage or expense reimbursements? ☐ Yes ☐ No

If YES, what was the average reimbursement per volunteer per session? \$ _____

Employee List

16. List all paid employees who received compensation during the reporting period. List the hours worked by each person according to the type of duties they performed during the quarter (i.e., [S] *supervisory*, [N] *nonsupervisory* and [O] *other*) together with the compensation the person received for each type of duty. Reports that do not contain complete information will be rejected and returned for completion, and could incur delinquency charges. See sample entry below. Use gross (pre-tax and deductions) pay NOT net. [O] *other* is for payments made for time worked that is TOTALLY UNRELATED to the bingo operation (describe the [O] *other* payments). Facility Management IS bingo-related. **YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.**

Full Name (Last, First, M.I.): Worker, John Q.					DOB:		Title: Floorworker	
Address: 1234 Main Street			City: Anytown		State: OR		Zip: 97001	
Phone: (xxx) xxx-xxxx			Email: xxxxxx@xxxxx.xxx					
[S]	Rate:	\$	\$	[N]	Rate:	\$8.00	\$960.00	[O] 10 Describe: Lottery Wages \$50.00

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:		Zip:	
Phone:			Email:					
[S]	Rate:	\$	\$	[N]	Rate:	\$	\$	[O] Describe: \$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):						DOB:		Title:	
Address:				City:		State:		Zip:	
Phone:				Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Oregon Department of Justice

Quarterly Report Fee Computation

For licensees *expecting* annual handle of less than \$3 million *

1	Handle for this quarter from page 1, line 4; enter it here::	\$	
2	Multiply line 1 by .012 and enter result here:	\$	
3	DELINQUENCY FEE: If this report is not filed within 30 days of the quarter end, add a delinquency fee of \$20 or 1% of line 2 [line 2 \times .01], whichever is greater. <i>The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report.</i>	\$	
4	TOTAL FEES DUE. Line 2 plus line 3. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Oregon Department of Justice. DO NOT ROUND.	\$	

**If your annual handle will exceed \$3 million at any time during your license period, contact DOJ immediately and request appropriate reporting forms to be sent. Call (971) 673-1880 and ask for the Gaming Registrar.*

Report Certification

TO BE COMPLETED BY THE BINGO GAME MANAGER:

I certify that I have reviewed the information contained in this report and, where necessary, any source documents and records used in its preparation. I have discussed the information contained in this report with one or more responsible officials of the organization. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report

☐ I did NOT prepare this report

Print name of Bingo Game Manager: _____ Manager's Permit # M- _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION OTHER THAN THE BINGO GAME MANAGER

I certify that I am a responsible official of the organization and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report

☐ I did NOT prepare this report

Print name of Responsible official I: _____ Title _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE PERSON WHO PREPARED THIS REPORT, IF OTHER THAN THE BINGO GAME MANAGER OR RESPONSIBLE OFFICIAL:

I certify that I prepared this report and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. The information contained in this report was obtained from source documents provided to me by the organization and is true and correct to the best of my knowledge.

☐ I received compensation
for preparing this report

☐ I did NOT receive compensation
for preparing this report

The source documents for this report are: ☐ maintained at my office

☐ maintained by the licensed organization

☐ Other: _____

Print Name of Preparer: _____

Business Name, if any: _____

Address: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

Keep a copy of this report for your records.

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE

Bingo Quarterly Report

DOJ USE ONLY
Date Received

**BINGO CLASS A LICENSEES
WITH ANNUAL HANDLE MORE THAN \$3 MILLION**

This report must be filed no later than 30 days after the end of the reporting quarter.

Licensee
Licensee: _____ License #: B- _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period
1. This report is for the period from _____ through _____ 2. Number of bingo sessions held during the reporting period: _____ 3. Total number of persons who attended bingo games for the reporting period: _____

Financial Information		
4. Total Bingo Handle for the Reporting Period:	\$	
5. Total Amount of CASH Prizes Awarded: Were any cash prize payouts in excess of \$5,000? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, attach <i>copy</i> of winner's record.	\$	
6. Total Amount of NONCASH Prizes Awarded:	\$	
7. Total Amount of ALL Prizes Awarded (total of lines 5 and 6):	\$	
8. Total Amount of NONPRIZE Operating Expenses (from line 13p):	\$	
9. Total Prize Payouts and Expenses (total of lines 7 and 8):	\$	
10. Net Income for Reporting Period (total of line 4 minus line 9):	\$	
11. Total Expense Percentage (line 8 divided by line 4): [Round To Second Decimal - i.e., 18.85%]		%
12. Net Income Percentage [line 10 divided by line 4]: [Round To Second Decimal - i.e., 5.25%]		%

Nonprize ExpensesList ALL nonprize expenses related to bingo operations. **DO NOT INCLUDE FEES PAID TO DOJ.**

13. a) Salaries and Employee Benefits (Gross):	\$	
b) Worker's Compensation Coverage (Employer Portion):	\$	
c) State/Federal Employee Taxes (Employer Portion):	\$	
d) Security and Janitorial Services and Supplies:	\$	
e) Legal and Accounting Services:	\$	
f) Bingo Paper (for other bingo supplies see item g below):	\$	
g) Bingo Supplies (other than bingo paper):	\$	
h) Utilities (Electric/Sewer/Water/Phone/Garbage):	\$	
i) Rent/Lease *(see 14) Check box if you pro-rated rent: <input type="checkbox"/>	\$	
j) Leasehold Improvements:	\$	
k) Insurance:	\$	
l) Equipment: (To Include Electronic Machines)	\$	
m) Printing/Promotions/Postage/Shipping:	\$	
n) Repairs:	\$	
o) Other (explain below or attach additional sheets):	\$	
<hr/>		
<hr/>		
p) TOTAL EXPENSES (total of lines a thru o; enter here and on page 1, line 8):	\$	

Allocation or Pro-Rate of Expenses

14. a) If you allocated or pro-rated expenses, you must explain the method you used here. If you checked line 13i, you must explain how you pro-rated rent/mortgage expenses:

b) Was your organization the master lessee in a facility with more than one licensee? ☐ Yes* ☐ No

*If YES, enter amount you pay quarterly for rent/lease: \$

*If YES, enter amount of rent receipts paid by sub-licensees: \$

Volunteers15. Did the organization use any volunteers to operate bingo games during the quarter? ☐ Yes ☐ No
If YES, how many per session? If NO, go on to page 3.Did the volunteers receive food/drink, free cards, mileage or expense reimbursements? ☐ Yes ☐ No
If YES, what was the average reimbursement per volunteer per session? \$

Employee List

16. List all paid employees who received compensation during the reporting period. List the hours worked by each person according to the type of duties they performed during the quarter (i.e., [S] *supervisory*, [N] *nonsupervisory* and [O] *other*) together with the compensation the person received for each type of duty. Reports that do not contain complete information will be rejected and returned for completion, and could incur delinquency charges. See sample entry below. Use gross (pre-tax and deductions) pay NOT net. [O] *other* is for payments made for time worked that is TOTALLY UNRELATED to the bingo operation (describe the [O] *other* payments). Facility Management IS bingo-related.

YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.

Full Name (Last, First, M.I.): Worker, John Q.					DOB:		Title: Floorworker		
Address: 1234 Main Street			City: Anytown		State: OR		Zip: 97001		
Phone: (xxx) xxx-xxxx			Email: xxxxxx@xxxxx.xxx						
[S]	Rate: \$	\$	[N]	Rate: \$8.00	\$960.00	[O]	10	Describe: Lottery Wages	\$50.00

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:		
Address:			City:		State:		Zip:		
Phone:									
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:		\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:								
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Oregon Department of Justice
Quarterly Report Fee Computation for Class A licensees *expecting* to exceed \$3 million in annual handle

You will need your quarterly reports from earlier in this license year to complete this computation. QUARTER 1 is the first quarter of your current LICENSE year. The last day of QUARTER 4 is the expiration date of your license.

PERIOD (Circle month and enter year for each quarter)					HANDLE <i>Including Current Quarter</i> (A)		FEES ALREADY PAID <i>Not including Current Fee</i> (B)	
Quarter 1	3	6	9	12	\$		\$	
	20							
Quarter 2	3	6	9	12	\$		\$	
	20							
Quarter 3	3	6	9	12	\$		\$	
	20							
Quarter 4	3	6	9	12	\$		\$	
	20							
TOTALS					\$		\$	

1	Enter total from Column A here:		\$	
2	Less \$3 million	minus	– \$3,000,000	.00
3	Subtract line 2 from line 1 (if less than zero, enter zero) and enter result here:		\$	
4	Multiply line 1 by .012 (up to a maximum of \$3 million) and enter result here:		\$	
5	Multiply line 3 by .01 and enter result here:	plus	+ \$	
6	Add lines 4 and 5 (to calculate annual fees to date) and enter result here:		\$	
7	Subtract fees already paid (total of Column B)	minus	– \$	
8	SUBTOTAL:		= \$	
9	DELINQUENCY FEE: If this report is not filed within 30 days of the quarter end, add a delinquency fee of \$20 or 1% of the combined amounts of lines 1 and 2 [(line 1 + 2) × .01], whichever is greater. <i>The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report.</i>		\$	
10	TOTAL FEES DUE. Line 8 plus line 9. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Oregon Dept of Justice. DO NOT ROUND.		\$	

Report Certification**TO BE COMPLETED BY THE BINGO GAME MANAGER:**

I certify that I have reviewed the information contained in this report and, where necessary, any source documents and records used in its preparation. I have discussed the information contained in this report with one or more responsible officials of the organization. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report☐ I did NOT prepare this report

Print name of Bingo Game Manager: _____ Manager's Permit # M- _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION OTHER THAN THE BINGO GAME MANAGER

I certify that I am a responsible official of the organization and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report☐ I did NOT prepare this report

Print name of Responsible official: _____ Title _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE PERSON WHO PREPARED THIS REPORT, IF OTHER THAN THE BINGO GAME MANAGER OR RESPONSIBLE OFFICIAL:

I certify that I prepared this report and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. The information contained in this report was obtained from source documents provided to me by the organization and is true and correct to the best of my knowledge.

☐ I received compensation
for preparing this report☐ I did NOT receive compensation
for preparing this reportThe source documents for this report are: ☐ maintained at my office☐ maintained by the licensed organization☐ Other: _____

Print Name of Preparer: _____

Business Name, if any: _____

Address: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

Keep a copy of this report for your records.

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ Use Only
Fee Paid

OREGON DEPARTMENT OF JUSTICE

CHARITABLE ACTIVITIES SECTION

DOJ Use Only
Date Received

Class B Bingo Annual Report

This report must be filed no later than 60 days after the end of the license year.

Licensee
Licensee: _____ License #: B- _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period
1. This report is for the period from _____ through _____ 2. Did the expiration date of your license change during the reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Number of bingo sessions held during the reporting period: _____ 4. Total number of persons who attended bingo games for the reporting period: _____

Financial Information		
5. Total (Gross Income) Bingo Handle for the Reporting Period:	\$	
6. Total Amount of CASH Prizes Awarded: Were any cash prize payouts in excess of \$5,000? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, attach <i>copy</i> of winner's record.	\$	
7. Total Amount of NONCASH Prizes Awarded:	\$	
8. Total Amount of ALL Prizes Awarded (total of lines 6 and 7):	\$	
9. Total Amount of NONPRIZE Operating Expenses (from line 13p):	\$	
10. Total Prize Payouts and Expenses (total of lines 8 and 9):		
11. Net Income for Reporting Period (total of line 5 minus line 10):		
12. Total Expense Percentage (line 9 divided by line 5): [Round to Second Decimal - i.e., 18.85%]	%	

Nonprize ExpensesList ALL nonprize expenses related to bingo operations. **DO NOT INCLUDE FEES PAID TO DOJ.**

13. a) Salaries and Employee Benefits (Gross):	\$	
b) Worker's Compensation Coverage (Employer Portion):	\$	
c) State/Federal Employee Taxes (Employer Portion):	\$	
d) Security and Janitorial Services and Supplies:	\$	
e) Legal and Accounting Services:	\$	
f) Bingo Paper (for other bingo supplies see item g below):	\$	
g) Bingo Supplies (other than bingo paper):	\$	
h) Utilities (Electric/Sewer/Water/Phone/Garbage):	\$	
i) Rent/Lease *(see 14) Check box if you pro-rated rent: <input type="checkbox"/>	\$	
j) Leasehold Improvements:	\$	
k) Insurance:	\$	
l) Equipment: (To Include Electronic Machines)	\$	
m) Printing/Promotions/Postage/Shipping:	\$	
n) Repairs		
o) Other (explain below or attach additional sheets) :	\$	
<hr/> <hr/>		
p) TOTAL EXPENSES (total of lines a thru o; enter here and on page 1, line 9):	\$	

Allocation or Pro-Rate of Expenses

14. a) If you allocated or pro-rated expenses, you must explain the method you used here. If you checked line 13i, you must explain how you pro-rated rent/mortgage expenses:

b) Was your organization the master lessee in a facility with more than one licensee? ☐ Yes* ☐ No

*If YES, enter amount you pay quarterly for rent/lease: \$

*If YES, enter amount of rent receipts paid by sub-licensees: \$

Volunteers15. Did the organization use any volunteers to operate bingo games during the year? ☐ Yes ☐ No
If YES, how many per session? If NO, go on to page 3.Did the volunteers receive food/drink, free cards, mileage or expense reimbursements? ☐ Yes ☐ No
If YES, what was the average reimbursement per volunteer per session? \$

Employee List

16. List all paid employees who received compensation during the license year. List the hours worked by each person according to the type of duties they performed during the license year (i.e., [S] *supervisory*, [N] *nonsupervisory* and [O] *other*) together with the compensation the person received for each type of duty. Reports that do not contain complete information will be rejected and returned for completion, and could incur delinquency charges. See sample entry below. Use gross (pre-tax and deductions) pay NOT net. [O] *other* is for payments made for time worked that is TOTALLY UNRELATED to the bingo operation (describe the [O] *other* payments). Facility Management IS bingo-related. Total of all bingo wages should equal amount shown in 13a. **YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.**

Full Name (Last, First, M.I.): WORKER, John Q.					DOB:		Title: Floorworker	
Address: 1234 Main Street				City: Anytown		State: OR		Zip: 97001
Phone: (xxx) xxx-xxxx				Email: xxxxxx@xxxxx.xxx				
[S]	Rate: \$	\$	[N]	Rate: \$8.00	\$960.00	[O]	Describe: Lottery Wages	\$50.00

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:				City:		State:		Zip:
Phone:				Email:				
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Full Name (Last, First, M.I.):					DOB:		Title:	
Address:			City:		State:			Zip:
Phone:			Email:					
[S]	Rate: \$	\$	[N]	Rate: \$	\$	[O]	Describe:	\$

Oregon Department of Justice

Class B Annual Report Fee Computation

Enter Total Bingo Handle
(From page 1, line 5)

\$

If Annual Handle is \$75,000 or less, complete this section. If Annual Handle is greater than \$75,000, make NO entries here, but complete the section below.

1	Multiply the Total Bingo Handle by .005 and enter result here::	\$	
2	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of \$20 or 1% of the amount on line 1 [.01 × line 1], whichever is greater. <i>The minimum delinquency fee increases to \$50 after 60 days from the due date of the report.</i>	\$	
3	TOTAL FEES DUE. Line 1 plus line 2. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Oregon Dept of Justice. DO NOT ROUND.	\$	

If Annual Handle is GREATER THAN \$75,000, complete this section. If Annual Handle is less than \$75,000, make NO entries here, but complete the section above.

4	Fee on FIRST \$75,000 of Bingo Handle:	\$	375	.00
5	Total Bingo Handle, LESS \$75,000:	\$		
6	FEE ON BALANCE. Multiply line 5 by .01:	\$		
7	TOTAL FEES DUE ON HANDLE. Add line 4 and line 6:	\$		
8	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of \$20 or 1% of the amount on line 7 [.01 × line 7], whichever is greater. <i>The minimum delinquency fee increases to \$50 after 60 days from the due date of the report.</i>	\$		
9	TOTAL FEES DUE. Line 7 plus line 8. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Oregon Department of Justice. DO NOT ROUND.	\$		

Report Certification

TO BE COMPLETED BY THE BINGO GAME MANAGER:

I certify that I have reviewed the information contained in this report and, where necessary, any source documents and records used in its preparation. I have discussed the information contained in this report with one or more responsible officials of the organization. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report

☐ I did NOT prepare this report

Print name of Bingo Game Manager: _____ Manager's Permit # M- _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION OTHER THAN THE BINGO GAME MANAGER

I certify that I am a responsible official of the organization and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report

☐ I did NOT prepare this report

Print name of Responsible official: _____ Title: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE PERSON WHO PREPARED THIS REPORT, IF OTHER THAN THE BINGO GAME MANAGER OR RESPONSIBLE OFFICIAL:

I certify that I prepared this report and that I have personally reviewed the information contained in this report with the bingo game manager whose name appears above. The information contained in this report was obtained from source documents provided to me by the organization and is true and correct to the best of my knowledge.

☐ I received compensation
for preparing this report

☐ I did NOT receive compensation
for preparing this report

The source documents for this report are: ☐ maintained at my office

☐ maintained by the licensed organization

☐ Other: _____

Print Name of Preparer: _____

Business Name, if any: _____

Address: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

Keep a copy of this report for your records.

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

Class C & D Bingo Annual Report

This report must be filed no later than 60 days after the end of the license year.

Licensee
Licensee: _____ License #: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period
1. This report is for the period from _____ through _____ 2. Did the expiration date of your license change during the reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Number of bingo sessions held during the reporting period: _____

Financial Information		
4. Total (Gross Income) Bingo Handle for the Reporting Period:	\$	
5. Total Amount of CASH Prizes Awarded:	\$	
6. Total Amount of NONCASH Prizes Awarded:	\$	
7. Total Amount of ALL Prizes Awarded (total of lines 5 and 6):	\$	
8. Total Amount of NONPRIZE Operating Expenses (from line 12p):	\$	
9. Total Prize Payouts and Expenses (total of lines 7 and 8):	\$	
10. Net Income for Reporting Period (total of line 4 minus line 9):	\$	
11. Total Expense Percentage (line 8 divided by line 4: [Round to the second decimal– i.e., 18.85%]		%

Nonprize ExpensesList ALL nonprize expenses related to bingo operations. **DO NOT INCLUDE FEES PAID TO DOJ.**

12. a) Salaries and Employee Benefits (Gross):	\$	
b) Worker's Compensation Coverage (Employer Portion):	\$	
c) State/Federal Employee Taxes (Employer Portion):	\$	
d) Security and Janitorial Services and Supplies:	\$	
e) Legal and Accounting Services:	\$	
f) Bingo Paper (for other bingo supplies see item g below):	\$	
g) Bingo Supplies (other than bingo paper):	\$	
h) Utilities (Electric/Sewer/Water/Phone/Garbage):	\$	
i) Rent/Lease *(see 13) Check box if you pro-rated rent: <input type="checkbox"/>	\$	
j) Leasehold improvements:	\$	
k) Insurance:	\$	
l) Equipment: (To Include Electronic Machines)	\$	
m) Printing/Promotions/Postage/Shipping:	\$	
n) Repairs:	\$	
o) Other (explain below or attach additional sheets):	\$	
<hr/>		
<hr/>		
p) TOTAL EXPENSES (total of lines a thru o; enter here and on page 1, line 8):	\$	

Allocation or Pro-Rate of Expenses

13. a) If you allocated or pro-rated expenses, you must explain the method you used here. If you checked line 12i, you must explain how you pro-rated rent/mortgage expenses:

b) Was your organization the master lessee in a facility with more than one licensee? ☐ Yes* ☐ No

*If YES, enter amount you pay quarterly for rent/lease: \$

*If YES, enter amount of rent receipts paid by sub-licensees: \$

Volunteers15. Did the organization use any volunteers to operate bingo games during the year? ☐ Yes ☐ No
If YES, how many per session? If NO, go on to page 3.Did the volunteers receive food/drink, free cards, mileage or expense reimbursements? ☐ Yes ☐ No
If YES, what was the average reimbursement per volunteer per session? \$

Oregon Department of Justice

Class C & D Annual Report Fee Computation

Enter Total Bingo Handle
(From page 1, line 4)

\$

CLASS C LICENSEES, complete this section. Class D Licensees, make NO entries here, but complete the section below.

1	Fee on FIRST \$20,000 of Bingo Handle:	\$	20	.00
2	Total Bingo Handle, LESS \$20,000 (if ZERO or less, enter \$0 on this line):	\$		
3	FEE ON BALANCE. Multiply line 2 by .005 and enter result here:	\$		
4	TOTAL FEES DUE ON HANDLE. Add line 1 and line 3:	\$		
5	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of \$20 or 1% of the amount on line 4 [.01 × line 4], whichever is greater. <i>The minimum delinquency fee increases to \$50 after 60 days from the due date of the report.</i>	\$		
6	TOTAL FEES DUE. Line 4 plus line 5. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Department of Justice. DO NOT ROUND.	\$		

CLASS D LICENSEES, complete this section. Class C Licensees, make NO entries here, but complete the section above.

7	FEE ON HANDLE:	\$	20	.00
8	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of \$20. <i>The minimum delinquency fee increases to \$50 after 60 days from the due date of the report.</i>	\$		
9	TOTAL FEES DUE. Line 7 plus line 8. Enter result here: Send this amount with the report to DOJ. Please send in exact fees. Make a check payable to Department of Justice. DO NOT ROUND.	\$		

Report Certification

TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION:

I certify that I am a responsible official of the organization and that I have personally reviewed the information contained in this report. I further certify that the information contained in this report is true and correct to the best of my knowledge.

☐ I did prepare this report

☐ I did NOT prepare this report

Print name of Responsible official: _____ Title: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE PERSON WHO PREPARED THIS REPORT, IF OTHER THAN THE RESPONSIBLE OFFICIAL:

I certify that I prepared this report and that I have personally reviewed the information contained in this report with the responsible official whose name appears above. The information contained in this report was obtained from source documents provided to me by the organization and is true and correct to the best of my knowledge.

☐ I received compensation
for preparing this report

☐ I did NOT receive compensation
for preparing this report

The source documents for this report are:

☐ maintained at my office

☐ maintained by the licensed organization

☐ Other: _____

Print Name of Preparer: _____

Business Name, if any: _____

Address: _____

Phone#: _____ Email: _____

Signature: _____ Date: _____

Keep a copy of this report for your records.

**Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

SECTION 5

BINGO INVENTORY CONTROL AND REPORTING SYSTEM

CONTENTS:

- Instructions and Guidelines
- Packet Inventory Log
- Specials/Singles Inventory Log
- Packet Sales Record
- Specials/Singles Sales Record
- Bingo Session Summary – Cash Control
- Cash Count Form
- Cash Discrepancy Report
- Prize Payout Record
- Bingo Winners Record
- Unclaimed Prize Receipt

MISCELLANEOUS FORMS

- Permanent Change in Operations Notification
- Bingo Game Manager Change Notice
- Class A and B Bingo Licensee Operator List

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



BINGO INVENTORY CONTROL AND REPORTING SYSTEM

INSTRUCTION GUIDELINES AND FORMS VERSION JUNE 2018

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DEPARTMENT OF JUSTICE

BINGO INVENTORY CONTROL AND REPORTING SYSTEM

Instructions and Guidelines

Version June 2018

This system has been designed to provide complete and accurate reporting of the income and prize payouts from a bingo session. Forms utilized in this system meet Department requirements under ORS 464.250(e) and are the prescribed forms under OAR 137-025-0120 through 137-025-0140.

Authorized by ORS 464.250(1)(e), Class A licensees are required to utilize the Inventory Control portion of the System. The inventory control system allows the licensee to maintain maximum control over their bingo operation and provides for individual worker accountability to facilitate control of exposure to theft and improve profitability. The system requires licensees to record the sales of bingo cards by sequential number. Serially-numbered cards or packets must be used and may not be sold out of sequence. Licensees are additionally required to inventory bingo cards upon receipt from the distributor and to record when inventory is put into play. Training of licensee supervisory staff is recommended prior to implementation. Questions regarding training and implementation may be addressed by calling the Department at (971) 673-1880.

Also authorized by ORS 464.250(1)(e), all licensees are required to utilize the Reporting portion of the System.

Numbering Systems

For most bingo paper, the Top Serial Number is on or above the N. The Sequential or Audit Number on a singles sheet is found in the free space and also in the lower right corner. On a Three on Vertical the Sequential or Audit number is usually found in the top face between the letter B and the letter I. The Sequential or Audit Number on a Six on Vertical sheet is usually located between the letter G and the letter O on the second face of the top row of the sheet. It is enclosed in a box and has a 6V preceding it. Alternative Sequential or Audit Numbers for some Six on Vertical sheets are the same as the Three on Vertical. These sheets are double Three on Vertical and will contain a skip of 100 between every package of 100.

Inventory Security

Bingo paper shipments received should be logged into inventory prior to the next bingo session played. Bingo paper should be stored in a secure area at all times. Each unsold packet or sheet represents cash. Missing bingo paper will be charged against the licensee's handle at the retail sales price of that particular series. Inventory logged out for play should remain in a secure area until signed for by a particular worker. Unsold stock returned at the completion of sale should be accounted for and returned to secure storage. Unsold stock should **not** normally be re-logged into inventory, but should be secured until needed for the next bingo session. Each licensee is responsible for compliance with inventory security procedures. Those licensees playing at multi-license facilities may not delegate responsibility for inventory control procedures to another licensee. Each licensee should order, store, and sell only their own bingo paper. Trading paper or splitting orders is not permitted.

CONTENTS

This packet contains instructions and sample forms for the system:

Required by Class A licensees:

Packet Inventory Log
Specials/Singles Inventory Log
Packet Sales Record
Single/Specials Sales Record

Required by all licensees:

Bingo Session Summary-Cash Control
Cash Count Form
Cash Discrepancy Report
Prize Payout Record
Bingo Winners Record
Unclaimed Prize Receipt
Permanent Change in Operations Notification

Required by Class A and Class B licensees:

Bingo Game Manager Change Notice
Class A and Class B Licensee Operator List

Make copies of these forms as required for your particular bingo operation. **Please note that some forms are two-sided and both sides are required.** Specific instructions for the use of each type of form are as follows:

Packet Inventory Log and Specials/Singles Inventory Log

The log sheets are used to inventory your packets and specials/singles. The forms are self-explanatory. Stock received must be logged in before the next session of bingo may be played. Keep inventory secured. Unaccounted for packets and singles are considered to be sold and are to be included in your handle. A separate log should be maintained for each type of packet and each individual special/single game.

Packet Sales Record

This form is to be used to record the sales of regular throwaway packets. This form should be used *only* if you purchase commercially-printed packets from a distributor. If you make up your own packets, you must use the Specials/Singles Sales Record. Record the number of cards per sheet, number of sheets per packet, serial number, color (top sheet), and the beginning and ending audit or sequential numbers sold. Also enter the retail value for that particular series.

Packets must be sold by audit or sequential number and in numerical order. For this reason, it is recommended that packets only be sold at one location in the bingo hall. **Each packet not accounted for will be considered sold and is counted as handle.** Please note: the retail value of the packet must remain consistent throughout its use. If a change in selling price is desired, a different serially-number packet must be used. Enter the totals from this form on the Bingo Session Summary - Cash Control form in the appropriate spaces provided. If a licensee is using a Point-of-Sale system (POS), the packet sales record must be reconciled to the POS sales report; once again, any paper no longer in inventory is considered sold and must be included in gross handle.

Specials/Singles Sales Record

This form is used to record the sales of single sheets, bonanzas, and specials. **Single sheets, bonanzas, and specials must be serially and sequentially numbered and sold in numerical**

order. Unsold sheets out of sequence must be accounted for and retained with the daily summary or re-logged into inventory. **Each packet or sheet not accounted for will be considered sold and is counted as handle**. As with packets, the retail selling price must remain consistent throughout its use. If a change in the retail sales price is desired, a different series or color must be used. For example, licensees selling Bonanzas for half price with a trade-in, must use a different series and color for the half-price sheets. Enter the totals from these forms on the Bingo Session Summary – Cash Control form in the appropriate spaces provided. If a licensee is using a Point-of-Sale system (POS), the specials/singles sales record must be reconciled to the POS sales report; once again, any paper no longer in inventory is considered sold and must be included in gross handle.

Bingo Session Summary – Cash Control Form

This is the primary form which summarizes the sales and payouts occurring during each bingo session. Totals from the other forms are transferred to this form. The form contains spaces to record the sales of packets, specials, bonanzas and gift certificates as well as accruing of progressive payouts from "jar" or "lucky number" games and single hall and multi-hall linked progressive bingo games. Specific instructions for completing this form may be found on the back of the form. Licensees must reconcile their cash at the end of each session. The form contains a reconciliation section at the bottom right. Cash shortages or overages in excess of \$10 must be briefly explained in writing on the form. Differences of \$25 or more should have the notation "see Cash Discrepancy form" and that form completed. The amount of deposit required on line 7 should normally match the amount deposited to your bingo account. If line 7 is \$0.00 or less (net loss for the session), no deposit is required. Deposits must be made within three (3) business days following the date of the session. Attach the original deposit slip or a copy to this form.

Cash Count Form

This form is optional, however highly recommended from an internal control aspect. The form is used to record the count of coin, currency, checks, and credit card receipts. If utilized, the monies are to be counted by, and the report signed by, two separate individuals.

Cash Discrepancy Report

This form should be completed to report any cash discrepancy of \$25 or more, including theft or any mysterious disappearance of cash. The report is to be sent to the Department within three (3) business days following the discovery.

Prize Payout Record

This form is used to record the prize payouts for each individual game in the session. Prizes for games played on packet sheets or cards and those played for games on specials or single sheets should be listed in the appropriate column. The last column "Other" is to be used to record additional prizes awarded during a game such as hot ball jackpots, king and queen, etc. Only the total number of winners and total prizes per game need be listed (i.e., 5 winners - \$200) regardless of the differing amounts paid to each individual winner. If part or all of a prize is made by non-cash payment (check or merchandise), then also list the amount of the non-cash payment in the "Summary of Non-Cash Prize" section. At the end of the session, total the different games and types on the form and enter the totals in the spaces provided on the Bingo Session Summary – Cash Control Form.

Bingo Winners Record

For each player receiving a prize of \$100 or more from a bingo game, the Bingo Winners Record must be completed and it must contain the following information: Licensee's name and license number; date of the session; game number; amount and description of the prize; name, address, and signature of the winner; type of identification used, including the last four digits of any number of such identification; and the name of the bingo employee or volunteer paying the prize. If the

licensee is unable to properly identify any winner or if any winner refuses to provide required information or signature, retain both copies of the record and issue an Unclaimed Prize Receipt to the winner, noting this on the Bingo Winners Record. No prizes of \$100 or more can be awarded without issuance of a Bingo Winners Record. No Bingo Winners Record may be issued unless the prize is entered on the Prize Payout Record.

Unclaimed Prize Receipt

It shall be the responsibility of the licensee to ensure that the prizewinner is accurately identified upon the Bingo Winners Record and the licensee shall require such proof of identification as is necessary to establish the winner's identity. The licensee shall not pay out any prize until the winner has furnished to the licensee all information. If the winner is unable to be properly identified, or refuses to provide the required information or signature, the licensee shall complete an Unclaimed Prize Receipt. Retain the original and issue a copy to the winner, noting this on the Bingo Winners Record. Prizes not properly claimed within 30 calendar days become the property of the licensee.

Permanent Change in Operations Notification

This form is used to notify the Department of any permanent changes to a licensee's playing schedule, change of location, and/or change in Bingo Manager or Supervisor as required by OAR 137-025-0090, 137-025-0100, and 137-025-0180. The section "Manager/Supervisor Change" should not only be completed by Class A and Class B licensees (who are required to have a licensed manager), but also Class C and Class D licensees to report the change in the person who is responsible for overseeing their bingo games.

Bingo Game Manager Change Notice

This form is used to notify the Department of any contact information or organization affiliation changes for **licensed** Bingo Managers as required by OAR 025-0090.

Class A and B Bingo Licensee Operator List

This form is used to provide the Department a listing of all bingo employees as required by OAR 137-025-0110. This listing is required by Class A and Class B licensees and is to be provided every ninety (90) days.

CASH REGISTER RECOMMENDATIONS

Cash registers may be used to record sales of bingo cards, but are not a substitute for inventory controls. The register should contain specific features and be used in the following manner:

Recommended Features

- (1) An internal tape which records full details of all transactions.
- (2) A consecutive 4-digit transaction number which cannot be reset without zeroing out the machine.
- (3) Sufficient keys to record each separate pricing scheme offered to players for which cash register receipting is used.
- (4) A customer receipt which contains:
 - a) The licensee's name (or assumed business name);
 - b) Transaction date;
 - c) Sales amount by each type of sale; and
 - d) The 4-digit customer transaction number.
- (5) The register must be able to retain its transaction count between uses, despite power source interruptions.

Operational Requirements

- (1) The internal tape must be retained with the session records.
- (2) All receipts not issued to customers (voids, overrings, No Sales, etc.) must be retained with the session records.
- (3) Each customer must possess his/her own receipt.
- (4) If the register is used for purposes other than bingo, internal tapes for those other sales must be retained for a period of not less than three years and available for Department review.

OREGON DEPARTMENT OF JUSTICE

PACKET INVENTORY LOG

Licensee:	License #:
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[illegible]

This form is to be completed in ink. Do not erase or white-out mistakes. Draw a line through an erroneous entry and make the correct entry on the next line. Inventory received must be logged in prior to the commencement of any bingo sessions. This sheet must be retained with your permanent gaming records.

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OREGON DEPARTMENT OF JUSTICE

SPECIALS/SINGLES INVENTORY LOG

Licensee:	License #:
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[illegible]

This form is to be completed in ink. Do not erase or white-out mistakes. Draw a line through an erroneous entry and make the correct entry on the next line. Inventory received must be logged in prior to the commencement of any bingo sessions. This sheet must be retained with your permanent gaming records.

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OREGON DEPARTMENT OF JUSTICE

Date of Session:	Packet Sales Record	Session:
Licensee:	License #:	

Purchased packets only. Licensee-assembled packets must be reported on Sales Record. Singles/Specials

Number of Cards Per Sheet:		Number of Sheets Per Packet:		Skips Between Packets:	
---------------------------------------	--	---	--	-----------------------------------	--

Type of Packet:				
Serial Number:				
Top Sheet Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
PACKET TOTAL:				\$

Number of Cards Per Sheet:		Number of Sheets Per Packet:		Skips Between Packets:	
---------------------------------------	--	---	--	-----------------------------------	--

Type of Packet:				
Serial Number:				
Top Sheet Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
PACKET TOTAL:				\$

OREGON DEPARTMENT OF JUSTICE

Date of Session:	Packet Sales Record	Session:
Licensee:	License #:	

Purchased packets only. Licensee-assembled packets must be reported on Singles/Specials Sales Record.

Number of Cards Per Sheet:		Number of Sheets Per Packet:		Skips Between Packets:	
-----------------------------------	--	-------------------------------------	--	-------------------------------	--

Type of Packet:

Serial Number:

Top Sheet Color:

Ending # Issued:

- Begin. # Issued:

Equals:

+ 1

= Number Issued:

- Number Returned:

= Number Sold:

× \$ Value Each:

= Gross Sales:

PACKET TOTAL:

+ 1	+ 1	+ 1	+ 1

\$	
----	--

Number of Cards Per Sheet:		Number of Sheets Per Packet:		Skips Between Packets:	
-----------------------------------	--	-------------------------------------	--	-------------------------------	--

Type of Packet:

Serial Number:

Top Sheet Color:

Ending # Issued:

- Begin. # Issued:

Equals:

+ 1

= Number Issued:

- Number Returned:

= Number Sold:

× \$ Value Each:

= Gross Sales:

PACKET TOTAL:

+ 1	+ 1	+ 1	+ 1

\$	
----	--

OREGON DEPARTMENT OF JUSTICE

Date of Session:	Specials/Singles Sales Record	Session:
Licensee:		License #:

Number of Cards Per Sheet:		Price Per Sheet:		Game #:	
-----------------------------------	--	-------------------------	--	----------------	--

Seller's Names:				
Serial Number:				
Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
GAME TOTAL:				\$

Number of Cards Per Sheet:		Price Per Sheet:		Game #:	
-----------------------------------	--	-------------------------	--	----------------	--

Seller's Names:				
Serial Number:				
Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
GAME TOTAL:				\$

OREGON DEPARTMENT OF JUSTICE

Date of Session:	Specials/Singles Sales Record	Session:
Licensee:		License #:

Number of Cards Per Sheet:		Price Per Sheet:		Game #:	
-----------------------------------	--	-------------------------	--	----------------	--

Seller's Names:				
Serial Number:				
Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
GAME TOTAL:				\$

Number of Cards Per Sheet:		Price Per Sheet:		Game #:	
-----------------------------------	--	-------------------------	--	----------------	--

Seller's Names:				
Serial Number:				
Color:				
Ending # Issued:				
- Begin. # Issued:				
Equals:				
+ 1	+ 1	+ 1	+ 1	+ 1
= Number Issued:				
- Number Returned:				
= Number Sold:				
× \$ Value Each:				
= Gross Sales:				
GAME TOTAL:				\$

OREGON DEPARTMENT OF JUSTICE

Bingo Session Summary – Cash Control

Date of Session:		Attendance:
Start Time:	End Time:	Time Taken:
Licensee:		License #: B-

Type of Sale	Gross Handle	Less Adjustments*	= Adjusted Gross Handle	Less Prize Payouts	= Net Receipts
Session Total					

*Adjustments include voids, overrings, and coupons and gift certificates redeemed.

Non-Linked Progressives	Memo entries only. All funds received and disbursed should be included above.		
Game Type			
Beginning Balance (s)			
Add Additions			
Less Payouts			
= Ending Balance(s)			

2 - Add Beginning Bank	
3 - Add Non-Cash Prizes (including prizes paid by check)	
4 - = Subtotal (Add Lines 1,2 & 3)	
5 - Less Cash Per Count	
6 - = Cash Over/Short (line 5 minus line 4)	
7 - Deposit (line 5 minus line 2)	

Explain Differences or Discrepancies:

Signatures: Preparer _____ Bingo Manager _____

OREGON DEPARTMENT OF JUSTICE

Instructions for Bingo Session Summary – Cash Control Form

This is the primary form which summarizes the sales and payouts occurring during each bingo session. Totals are entered on this form. This form contains spaces to record the sales of regular packets or cards and specials, etc., as well as accruing for progressive payouts from progressive games.

Licensees are required to reconcile their cash at the end of each session. This form contains a reconciliation section at the bottom right. Cash shortages or overages of \$25 or more must be reported to the Department on the Cash Discrepancy Report. The amount shown as deposited (Line 7) should match the amount actually deposited to your bingo account. In certain circumstances, if checks are accepted for sales, the amount of total checks could exceed the required deposit. In these instances, the actual deposit amount may be greater than that shown. Briefly explain these differences on the form. Deposits must be made within three (3) business days following the date of the session. Deposit receipts and the duplication deposit slip must be retained with these records.

TYPE OF SALE: An entry must be made for each separate type of sale. Examples of sale types are Regular Packets, Bonus Packets, Specials, Early Bird or Warm-ups, Bonanzas, Hot Balls, Sales of Gift Certificates, etc.

GROSS RECEIPTS: The amount of sales as indicated by your receipting records. This is NOT the count of cash, but the dollar amount of card sales, etc. that should be present as indicated by your receipting records. Class A licensees are to reconcile their receipting records to the paper packet and single/specials sales records every session. Each packet or single/special not accounted for is considered to be sold and must be counted as handle.

ADJUSTMENTS: This column is used to report voids, overrings, coupons and gift certificates redeemed, and other necessary adjustments to the gross receipts. Cash overages or shortages are NOT to be reported in this column. Cash register receipts not issued to customers (i.e., No Sale, Voids, Overrings) as well as "X" or "Z" tapes must be retained. Voided receipts are to be signed by a manager or supervisor and by the customer. Gift certificates and coupons redeemed are to be dated and signed by the customer and are also retained.

ADJUSTED GROSS HANDLE: The mathematical result of Gross Receipts less Adjustments. The total of this column, in the Session Total line, is the HANDLE reported to the Department on Quarterly or Annual Reports or other periodic reports.

LESS PRIZE PAYOUTS: Enter the amount of total payouts made for each type of sale, as listed in the "Type of Sale" column (i.e., Regular, Bonus, Specials, Bonanzas, Hot Balls, etc.)

NET RECEIPTS: The mathematical result of Adjusted Gross Handle less Prize Payouts for each type of sale is entered here. The total of this column is the Gross Profit for the session (1).

SESSION TOTAL: The total of all columns should be entered on this line.

PROGRESSIVES: 1. Non-Linked Progressives: A progressive prize offered by a single licensee. Licensees that set aside small prize amounts in a "jar" fund or progressive pot must complete this section. The Beginning Balance is the previous session's Ending Balance or \$0.00. Add any additions and subtract any payouts made during the session. Additions and payouts must also be entered in the Session Total section. The Ending Balance is the result of any additions or payouts made to the Beginning Balance. The Ending Balance becomes the Beginning Balance on the next session. Remember that the maximum payout for any one game is \$5,000 (except a licensee may award prizes not to exceed \$10,000 per game up to two times during the license year), regardless of the amount in the progressive jackpot.

2. Linked Progressives: (a) Linked Progressives (Not Escrowed): A progressive prize offered by two or more licensees at a single location, in which NO escrow agent is used. (Note: the amount of the prize cannot exceed \$5,000). **(b) Linked Progressives (Escrowed):** A progressive prize offered by two or more licensees at a single location or licensees from different halls, in which an escrow agent is being used to handle the prize money and make the payouts.

Licensees that participate in a single hall or multiple hall linked progressive bingo game will need to report the handle raised from such a game if a separate fee is charged to players for playing the linked game. The amount of money paid into a linked prize pool should only be reported on the daily cash control sheet if that money is taken out of the session bank deposit. On the quarterly/annual report, however, contributions to the linked prize pools WOULD always be reported as a prize payout, regardless of whether the money is taken out of the session bank deposit or not.

If a licensed contractor is used to administer the linked progressive bingo game (multi hall or single hall), then a licensed escrow agent must also be used to handle the prize payout money and make payments to winners of the linked prize pools, regardless of the prize amount. A licensed contractor and escrow agent MUST be used for any linked games where prizes might exceed \$2500 or where the link is between two or more different halls.

RECONCILIATION:

- (1) The total of the **NET RECEIPTS** column.
- (2) **Add Beginning Bank** – Enter the amount of the beginning bingo bank.
- (3) **Add Non-Cash Prize** – Enter the total of amount of awarded prizes that were paid by check or other than actual cash.
- (4) **Subtotal** – The mathematical result of Lines 1+2+3 = Subtotal.
- (5) **Less Cash Per Count** – Enter the amount of actual cash, checks and credit card receipts from a physical count of ALL bingo funds (including the beginning bingo bank).
- (6) **Cash Over/Short** – The mathematical result of Line 5 minus Line 4.
- (7) **Deposit** – The amount deposited to the bank account. This should equal the amount on Line 5 less Line 2. If you have taken in checks or credit cards, your actual deposit amount may exceed the game net. If line 7 is \$0.00 or less (net loss for the session), no deposit is required. In either case, a check may have to be drawn to replenish the starting bingo bank. Briefly explain any discrepancies on the form.

SIGNATURES: The signatures of the person preparing this form, as well as the bingo game manager, indicating review of the completed form, are required.

OREGON DEPARTMENT OF JUSTICE

Date of Session:	Cash Count Form	Session:
Licensee:		License #: B-

Coin					
Number	Denomination	Amount			
	X .01 =				
	X .05 =				
	X .10 =				
	X .25 =				
	X .50 =				
	X 1.00 =				
Total			\$		

Currency					
Number	Denomination		Amount		
	X \$1	=			
	X \$2	=			
	X \$5	=			
	X \$10	=			
	X \$20	=			
	X \$50	=			
	X \$100	=			
	X	=			
Total			\$		

[illegible]

TOTAL CASH	\$	
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Counted By:	Verified By:
--------------------	---------------------

MUST BE COUNTED & SIGNED BY TWO SEPARATE INDIVIDUALS

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**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES/GAMING**

Cash Discrepancy Report

DATE RECEIVED

Licensee:

License #: **B-**

Session date:

Start Time:

End Time:

Bingo Manager or Supervisor
in charge of Session:

This form is to be completed when reporting any cash discrepancy of \$25 or more that may occur during a bingo session. Also use this form to report any thefts or mysterious disappearances of cash. In such cases, enter the amount of loss on line 3. This report is to be filed with the Department within three (3) business days of the discrepancy or loss in accordance with ORS 464.470(1)(h).

CASH DISCREPANCY

1. Total Cash Expected Per Records (Bingo Session Summary Line 4 Subtotal) \$ _____
2. Total Cash Per Count (Bingo Summary Line 5) \$ _____
3. Cash Discrepancy (Above Line 1 minus Line 2 OR Total Loss) \$ _____

When was discrepancy found?

Date:

Time:

Name of Individual(s) who discovered discrepancy:

Give a complete explanation of discrepancy:

Complete the reverse side of this form also.

PERSONNEL LISTING

List the names of every person who worked as a volunteer, employee, security guard, supervisor or manager. Add anyone else who may have had access to the cash at any time.

Name	Position	Cash Access		Name	Position	Cash Access	
		Yes	No			Yes	No

Reporting

Was the bingo manager or other official in charge from the licensee present at the session?	Yes	No
If NO, was the manager or official notified of the discrepancy following the session?	Yes	No
Date and time notified: _____ By: _____		
Was the licensee (organization) notified of the discrepancy?	Yes	No
Date and time notified: _____ By: _____		
If NO, why was the licensee not notified? _____		

Was the discrepancy due to suspected theft?	Yes	No	
If YES, was the loss reported to the police?	Yes	No	Was an employee suspected of the theft?
		Yes	No
Date and time notified: _____		By: _____	
Law Enforcement Agency: _____		Case #: _____	
If NO, Why was loss not reported? _____			

Certification

I certify the information contained herein is true and correct to the best of my knowledge:

Bingo Manager or responsible official: _____ Date: _____

Keep a copy of this report for your records.

Mail or Fax the completed form to:

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

OREGON DEPARTMENT OF JUSTICE

Prize Payout Record

Date:	Session:
Licensee:	License #: B-

[illegible]

Totals	\$	\$	\$
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Game Number	SUMMARY OF NON-CASH PRIZE Description of Prize or Check Number	VALUE

Enter totals on Bingo Session Summary Cash Control.

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OREGON DEPARTMENT OF JUSTICE

Date of Session:	Bingo Winners Record	Session:
Licensee:		License #: B-

IMPORTANT! Prize May Not Be Awarded Without Proper Identification and Signature of Winner

Game #:	Prize Description if not cash:	Amount/Value:	Game Type (bingo, T-up, Link):	Manager/Supervisor Initials:
		\$		
Employee Paying Prize:				
Print Winner's Full Name:				
Winner's Current Address:				
		City	State	Zip
Identification Used:			Last 4 digits of ID #:	
Signature of Winner Acknowledging Receipt of Prize:			Check # or Register Receipt # (Optional):	
			Card Serial #:	Card Face #:

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OREGON DEPARTMENT OF JUSTICE

Date of Session:	Unclaimed Prize Receipt	Session:
Licensee:		License #:

GAME		
Game Number:	Game Type:	Employee:
Amount/Value: \$	Prize Description if Not Cash:	Bingo Manager/Supervisor's Initials:

REASON FOR HOLDING PRIZE			
No/Unacceptable Identification	Refused to sign Bingo Winners Receipt	False Identification	
Other:			

NOTICE PRIZEWINNERS: The licensee is required by law to refuse to award a prize if you fail to produce acceptable identification or refuse to sign the Bingo Winners Receipt.

PRIZEWINNER	Fill In Available Information
Full Name:	
Current Address:	City: State: Zip:
Phone:	Email:
I understand that the prize is being held by the licensee for the reason(s) indicated above. I further understand and agree that if I fail to properly claim this prize by the date indicated below, the prize will become the property of the licensee and that I will no longer have any right or claim to the prize.	
Signature of Winner: _____ Date: _____	

CLAIM DEADLINE	NOTICE TO WINNER: You Must Claim This Prize By:	
		(30 Days From Game Date)

CLAIM VALIDATION	
Date Prize Claimed:	Prize Payment Approved By:
Identification Presented:	Last Four Digits of Number of Identification:
Other Identification Presented:	Last Four Digits of Number of Identification:

☐ Licensee: Check here if the prize was not claimed. Deposit the amount of the prize into your Bingo Account or General Account, whichever is applicable.

Date Deposited: _____ **By:** _____

Original to Prizewinner. Copy Retained By Licensee.

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OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES/GAMING
Permanent Change in Operations Notification
(Temporary Changes are not Required)

DATE RECEIVED

ORGANIZATION NAME:	Licensee #: B-
PERSON SUBMITTING CHANGE:	CONTACT TELEPHONE NUMBER:
DATE SUBMITTED:	DATE CHANGE IS EFFECTIVE:

SCHEDULE CHANGE						
DAY OF WEEK (Circle Choice)						
SU	MO	TU	WE	TH	FR	SA
SU	MO	TU	WE	TH	FR	SA
SU	MO	TU	WE	TH	FR	SA
SU	MO	TU	WE	TH	FR	SA

Session Start:		<i>If any break, enter number of minutes here:</i>	Session End:	
	AM PM			AM PM
	AM PM			AM PM
	AM PM			AM PM
	AM PM			AM PM

LOCATION CHANGE REQUEST	
Location Name (if any):	
Location Street Address:	
City:	County: State: Zip:
Phone Number(s):	Monthly Rent Amt.: \$
Rent Paid To:	Attach copy of new Lease or Agreement.
Is the person receiving rent a RELATED TAXPAYER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will other licensees conduct bingo at this location?	<input type="checkbox"/> YES <input type="checkbox"/> NO

MANAGER/SUPERVISOR CHANGE	
Previous Manager/Supervisor Name:	M- _____ <input type="checkbox"/> Primary <input type="checkbox"/> Backup
Was above manager/supervisor's employment terminated (dismissed or resigned)? If YES, Explain circumstances on attached sheet. <input type="checkbox"/> YES <input type="checkbox"/> NO	
New Manager/Supervisor Name:	M- _____ <input type="checkbox"/> Primary <input type="checkbox"/> Backup
Was above new manager/supervisor employed as a game manager by another licensee, immediately prior to this change: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide name of prior bingo licensee:	

CERTIFICATION
As a responsible official or bingo manager of the licensed organization, I certify that the above information is correct to the best of my knowledge:
By: _____ Title: _____ Date: _____

Keep a copy of this report for your records.

Mail or fax the completed form to:

Oregon Department of Justice 100 SW Market Street Portland, OR 97201-5702	Phone: (971) 673-1880 Fax: (971) 673-1882 TTY: (800)735-2900
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**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES/GAMING
Bingo Game Manager Change Notice**

DOJ USE ONLY
Date Received

Name: _____ Permit #: M- _____

Effective _____, change my manager's file as follows:

☐ **Change of Residence Address, Telephone and/or Email:**

Prior: _____ New: _____

Address: _____ Address: _____

City/State/Zip

City/State/Zip

Phone: _____ Phone: _____

Email: _____ Email: _____

Sign this sheet at the bottom and mail or fax. You *need not* complete the authorization at the bottom of this sheet.

☐ **Change of Affiliation with Organization:**

List the organization you are *presently* affiliated with:

Name: _____ Bingo Lic. #: B- _____

Date you are ending your duties: _____

List the organization you will be transferring your affiliation to:

Name: _____ Bingo Lic. #: B- _____

Date you will be starting your new duties: _____

I will be designated as ☐ Primary ☐ Backup Bingo Game Manager for the licensee.

Signature of Bingo Manager

Date

Bingo Licensee's Authorization:

I certify that the above-referenced changes are authorized by bingo licensee:

Name of Bingo Licensee

Date

Signature of Responsible Official of Bingo Licensee

Title

Printed Name of Responsible Official

*Return this form to the Department **before** implementation of the above changes.*

Keep a copy of this report for your records.

Mail or fax the completed form to:

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

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Date:	DEPARTMENT OF JUSTICE Class A and B Bingo Licensee Operator List	License #: B-
Licensee:		
Mailing Address:		
Gaming Address:		
In accordance with OAR 137-025-0110, this list must be submitted with initial license application and updated every 90 days. Class A licensees may update using the Quarterly Report form. List any employee who will be working at your games. This includes all employees who will be directly involved in the operation of the games. Employees providing incidental (such as janitorial) services, and not employed exclusively by the gaming operation, need not be listed. Security officers must be listed.		

1	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
2	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
3	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
4	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
5	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
6	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
7	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
8	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
9	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	
10	Full Name (Last, First, Middle):		Date of Birth:	Title
	Home Address:		City:	State: Zip:
	Phone:		Email:	

11	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	
8	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	
12	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	
13	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	
14	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	
15	Full Name (Last, First, Middle):	Date of Birth:	Title
	Home Address:	City:	State: Zip:
	Phone:	Email:	

I/We certify that the names listed on this report represent a complete and accurate list of all employees of this licensee's gaming operations.

Signature: _____

Responsible Official and Title
(REQUIRED)

Date

Signature: _____

Bingo Game Manager
(REQUIRED)

Date

Signature: _____

Person other than Official or Bingo Manager Date
who prepared this report.

Submit this report to:

**Oregon Department of Justice
Charitable Activities Section
100 SW Market Street
Portland, OR 97201-5702**

PHONE: (971) 673-1880 (800)735-2900 FAX: (971) 673-1882

SECTION 6

RAFFLE GAMES

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OREGON DEPARTMENT OF JUSTICE CHARITABLE GAMING HANDBOOK

RAFFLES

All raffles conducted by private or public tax exempt organizations in Oregon must be licensed unless the raffle falls under the exception discussed in Section 1.

What is a Raffle?

A raffle is a form of lottery in which each participant buys a chance for a prize and the winner is determined by random drawing. As with all lotteries, a raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets may be acquired without contributing something of economic value. See OAR 137-025-0020(4).

What is the difference between a raffle and a contest or sweepstakes?

A contest or a sweepstakes typically does not include the element of consideration. In other words, a person is not required to pay or to purchase any goods or services in order to receive a chance to get the prize. Any person or organization may conduct a contest or sweepstakes in Oregon where no consideration is required of the participant. No license or permit is required by the State of Oregon; however, there are statutes in effect to protect the public from certain sweepstake schemes and contests and you are urged to review these prior to beginning any such contest. See ORS 646.651.

What are the raffle license classes?

There are two classes of raffle licenses. A Class A license authorizes a licensee to conduct raffles throughout the license year without restriction as to raffle handle. See OAR 137-025-0200(1).

A Class B license authorizes a licensee to conduct raffles throughout the license year with the handle for each such game not to exceed \$10,000. See OAR 137-025-0200(2).

What are the fees for a raffle license?

There are three types of fees. Every licensee pays an annual *license fee* when it applies for either a new license or a renewal. The license fees are \$100 for a class A license and \$40 for a class B license. For those generating annual gross handle exceeding \$10,000, licensees also pay an annual *report fee* equal to 2 percent of the raffle handle up to \$125,000 and 0.5 of 1 percent of the raffle handle in excess of \$125,000. Additionally, a *delinquency fee*, equal to one percent (1%) of the report fee, or \$20, whichever is greater, is assessed if the report is filed late. The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report. See 137-025-0280.

Do licenses expire?

Yes. Licenses are issued for a period not to exceed 12 months. Licensees must renew their licenses each year if they intend to continue conducting raffles.

It is the responsibility of the individual licensee to ensure that their applications for renewal are filed prior to the expiration date of the current license. Where ongoing raffles are being operated, care should be taken to see that the raffle license does not lapse. Under the Oregon Administrative Procedures Act, a license filed **prior** to the expiration

date carries over until the Department takes formal action to approve or deny the license. If the license expires prior to submission of a renewal application, the application may be treated as a new application. In some cases, the licensee may not be legally entitled to continue operating raffles while the application is being reviewed. Operating raffles without a valid license could result in disciplinary action against the licensee.

License Upgrades

Licensees may upgrade by paying the appropriate license class renewal fee, if they upgrade when renewing their license. At any other time, the upgrade fee is the difference between the new license class fee and the fees already paid for the old license class.

What types of records must licensees keep?

All licensees must keep the following records on forms prescribed by the Department for a period of at least three years: See OARs 137-025-0240, 137-025-0250 and 137-025-0270.

- 1) The date of each raffle.
- 2) The total handle (gross sales) for each raffle.
- 3) The total expenses for each raffle.
- 4) The total amount of cash prizes and the cost of noncash prizes which were awarded for each raffle.
- 5) The winning ticket stubs for each raffle.
- 6) Receipts from the vendor for the purchase all non-cash prizes awarded with a retail value of more than \$500. For all other noncash prizes advertised as having a retail value of more than \$500, records identifying the prize, the donor or other source of the prize, and the basis for determining the prize's retail value.
- 7) For each prize with a retail value of \$200 or more, a winners' record which contains the following:
 - a) Name of the licensee.
 - b) Date of the drawing.
 - c) Description of the prize.
 - d) Name and address or other contact information of the winner.In addition to the above, for each prize with a retail value of \$600 or more:
 - e) Signature of the winner.
 - f) Street address of the winner.

In addition, class A licensees must prepare and maintain a raffle log book for all raffles where the handle may exceed \$10,000. The log book shall contain:

- 1) The names of all ticket sellers.
- 2) The numbers of tickets received by each seller.
- 3) The number of purchased tickets returned to the licensee by each seller.
- 4) The amount of money from ticket sales returned to the licensee by each seller.

What if a prize is unclaimed or the winner declines to accept a prize?

When raffle prizes are unclaimed, the prizes shall be held in trust for a period of six months from the date of the draw. If at that time the prizes are unclaimed, the prize shall be donated to the licensee. The licensee must make every reasonable effort to notify the winner. Any unclaimed prizes are to be documented on a form prescribed by the Department and retained as part of the raffle records. See OAR 137-025-0290(5).

If the winner is contacted but declines to accept the prize, a written statement to this fact is required and should include the winner's name, signature, contact information,

and the prize disposition. A licensee should avoid allowing the winner to state that they are “donating” the prize back to the licensee as this may result in tax implications. This statement should be retained as part of the raffle records.

What reports are required?

All licensees must file with the Department an annual report that details the raffle activity for the prior license year. Annual reports are due no later than 60 days following the end of the license year. See OAR 137-025-0270.

What is a raffle notice?

A raffle notice is a form that is submitted to the Department for all raffles in which the handle could exceed \$10,000. The notice contains specific information, including a sample ticket, pertaining to the raffle in question. The Department must approve the raffle notice and the accompanying ticket **before** a licensee may begin selling the tickets. Licensees should not print the tickets until the notice and a sample ticket has been approved. See OAR 137-025-0260.

What information must be disclosed to ticket purchasers?

The following information must be printed upon each raffle ticket or otherwise disclosed to each ticket purchaser at the time of ticket sale. See OAR 137-025-0310:

- 1) Date and time of the drawing.
- 2) Location of the drawing.
- 3) Name of the organization conducting the raffle.
- 4) Price of the ticket.
- 5) Description of the prizes to be awarded.
- 6) Retail value of each prize.
- 7) The total number of tickets which may be sold.

What is the limit of the value of prizes in a raffle?

A raffle licensee may not award cash prizes at a single raffle event totaling more than \$5,000 (e.g., one cash prize of \$1,500 and one cash prize of \$3,500); may not offer a single non-cash prize with a retail value in excess of \$75,000; and the total retail value of all prizes offered or awarded at a single raffle event shall not exceed \$100,000. Gift cards and gift certificates may exceed \$5,000 as long as the holder cannot redeem the face value for cash. See OAR 137-025-0300.

What are the limits on operational expenses?

The operating expenses of raffles are limited to no more than 22.0 percent (22%) of the annual handle. Operating expenses do NOT include prizes paid to players. License and report fees paid to the Department are NOT included as expenses in reports to the Department. Operating expenses are those expenses incurred in the operation of the raffle. The most common raffle expenses include printing, advertising, booth rental at fairs, and staff expenses. If paid employees are used to conduct a raffle, their hours and wages are limited (as in bingo). Remember that employers are responsible for all tax collection, payment, and reporting requirements in such situations. See ORS 167.117(15), ORS 167.118(5), ORS 464.250(1)(i), and ORS 464.340.

Raffle Variations.

In a conventional raffle, the winners are selected by drawing the winning ticket stub(s) from a receptacle. A licensee may wish to use an unconventional format that employs a different selection process for determining the winners. A common example is a “duck” race. Duck races are specifically allowed under the current administrative rules. See OAR 137-025-0291. Other alternative formats may be used **only if they are approved**

by the Department prior to the sale of any raffle tickets. See OAR 137-025-0290(8) and (9).

Must a ticket purchaser be present to win?

No. A licensee cannot require that a person be present at a raffle drawing in order to be eligible to receive a prize. See OAR 137-025-0290(2).

Use of the word “Donation.”

Raffle licensees sometimes use the word “donation” to describe the price of a raffle ticket. This is incorrect in that a donation is a voluntary contribution, which may be tax deductible if made to a qualified charity. The IRS considers the purchase of raffle tickets as gambling and does not treat the purchase of raffle tickets as tax deductible because the purchaser is receiving something of value in exchange for the purchase price. See OAR 137-025-0290(13).

Does the Organization Have to Own the Prize Before Selling Tickets?

Yes. An organization cannot sell raffle tickets in order to obtain the funds to purchase the advertised prize(s); it must own or have a purchase agreement in place prior to any tickets sales. For motor vehicle prizes, the organization must provide to the Department clear title, a dealer invoice or a purchase agreement. If the vehicle is used or custom, the organization must also provide a written appraisal by a licensed appraiser verifying its value and mileage.

Can minors purchase raffle tickets?

No, *unless the sale is made in the presence of their parent or other adult responsible for the minor’s supervision.* See OAR 137-025-0040(6).

Can independent contractors be used to conduct raffles?

No. Raffles must be conducted solely by the licensee through its members, volunteers, and employees. See ORS 167.118(1) and ORS 464.310(2). However, independent contractors may provide certain collateral services, such as printing the raffle tickets. These providers are not subject to the hour and compensation limits, but the cost of their services is an expense included in the 22.0 percent (22%) expense limit.

Can volunteers be given a bonus or incentive for selling raffle tickets?

Yes, provided that the bonus or incentive is minimal or incidental; such as a free meal, t-shirt, or holiday gift. Stipends or cash gifts of any amount are generally taxable income. In addition, the US Department of Labor states that if a volunteer is paid stipends amounting to over \$500 a year or 20% more than what an employee would be paid, they must be treated as paid staff and are subject to the laws that govern employees. This applies to in-kind benefits as well, which must be assigned fair market value. Also volunteers who receive more than \$500 a year in compensation will no longer be protected from liability claims under the Federal Volunteer Protection Act. Any bonuses or incentives are to be included in the 22 percent (22%) expense limitation. Licensees should seek approval from the Department for any bonus or incentive program prior to implementation.

SECTION 7

RAFFLE APPLICATION, REPORTS AND FORMS

CONTENTS:

- Raffle Class A and B New and Renewal Application
- Raffle Class A and B Annual Report
- Raffle Notice
- Raffle Receipt Summary Record
- Raffle Winners Record
- Raffle Sales Log
- Raffle Individual Seller's Record

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



APPLICATION FOR A NEW OR RENEWAL CLASS A AND B LICENSE TO OPERATE RAFFLE GAMES

IMPORTANT NOTICE – READ CAREFULLY

Raffle Games possess inherent risks for gaming licensees. Not all raffle games are successful fundraisers. Your organization should carefully consider its marketing plan to ensure that you have sufficient volunteers and employees to sell enough tickets to make your raffle a successful event. Once you commence ticket sales, under Oregon law **you are generally required to complete the raffle event and award the prize** regardless of how many tickets you sell. You generally cannot cancel the raffle once you begin raffle ticket sales. ORS 646.608 the "Oregon Unlawful Trade Practices Act" prohibits making false statements about a prize, contest or promotion; or advertising real estate, goods or services with intent not to provide them as advertised; or promising to deliver real estate, goods or services with intent not to deliver them.

High end items such as motor vehicles are especially risky. Even if you do not sell as many tickets as you hope to, you must still hold the event and award the prize. Your raffle might not generate a profit for your organization.

Your organization must own the advertised raffle prize. In the case of motor vehicles, this means that your organization must furnish the Department with a copy of a clear title to the vehicle. If the vehicle is a used or custom vehicle, you must provide a written appraisal verifying its advertised value and mileage by an authorized appraiser. If new, submit copy of dealer sales invoice and/or purchase contract.

Any raffles offering a prize of cider, distilled liquor, malt, beverage or wine must also adhere to the raffle regulations of the Oregon Liquor Control Commission. Any raffles offering a prize of a firearm must also adhere to the regulations of the Bureau of Alcohol, Tobacco, Firearms and Explosives.

See instructions on next page

INSTRUCTIONS

Enclosed is an application for a license to conduct raffles in Oregon. This application may be used to apply for a new license, and renew or upgrade an existing license. Raffle licenses are available to qualifying nonprofit organizations. Only nonprofit organizations that meet the following requirements qualify for licenses:

- *The organization must be exempt from the payment of federal income tax; and*
- *The organization must have held tax exempt status for a period of at least one year.*

If your organization meets the qualifications above, and intends to conduct limited raffle operations, it may not need a license. Licenses are not required if:

- *The organization conducts raffles with not more than \$10,000 handle (gross sales) per any calendar year; and/or*
- *Your total ANNUAL handle is \$10,000 or less.*

If you anticipate that any single raffle may bring in more than \$10,000, and/or your annual handle will exceed \$10,000, you should apply for a license. The license application is, for the most part, self-explanatory. Please type or use ink to complete the application. Complete all items fully. Parts of the application may call for an original signature by a responsible official. Applications that are incomplete or are not accompanied by original signatures will be rejected. Once a complete application is filed, the Department has 60 days to approve or deny the application. You will be notified in writing if your application is rejected or denied.

Proof must be provided that the applicant organization has held tax exempt status for at least one year along with this application. Public schools or government agencies do not need to provide proof of tax exemption. The following will be accepted by the Department as proof of tax exempt status:

- *A determination letter from the IRS stating that your organization is tax exempt.*
- *A copy of the IRS group exemption letter, if you are claiming to be tax exempt under a group exemption. You must provide documentation that shows the applicant organization is a subordinate organization covered by the group exemption.*
- *A copy of the filed SEL 221 or FEC Form 1 and a copy of the filed IRS Form 1120 POL, if the applicant organization is claiming tax exempt status as a political action committee.*
- *If the applicant organization is claiming tax exempt status other than pursuant to the provisions of the Internal Revenue Code section 501(c), a signed opinion letter from an attorney or certified public accountant that states the organization is tax exempt and which cites the relevant provisions of the Internal Revenue Code which supports the claim for tax exempt status.*

The following items will NOT be accepted as proof of tax exempt status:

- *IRS Form - Assignment of Employer or Taxpayer Identification Number.*
- *Any articles of association or incorporation, or corporation listings which indicate solely that the organization is registered as a nonprofit entity.*

Educational institutions must have their school principal, district superintendent, dean, or school president certify that the institution or division thereof is authorized to conduct raffles.

License Fees. The application must be accompanied by the proper license fee. All fees are non-refundable. The fee for a Class A license is \$100. The fee for a Class B license is \$40. Make a check payable to Oregon Department of Justice. The authorized handle limit for a Class B licensee is \$10,000. There is no handle limit for a Class A license.

If you have any questions concerning the application or the licensing process, contact the Gaming Registrar

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A NEW OR RENEWAL CLASS A AND B LICENSE TO OPERATE RAFFLE GAMES

Class, Limit and Fee	
Applying for: <input type="checkbox"/> New License <input type="checkbox"/> License Renewal <input type="checkbox"/> License Upgrade	
License class: <input type="checkbox"/> Class A authorizes raffles without restriction as to handle. <input type="checkbox"/> Class B authorizes raffles with handles NOT to exceed \$10,000 per raffle.	Non-refundable fee: <div style="text-align: right;">\$100</div> <div style="text-align: right;">\$40</div>

Organization Information		EIN:	Licensee # : R-
1	Full name of organization applying for raffle gaming license:		
	Mailing address:	City:	State: ZIP:
	Telephone:	Email:	
2	RAFFLE CONTACT BELOW MUST BE A RESPONSIBLE OFFICIAL AS DESIGNATED ON PAGE 4.		
	Name (Last, First and Middle Initial):		
	Contact person address:	City:	State: ZIP:
	Contact person Phone:	Cell Phone:	Email:
3	Type of organization of applicant: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Charitable</div> <div style="width: 50%;"><input type="checkbox"/> Religious</div> <div style="width: 50%;"><input type="checkbox"/> Scientific</div> <div style="width: 50%;"><input type="checkbox"/> Fraternal</div> <div style="width: 50%;"><input type="checkbox"/> Labor</div> <div style="width: 50%;"><input type="checkbox"/> School/College</div> <div style="width: 50%;"><input type="checkbox"/> Government</div> <div style="width: 50%;"><input type="checkbox"/> Other: _____</div> </div>		
4	State the purpose for which your organization intends to use the proceeds from raffles.		
5	Has your organization held TAX EXEMPT status for at least one year? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6	Is the application organization a chapter or division of a larger or parent organization? <input type="checkbox"/> YES <input type="checkbox"/> NO		
7	If #6 is YES, are you claiming Tax Exempt status under a group exemption letter issued to the larger or parent organization? <input type="checkbox"/> YES <input type="checkbox"/> NO		
8	If #6 is YES, does the applicant organization file an IRS Form 990 each year, separately from the larger or parent organization? <input type="checkbox"/> YES <input type="checkbox"/> NO		
New Applicants Only Attach copy of your Tax Exempt Determination Letter from the IRS, or letter from Attorney or CPA State organization is exempt, citing relevant provision of the Internal Revenue Code.			

Responsible Officials: List the full *legal* name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. **YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.**

9	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
10	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
11	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
12	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
13	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
14	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
15	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
16	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:
17	Name: (Last, First, Middle Initial)		Title:	
	Address:		City:	State: ZIP:
	Telephone:		Cell Phone:	Email:

Attach additional sheet(s) if necessary.

Legal History

18	<p>Does the organization currently hold or has it ever held a Gaming License issued by the Oregon Department of Justice?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, enter BINGO LICENSE#: _____ or RAFFLE LICENSE#: _____ or MONTE CARLO LICENSE #: _____</p> <p>Current Status: <input type="checkbox"/> Open <input type="checkbox"/> Open <input type="checkbox"/> Open</p> <p> <input type="checkbox"/> Closed <input type="checkbox"/> Closed <input type="checkbox"/> Closed</p>
19	<p>Has the organization ever been denied a bingo, raffle, lottery, Monte Carlo event, or other gaming license/permit or has any government agency, in this state or any other state ever revoked a bingo, raffle, lottery, Monte Carlo event, or other gaming license/permit issued to the organization? (Renewal Applicants: Report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken, plus the date of the action, and the name of the agency that took the action.</p> <p>Organization name (if different):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>
20	<p>Has any official action ever been taken against the organization for any violation involving illegal gambling, or other gaming violations in this state or any other state? (Renewal Applicants: report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken plus the date of the action, and the name of the agency that took the action.</p> <p>Organization name (if different):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>
21	<p>How often does the applicant organization's governing board meet?</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other (specify): _____</p>

Raffle Operation

22	List the person(s) who will be contact persons and/or responsible for the conduct of the raffle sales operation. Full Legal Name including middle initial:		
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
	Will this person receive compensation of any kind from the raffle operation? <input type="checkbox"/> YES <input type="checkbox"/> NO If compensated, by what hourly rate? \$ _____		
23	Additional contact and/or responsible person: Full Legal Name including middle initial:		
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
	Will this person receive compensation of any kind from the raffle operation? <input type="checkbox"/> YES <input type="checkbox"/> NO If compensated, by what hourly rate? \$ _____		
24	Will anyone receive pay to sell raffle tickets? <input type="checkbox"/> YES <input type="checkbox"/> NO		
25	If YES, enter number of paid individuals: _____ Hourly rate of pay: \$ _____		
26	Financial institution where organization's account (if any) is maintained:		
	Street address:	City:	State: ZIP:
	Account number:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:	

Certification

MUST BE SIGNED BY A RESPONSIBLE OFFICIAL OF ORGANIZATION (Preferably CEO)

27	I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the raffle license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a bingo gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf. Signature: _____ Title: _____ Date: _____
28	If applicant organization is part of a school, college or university, the following additional signature and certification is required. I certify that the organization applying for this license is authorized to conduct raffle games by the institution named below: Educational Institution: _____ Signature: _____ Title: _____ Date: _____

OREGON DEPARTMENT OF JUSTICE

Raffle Rule Review and Certification

A completed rule review and certification must be on file with the Department before a raffle license will be issued or renewed. The answers to the rule review will be found in the Oregon Administrative Rules. The rule review and certification must be completed and signed by the person(s) identified on page 6 at lines 22 and 23 who will be responsible for the operation and conduct of raffle ticket sales. See OAR 137-025-0091.

1	Class A raffle licensees are authorized to conduct raffle games throughout the year with handles in excess of \$_____. Class B licensees may not conduct raffles with the handle in excess of \$_____. OAR 137-025-0200
2	If a Class B licensee desires to conduct a raffle with sales in excess of \$_____, it shall notify _____ and apply for a _____ license. OAR 137-025-0230(2)
3	<p>What types of records are required to be kept by raffle licensees? OAR 137-025-0240(1)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>
4	<p>A Class A licensee is required to maintain a _____ in addition to the records required by OAR 137-025-0240(1). It shall contain: OAR 137-025-0240(2)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p>
5	<p>A record shall be prepared by a raffle licensee for each winner of a prize with a retail value of \$_____ or more, which shall include: OAR 137-025-0250(1)(a)</p> <p>(a)</p> <p>(b)</p> <p>(c)</p>
6	<p>For prizes with a retail value of \$_____ or more, the licensee should also obtain: OAR 137-025-0250(1)(b)</p> <p>(a)</p> <p>(b)</p>
7	<p>A raffle licensee shall obtain a _____ from the vendor for all _____ prizes awarded with a retail value of more than \$_____. Or maintain records identifying the prize, the donor or other source of the prize, and the basis of determining the prizes retail value. OAR 137-025-0250(2)</p>

8	<p>_____ to conducting _____ of raffle tickets, each Class A licensee shall submit to the Department a completed _____ for all raffles where sales are intended to exceed \$_____. It shall include:</p> <p>(a) _____ OAR 137-025-0260</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>(e) _____</p> <p>(f) _____</p>
9	<p>A raffle licensee shall file an _____ with the Department no later than _____ days after the end of the license year. OAR 137-025-0270(1)</p>
10	<p>No person may be required to be _____ at a raffle drawing in order to receive a _____. OAR 137-025-0290(2)</p>
11	<p>A raffle licensee shall not sell _____ more than _____ months in advance of the draw date. OAR 137-025-0290(6)</p>
12	<p>No cash prize shall be offered or awarded in excess of \$_____. No prize shall be offered or awarded with a retail market value in excess of \$_____. OAR 137-025-0300</p>
13	<p>The following information must be _____ upon each _____ sold or shall be otherwise provided to each _____ at the time of the _____. OAR 137-025-0310(1)</p> <p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>(e) _____</p> <p>(f) _____</p> <p>(g) _____</p>
14	<p>A raffle licensee shall not permit the operating expenses of its raffle games, excluding _____ and _____ paid to players, to exceed _____ percent of the annual handle in the preceding _____ months. If the expenses have exceeded _____ percent, the raffle license shall not be _____ unless the licensee files a _____ plan for operating in compliance with the expense limitation. The license shall be conditioned on continued compliance with the plan and may be _____ or _____ in the event of noncompliance. OAR 137-025-0040(4)</p>

Certification

I certify that I am the person responsible for the conduct of raffle games to be held by the organization receiving this raffle license. I further certify that I have read the Oregon Administrative Rules, Chapter 137, Division 25 relating to the licensing, operation and conduct of raffle games and have *independently filled in the blanks on raffle application pages 7 and 8* and have affixed my signature, title and date below.

Signature: _____ Title: _____ Date: _____

Print Name: _____

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as *Responsible Official* of organization on page 4 of this application)

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

Raffle Notice for Class A Raffle Licensees

DOJ USE ONLY
Date Received

This form must be completed for all raffles where ticket sales are intended to exceed \$10,000. This notice must be submitted to the Department at least two weeks BEFORE you begin selling tickets for the raffle.

Licensee			
Licensee:		License No.:	
Raffle			
Date of Drawing:		Time:	<input type="checkbox"/> Check here if more than one drawing date.
Location of Drawing:			
Street Address:		City:	State: Zip:
Tickets	Attach sample or proposed ticket containing disclosures required by OAR 137-025-0310, or indicate how disclosures will be made.		
Total number of tickets offered for sale: _____		Sales Price Each: \$ _____	
Prizes	Itemize each prize to be awarded. The TOTAL of all cash prizes may not exceed \$5000. Calendar raffles or raffles with continuous drawings are considered to be one raffle. NOTE: Your organization must own the advertised raffle prize(s). For motor vehicle prizes, clear title to the vehicle must be submitted to DOJ. If the vehicle is used or custom, a written appraisal verifying its advertised value and mileage by an authorized appraiser must be submitted to DOJ. If the vehicle is new, submit copy of dealer sales invoice and/or purchase contract.		
Description			Retail Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total:			\$
Responsible Official			
Print name of responsible official filing this notice:		Signature of responsible official:	
Title with organization of responsible official:			
Address:			
Telephone:		Cell Phone:	Email:

Send notice to:
(Original must also be sent)

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

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DOJ Use Only
Fee Paid

OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES SECTION

DOJ Use Only
Date Received

Raffle License Annual Report

This report must be filed no later than 60 days after the end of the license year.

Licensee
Licensee: _____ License #: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period	
1	This report is for the period from _____ to _____
2	Did the expiration date of your license change during the reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Number of RAFFLES held during the reporting period: _____

Raffle Activity Summary				
Date & Description of Raffle (A)	Total Sales (B)	Total Non-Prize Expenses (C)	Total Cash Prizes Awarded (D)	Total Cost of Non-Cash Prizes (E)

4	Add all columns and enter totals:	\$	\$	\$	\$
---	-----------------------------------	----	----	----	----

5	Enter Total Raffle Sales [from page 1, line 4(B)]:	\$
---	--	----

Raffle Expenses List ALL nonprize expenses related to raffle. Do NOT include fees paid to DOJ.		
6	a) Printing:	\$
	b) Advertising/Promotions:	\$
	c) Rental (Equipment/Property)	\$
	d) Other (specify):	\$
		\$
	e) Total Expenses (total of lines a through d) <i>This total must equal the amount shown on page 1 at Column C.</i>	\$
7	RAFFLE EXPENSE PERCENTAGE. Divide line 6e by line 5: [Round to the second decimal– i.e., 18.85%]	%
8	Did one or more corporate sponsors help to offset your raffle expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No (This help could have been in the form of donated money/services or direct payment of raffle expenses.)	

ATTN: If your Annual Handle is \$10,000 or less, **STOP**, sign the bottom and submit the report prior to its due date!
Submit no Annual Report fees unless the Annual Handle exceeds \$10,000.
 NOTE: Delinquency fee(s) apply for all reports received more than 60 days after license expiration date.

9a	If Annual Handle is \$10,001 to \$125,000, complete this section. If Annual Handle is greater than \$125,000, make NO entries here, but complete the section 9b below.		
i	Multiply Total Raffle Sales line 5 by .02 and enter result here:	\$	
ii	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of: a) \$20 or 1% of the amount on line i [.01 × line i], whichever is greater <i>if filing between 61 to 119 days of license expiration</i> ; or b) \$50 or 1% of the amount on line i [.01 × line i], whichever is greater <i>if filing after 120 days beyond the expiration of raffle license</i> .	\$	
iii	TOTAL Fees Due. Line i + line ii; enter result here (Send this amount with the report to DOJ): Please send in exact fees. Make a check payable to Department of Justice. DO NOT ROUND.	\$	

9b	If Annual Handle is GREATER THAN \$125,000, complete this section. If Annual Handle is \$10,001 to \$125,000, make NO entries here, but complete the section 9a above.		
i	Fee on FIRST \$125,000 of Raffle Handle:	\$	2,500 .00
ii	Total Raffle Handle, LESS \$125,000:	\$	
iii	FEE ON BALANCE. Multiply line ii by .005 and enter result here:	\$	
iv	TOTAL FEES DUE ON HANDLE. Add line i plus line iii and enter result here:	\$	
v	DELINQUENCY FEE: If this report is not filed within 60 days of the end of the license year, add a delinquency fee of: a) \$20 or 1% of the amount on line iv [.01 × line iv], whichever is greater <i>if filing between 61 to 119 days of license expiration</i> ; or b) \$50 or 1% of the amount on line iv [.01 × line iv], whichever is greater <i>if filing after 120 days beyond the expiration of raffle license</i> .	\$	
vi	TOTAL Fees Due. Line iv + line v; enter result here (Send this amount with the report to DOJ): Please send in exact fees. Make a check payable to Department of Justice. DO NOT ROUND.	\$	

Report Certification	
TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION:	
I certify that I am a responsible official of the organization, and that I have personally reviewed the information contained in this report. I further certify that the information contained in this report is true and correct to the best of my knowledge.	
Print name of Responsible official: _____	
Phone#: _____ Email: _____	
Signature: _____ Date: _____	

Keep a copy of this report for your records.

Mail the completed report with fees to:
 Make a check payable to
 Oregon Department of Justice

Oregon Department of Justice
 100 SW Market Street
 Portland, OR 97201-5702

Phone: (971) 673-1880
 Fax: (971) 673-1882
 TTY: (800)735-2900

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

Raffle Notice for Class A Raffle Licensees

DOJ USE ONLY
Date Received

This form must be completed for all raffles where ticket sales are intended to exceed \$10,000. This notice must be submitted to the Department at least two weeks BEFORE you begin selling tickets for the raffle.

Licensee			
Licensee:		License No.:	
Raffle			
Date of Drawing:		Time:	<input type="checkbox"/> Check here if more than one drawing date.
Location of Drawing:			
Street Address:		City:	State: Zip:
Tickets	Attach sample or proposed ticket containing disclosures required by OAR 137-025-0310, or indicate how disclosures will be made.		
Total number of tickets offered for sale: _____		Sales Price Each: \$ _____	
Prizes	Itemize each prize to be awarded. The TOTAL of all cash prizes may not exceed \$5000. Calendar raffles or raffles with continuous drawings are considered to be one raffle. NOTE: Your organization must own the advertised raffle prize(s). For motor vehicle prizes, clear title to the vehicle must be submitted to DOJ. If the vehicle is used or custom, a written appraisal verifying its advertised value and mileage by an authorized appraiser must be submitted to DOJ. If the vehicle is new, submit copy of dealer sales invoice and/or purchase contract.		
Description			Retail Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total:			\$
Responsible Official			
Print name of responsible official filing this notice:		Signature of responsible official:	
Title with organization of responsible official:			
Address:			
Telephone:		Cell Phone:	Email:

**Send notice to:
(Original must be sent)**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

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OREGON DEPARTMENT OF JUSTICE

Raffle Receipt Summary Record

Complete this record in non-erasable ink. This record must be maintained with your official raffle records for three (3) years. **DO NOT send this form to DOJ.**

					Raffle License #	
R-						
Licensee:						
Date of Raffle Drawing:						
Location of Drawing (street address):						
Ticket Sales Information						
Total number of tickets printed:				Total number of tickets sold:		
Beginning ticket number:				Single ticket sales price:		\$
Ending ticket number:				Multiple ticket sales:		_____ For _____
Starting date for sales				Ending date for sales:		
Number of ticket sellers:						
Were ticket sellers paid? <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach statement indicating how and what sellers received.						
Total Raffle Handle: \$						
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">Responsible Officials</div> <div>List the names of the officials who presided over the drawing of raffle tickets. If someone other than an official of the organization participated in the drawing or prize selection process, list his/her name as well.</div> </div>						
1	Name:			Title:		
	Home Address:		City:	State:	Zip:	
	Email:		Home Phone:		Cell:	
2	Name:			Title:		
	Home Address:		City:	State:	Zip:	
	Email:		Home Phone:		Cell:	
3	Name:			Title:		
	Home Address:		City:	State:	Zip:	
	Email:		Home Phone:		Cell:	
4	Name:			Title:		
	Home Address:		City:	State:	Zip:	
	Email:		Home Phone:		Cell:	
Prize Information Items marked with * need to be completed by Class A licensees.						
*Attach a copy of the completed raffle notice. If any additional prizes were added after the raffle notice was filed, describe each prize and list its retail value on a separate sheet and attach.						
Obtain and attach a receipt from the seller, distributor, or contributor of each prize with a retail value of more than \$500.						
Retain and attach the winning ticket stubs from the drawing, regardless of the value of the prize.						
Complete and attach the Raffle Winners Record for prizes awarded with a retail value of \$200 or greater.						

Did any prize winner decline to accept the prize? ☐ No ☐ Yes If YES, attach a statement of waiver containing the winner's name, signature, contact information and prize disposition.

*Attach a copy of the completed Raffle Sales Log.

Unclaimed Prizes

List any unclaimed prize(s). All unclaimed prizes must be held for a period of six months from the date of drawing. OAR 137-025-0290(5)

Prize Description:	Amount/Value: \$	Winning Ticket #:
Print Winner's Name (if known):	Winner's Phone (if known):	
Winner's Address (if known):	City:	State: Zip:
Did licensee attempt to contact winner? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not?: _____		

Prize Description:	Amount/Value: \$	Winning Ticket #:
Print Winner's Name (if known):	Winner's Phone (if known):	
Winner's Address (if known):	City:	State: Zip:
Did licensee attempt to contact winner? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not?: _____		

Prize Description:	Amount/Value: \$	Winning Ticket #:
Print Winner's Name (if known):	Winner's Phone (if known):	
Winner's Address (if known):	City:	State: Zip:
Did licensee attempt to contact winner? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, why not?: _____		

Certification

I certify the raffle described herein was conducted in compliance with the administrative rules governing the conduct of raffles, OAR 137-025-0200 *et seq.* I further certify that the information contained herein, including all attachments, is true and accurate.

Responsible

Official's Signature:

Title:

Date:

OREGON DEPARTMENT OF JUSTICE

Date of Drawing:	Raffle Winners Record	Time of Drawing:
Raffle Licensee: _____ License #: R-		

IMPORTANT! This form is required when the retail value of the prize awarded is \$200 or greater. The winner's signature and street address must be obtained when the retail value of the prize is \$600 or greater.

Prize Description:	Amount/Value: \$
Print Winner's Full Name _____	Phone: _____
Winner's Street Address: _____	City: _____ State: _____ Zip: _____
Signature of Winner Acknowledging Receipt of Prize: _____	

Prize Description:	Amount/Value: \$
Print Winner's Full Name _____	Phone: _____
Winner's Street Address: _____	City: _____ State: _____ Zip: _____
Signature of Winner Acknowledging Receipt of Prize: _____	

Prize Description:	Amount/Value: \$
Print Winner's Full Name _____	Phone: _____
Winner's Street Address: _____	City: _____ State: _____ Zip: _____
Signature of Winner Acknowledging Receipt of Prize: _____	

Prize Description:	Amount/Value: \$
Print Winner's Full Name _____	Phone: _____
Winner's Street Address: _____	City: _____ State: _____ Zip: _____
Signature of Winner Acknowledging Receipt of Prize: _____	

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OREGON DEPARTMENT OF JUSTICE

Raffle Sales Log

This form must be maintained for raffles when sales are intended to exceed \$10,000.

Licensee:		Raffle License #: R-	
Date of Raffle Drawing:		Time:	
Location of Drawing (street address):	City:	State:	Zip:

[illegible]

	Totals					\$
--	---------------	--	--	--	--	----

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OREGON DEPARTMENT OF JUSTICE

Raffle Individual Seller's Record

Name of Seller:			
Licensee		License #: R-	
Date of Raffle Drawing:		Time:	
Location of Drawing (street address) :		City:	State: Zip:

INSTRUCTIONS:	Complete and sign this reconciliation report and turn in all money, stubs and unsold tickets with this form to the Licensee when all tickets are sold or by (date): _____
----------------------	---

1	Sales Price per Raffle Ticket:		\$
2	Number of Raffle Tickets Issued to Seller:		
3	Number of Raffle Tickets Returned Unsold:		
4	Number of Raffle Tickets Sold (#2 less #3):		
5	Total Amount Due (#4 times #1):		\$

Notes:

Seller's Signature:	Date:
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SECTION 8

MONTE CARLO GAMES

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OREGON DEPARTMENT OF JUSTICE CHARITABLE GAMING HANDBOOK

MONTE CARLO EVENTS

All Monte Carlo events conducted by private or public tax exempt organizations in Oregon must be licensed unless they fall under the exception discussed in Section 1.

What is a Monte Carlo event?

A Monte Carlo event is a gambling event at which wagers are placed with imitation money upon contests of chance in which players compete against other players or against the house. The event encompasses casino-style gambling, using cards, dice, and roulette wheels. Players wager and win imitation money (chips, tokens, imitation currency). No cash can be wagered or won. Players may exchange the imitation money for non-cash prizes, “purchase” tickets for raffle drawings, or use it for a chance to “purchase” prizes at an auction.

What are the Monte Carlo event classes?

There are two classes of Monte Carlo licenses. Class A licenses authorize up to seven (7) events per license year and a handle (gross sales) in excess of \$10,000 per event. Class B licenses authorize seven (7) events per license year with a handle not to exceed \$5,000 per event; OR up to two (2) events per license year with a handle not to exceed \$10,000 per event. See OAR 137-025-0405.

What are the fees for a Monte Carlo event license?

There are three types of fees. Every licensee pays an annual *license fee* when it applies for either a new license or a renewal. The license fees are \$100 for a class A license and \$40 for a class B license. Every licensee also pays an annual *report fee* equal to 1 percent. Additionally, a *delinquency fee* equal to one percent (1%) of the report fee, or \$20 (whichever is greater) is assessed if the report is filed late. The minimum delinquency fee shall increase to \$50 after 60 days from the date of the report. See OAR 137-025-0410(3) and 137-025-0480(1).

Do licenses expire?

Yes. Licenses are issued for a period not to exceed 12 months. Licensees must renew their licenses each year if they intend to continue conducting Monte Carlo events.

It is the responsibility of the individual licensee to ensure that their applications for renewal are filed prior to the expiration date of the current license. Where ongoing Monte Carlo events are being operated, care should be taken to see that the license does not lapse. Under the Oregon Administrative Procedures Act, a license filed **prior** to the expiration date carries over until the Department takes formal action to approve or deny the license. If the license expires prior to submission of a renewal application, the application may be treated as a new application. In some cases, the licensee may not be legally entitled to continue operating Monte Carlo events while the application is being reviewed. Operating Monte Carlo events without a valid license could result in disciplinary action against the licensee.

License Upgrades

Licensees may upgrade by paying the appropriate license class renewal fee, if they upgrade when renewing their license. At any other time, the upgrade fee is the difference between the new license class fee and the fees already paid for the old license class.

What types of records must licensees keep?

All licensees must keep the following records on forms prescribed by the Department for a period of at least three years: See OAR 137-025-0470 through 137-025-0475.

- 1) The date of each event.
- 2) The total handle (gross imitation money sales) for each event.
- 3) The total expenses for each event.
- 4) The total cost to the licensee of prizes that were awarded at each event.
- 5) A description of all Monte Carlo prizes offered in conjunction with each Monte Carlo event, and the retail value of each prize which is valued at \$200 or more. Receipts from the vendor for the purchase all non-cash prizes awarded with a retail value of more than \$500. For all other noncash prizes advertised as having a retail value of more than \$500, records identifying the prize, the donor or other source of the prize, and the basis for determining the prize's retail value.
- 6) Any contracts with licensed suppliers of Monte Carlo event equipment and/or licensed Monte Carlo event contractor.
- 7) Any contracts for the rental or use of premises of each event.

What reports are required?

All licensees must file with the Department an annual report that details the Monte Carlo activity for the prior license year. Annual reports are due no later than 60 days following the end of the license year. See OAR 137-025-0470.

What is a Monte Carlo event notice?

At least 10 days prior to conducting a Monte Carlo event where the handle (gross sales of imitation money) is intended to exceed \$5,000, each licensee shall submit to the Department a completed Monte Carlo event notice on a form prescribed by the Department which contains the following: Licensee name and license number; the location, date and time of the event; a description of and retail value of the prizes to be awarded that exceed \$100 in value; a description of the manner in which imitation money is redeemed for prizes; the name, address and copy of the contract with any supplier of rented Monte Carlo event equipment and/or any Monte Carlo event contractor that will conduct the event; the name, address and copy of the contract with any facility where the event will be held; and a listing of which type of games will be offered in accordance with OAR 137-025-0460. See OAR 137-025-0435.

What is the limit of the value of prizes at a Monte Carlo event?

No cash prizes can be offered or awarded. Licensees may not offer a single non-cash prize with a retail value in excess of \$50,000 and the total of retail value of all prizes offered or awarded at any event shall not exceed \$100,000. See OAR 137-025-0455.

What are the limits on operational expenses?

There are no set limits on the operating expenses of Monte Carlo events; however, licenses are issued by the Department for the purpose of fundraising for the nonprofit organization. Licensees that conduct events that do not generate any net income or take losses on the events will be required to justify the renewal of any Monte Carlo event license. License and report fees paid to the Department are NOT included as expenses in reports to the Department. If paid employees of the licensee are used to operate the event, their hours and wages are limited as in bingo.

How is imitation money sold at Monte Carlo events?

Imitation money (currency, tokens, or chips) may only be sold by members or employees of the licensee. Imitation money may not be sold nor cash handled by a Monte Carlo event contractor, or agents, or employees of a contractor, even if the

person is a member of the licensee. The imitation money shall be identifiable to the licensee or contractor operating the event. Licensees need to record the total sales of all imitation money, at the sales amount, not the value of the imitation money received. Once purchased, imitation money cannot be redeemed for cash or cash equivalent. A licensee may not collect from any player a sum in excess of \$500 per event for the purchase of imitation money. See OAR 137-025-0450.

Authorized Games.

Only authorized games may be conducted during a Monte Carlo event. The authorized games are: Blackjack, Roulette, Craps, Caribbean Stud Poker, Let It Ride, Wheel of Fortune, Red Dog, Jackpot, Pai Gow, and Texas Hold 'Em. No other games may be conducted unless approved in writing by the Department. To be considered for approval, a request must be submitted in writing to the Department at least 30 days prior to the event. No games utilizing any electromechanical device or other mechanism employing electronic chips, tubes, video display screens, or microprocessors are allowed. See OAR 137-025-0460.

Can minors participate in Monte Carlo events?

No. No person under the age of 18 years of age can participate in gaming at a Monte Carlo event nor can they assist in conducting a Monte Carlo event. See OAR 137-025-0460(7).

Do the Monte Carlo Equipment Suppliers and Event Contractors need to be licensed?

Yes. All Monte Carlo Equipment Suppliers and event Contractors need a supplier or contractor license issued by the Department. However, Monte Carlo event licensees may conduct the event using their own members and equipment without obtaining a supplier or contractor license. The use of outside unlicensed suppliers or contractors could subject the organization and individuals to penalties, including fines and/or loss of license. See OAR 137-025-0400.

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SECTION 9

MONTE CARLO APPLICATION, REPORTS AND FORMS

CONTENTS:

- **MONTE CARLO CLASS A AND B NEW AND RENEWAL APPLICATION**
- **MONTE CARLO CLASS A AND B ANNUAL REPORT**
- **NOTICE OF MONTE CARLO EVENT**
- **MONTE CARLO EVENT RECORD**
- **PLAYER TRACKING SHEET**
- **MONTE CARLO CONTRACTOR NEW AND RENEWAL APPLICATION**
- **MONTE CARLO SUPPLIER NEW AND RENEWAL APPLICATION**

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



APPLICATION FOR A NEW AND RENEWAL OF A CLASS A AND B LICENSE TO OPERATE MONTE CARLO GAMES

IMPORTANT NOTICE – READ CAREFULLY

Enclosed is an application for a license to conduct Monte Carlo Events in Oregon. This application may be used to apply for a new license, and renew or upgrade an existing license. Monte Carlo Event licenses are available to qualifying nonprofit organizations. Only nonprofit organizations that meet the following requirements qualify for licenses:

- *The organization must be exempt from the payment of federal income tax; and*
- *The organization must have held tax exempt status for a period of at least one year.*

If your organization meets the qualifications above, and intends to conduct limited Monte Carlo Event operations, it may not need a license. Licenses are not required if:

- *The organization conducts Monte Carlo Events with not more than \$2,000 handle (gross sales) per event; and*
- *Your total ANNUAL handle is \$5,000 or less.*

If you anticipate that any single Monte Carlo Event may bring in more than \$2,000, or your annual handle could exceed \$5,000, you should apply for a license. The license application is, for the most part, self-explanatory. Please type or use ink to complete the application. Complete all items fully. Parts of the application may call for an original signature by a responsible official. Applications that are incomplete or are not accompanied by original signatures will be rejected. Once a *complete* application is filed, the Department has 60 days to approve or deny the application. You will be notified in writing if your application is rejected or denied.

You must provide proof of tax exempt status with your application. Public schools or government agencies do not need to provide proof of tax exemption. The following will be accepted by the Department as proof of tax exempt status:

- *A determination letter from the IRS stating that your organization is tax exempt.*
- *A copy of the IRS group exemption letter, if you are claiming to be tax exempt under a group exemption. **Also, you must provide documentation (usually a Charter) that shows the applicant organization is a subordinate organization covered by the group exemption.***
- *If the applicant organization is claiming tax exempt status other than pursuant to the provisions of the Internal Revenue Code section 501(c), a signed opinion letter from an attorney or certified public accountant that states the organization is tax exempt and which cites the relevant provisions of the Internal Revenue Code which supports the claim for tax exempt status. For tax exempt political organizations, a copy of the completed, signed and dated forms SEL 221 or FEC Form 1 and Form 1120 POL will be accepted in lieu of the signed opinion letter.*

The following items will NOT be accepted as proof of tax exempt status:

- *IRS Form - Assignment of Employer or Taxpayer Identification Number.*
- *Any articles of association or incorporation, or corporation listings which indicate solely that the organization is registered as a nonprofit entity*

Educational institutions must have their school principal, district superintendent, dean, or school president certify that the institution or division thereof is authorized to conduct Monte Carlo Events.

- Monte Carlo events must be conducted by employees or volunteers of your organization, or by a **licensed** Monte Carlo event contractor. If the contractor you propose to use is not licensed by the Department, direct them to apply for a license at the address below. Monte Carlo equipment may be rented from a licensed Monte Carlo equipment supplier and operated by your organization's volunteers or employees. If the Monte Carlo equipment supplier is not licensed by the Department, direct them to apply for a license at the address below.
- **License Fees.** The application must be accompanied by the proper license fee. All fees are non-refundable. The fee for a Class A license is \$100. Authorizes up to seven Monte Carlo Events per license year with a handle **in excess** of \$10,000 per event. The fee for a Class B license is \$40. Authorized up to seven Monte Carlo events per license year with a handle **not to exceed** \$5,000 per event or up to two events per license year with a handle **not to exceed** \$10,000 per event. Make a check payable to OR Department of Justice.

If you have any questions concerning the application or the licensing process, contact the Gaming Registrar.:

Mail the completed application with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

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DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A NEW AND RENEWAL OF A CLASS A AND B LICENSE TO OPERATE MONTE CARLO GAMES

Class, Limit and Fee	
Applying for: <input type="checkbox"/> New License <input type="checkbox"/> License Renewal <input type="checkbox"/> License Upgrade	
License class: <input type="checkbox"/> Class A Authorizes up to seven Monte Carlo events per license year with a handle in excess of \$10,000 per event.	Non-refundable fee: \$100
<input type="checkbox"/> Class B Authorizes up to seven Monte Carlo events per license year with a handle not to exceed \$5,000 per event or up to two events per license year with a handle not to exceed \$10,000 per event.	\$40

Organization Information		EIN:		Licensee #: MC-	
1	Full name of organization applying for Monte Carlo event gaming license:				
	Mailing address:		City:	State:	ZIP:
	Telephone:		Email:		
2	MONTE CARLO CONTACT BELOW MUST BE A RESPONSIBLE OFFICIAL AS DESIGNATED ON PAGE 4.				
	Contact person name (Last, First and Middle Initial)			Title:	
	Address:		City:	State:	ZIP:
	Telephone:		Cell Phone:	Email:	
3	Date of incorporation of organization: _____ State of incorporation of organization: _____ (NEW APPLICANTS: Attach copies of Articles of Incorporation and Bylaws)				
4	Type of organization of applicant: <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Charitable</div> <div><input type="checkbox"/> Religious</div> <div><input type="checkbox"/> Scientific</div> <div><input type="checkbox"/> Fraternal</div> </div> <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Labor</div> <div><input type="checkbox"/> School/College</div> <div><input type="checkbox"/> Government</div> <div><input type="checkbox"/> Other: _____</div> </div>				
5	State the purposes for which your organization intends to use the proceeds from the Monte Carlo events.				
6	Has your organization held TAX EXEMPT status for at least one year?				<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Is the application organization a chapter or division of a larger or parent organization? If YES, attach copy of Charter or other document showing relationship.				<input type="checkbox"/> YES <input type="checkbox"/> NO
8	If #7 is YES, are you claiming Tax Exempt status under a group exemption letter Issued to the larger or parent organization?				<input type="checkbox"/> YES <input type="checkbox"/> NO
9	If #7 is YES, does the applicant organization file an IRS Form 990 each year, Separately from the larger or parent organization?				<input type="checkbox"/> YES <input type="checkbox"/> NO
New Applicants Only Attach copy of your Tax Exempt Determination Letter from the IRS, or letter from Attorney or CPA stating organization is exempt, citing relevant provision of the Internal Revenue Code.					

Responsible Officials: List the full <i>legal</i> name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.			
10	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
11	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
12	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
13	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
14	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
15	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
16	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
17	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
18	Name: (Last, First, Middle Initial)		Title:
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:

Attach additional sheet(s) if necessary.

Legal History

19	<p>Does the organization currently hold or has it ever held a Gaming License issued by the Oregon Department of Justice?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, enter BINGO LICENSE#: _____ or RAFFLE LICENSE#: _____ or MONTE CARLO LICENSE #: _____</p> <p>Current Status: <input type="checkbox"/> Open <input type="checkbox"/> Open <input type="checkbox"/> Open</p> <p><input type="checkbox"/> Closed <input type="checkbox"/> Closed <input type="checkbox"/> Closed</p>
20	<p>Has the organization ever been denied a bingo, raffle, lottery, Monte Carlo event, or other gaming license/permit or has any government agency, in this state or any other state ever revoked a bingo, raffle, lottery, Monte Carlo event, or other gaming license/permit issued to the organization? (Renewal Applicants: Report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken, plus the date of the action, and the name of the agency that took the action.</p> <p>Organization name (if different):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>
21	<p>Has any official action ever been taken against the organization for any violation involving illegal gambling, or other gaming violations in this state or any other state? (Renewal Applicants: report only actions taken since previous application.)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide the name the organization was using at the time the above action was taken plus the date of the action, and the name of the agency that took the action.</p> <p>Organization name (if different):</p> <hr/> <p>Action taken: _____ Date of action: _____</p> <hr/> <p>Agency name: _____ City: _____ State: _____</p>
22	<p>How often does the applicant organization's governing board meet?</p> <p><input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other (specify): _____</p>
23	<p>Has the organization entered into ANY loan or other financing arrangement connected to the Monte Carlo gaming operation? If YES, complete the following information on the proposed lender (attach additional sheets, if needed).</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO Total borrowed funds: \$ _____ Attach copies of all notes.</p> <p>Lender name: _____ Organization member? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <hr/> <p>Address: _____ City: _____ State: _____ ZIP: _____</p> <hr/> <p>Telephone: _____ Cell Phone: _____ Email: _____</p> <hr/> <p>Amount loaned: _____ Rate: _____ Term: _____ Payment guaranteed by organization? _____</p>
24	<p>Financial institution where organization's general account is maintained:</p> <hr/> <p>Street address: _____ City: _____ State: _____ ZIP: _____</p> <hr/> <p>Account number: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other: _____</p>

25	Date of your first or next Monte Carlo event for this license year:
	Location and address of the above listed Monte Carlo event:
	Do you need to use another organization or company to conduct your events or supply equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO

Certification Must be signed by a <i>responsible official</i> of organization as listed on page 4 (preferably CEO)	
26	<p>I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the Monte Carlo license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf.</p> <p>Signature: _____ Title: _____ Date: _____</p>
27	<p>If applicant organization is part of a school, college or university, the following additional signature and certification is required. I certify that the organization applying for this license is authorized to conduct gaming by the institution named below:</p> <p>Educational Institution: _____</p> <p>Signature: _____ Title: _____ Date: _____</p>

OREGON DEPARTMENT OF JUSTICE

WAIVER AND CONSENT

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as *Responsible Official* of organization on page 4 of this application)

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

Notice of Monte Carlo Event

This form must be completed and submitted to the Department of Justice at least 10 DAYS BEFORE the event for all Monte Carlo events where sales are intended to exceed \$5,000.

Licensee:	License #: MC-
-----------	--------------------------

Monte Carlo Event	Date of Event:	Starting Time:	Ending Time:
--------------------------	----------------	----------------	--------------

Will paid employees of your organization be used to operate the Monte Carlo events: ☐ Yes ☐ No

Do any of the persons or organizations providing supplies, equipment, facilities or services have a business or personal relationship with any officer, director or key person with your organization? ☐ Yes ☐ No

If Yes, attach sheet providing details of any and all such relationships.

Facility	
Name of Facility where Event will be held:	
Facility Street Address:	
Owner (Rental Paid To):	
What is the total cost to your organization for this property? \$_____ per event OR \$_____ Total	
Number of events covered in above costs: _____	
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)	

Are you using a paid contractor/supplier? ☐ Yes ☐ No

Event Contractor	If another organization will operate the Monte Carlo events on behalf of your organization, COMPLETE the following:
Company Name:	DOJ License #:
Address:	City: State: Zip:
Telephone:	Contact Person: Tax ID #:
What is the total cost to your organization for this service?: \$_____ per event OR \$_____ Total	
Number of events covered in above costs: _____	
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)	

Event Supplier	If another organization will provide equipment to your organization for the Monte Carlo events, COMPLETE the following:
Company Name:	DOJ License #:
Address:	City: State: Zip:
Telephone:	Contact Person: Tax ID #:
What is the total cost to your organization for this service?: \$_____ per event OR \$_____ Total	
Number of events covered in above costs: _____	
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)	

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

Monte Carlo License Annual Report

This report must be filed no later than 60 days after the end of the license year.

Licensee
Licensee: _____ License #: _____ Mailing Address: _____ City: _____ State: _____ Zip: _____ Is this a new address? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, date of change: _____

Reporting Period
1 This report is for the period from _____ to _____ 2 Did the expiration date of your license change during the reporting period? <input type="checkbox"/> Yes <input type="checkbox"/> No 3 Number of Monte Carlo Events held during the reporting period: _____

Monte Carlo Activity Summary			
Event (A) Provide Date & Location	Total Scrip Sales (B)	Total Expenses (C) (other than prizes)	Total Cost of Non-Cash Prizes (E)
4 Add all columns and enter totals:	\$	\$	\$

5	Enter Total Monte Carlo Scrip Sales [from page 1, line 4(B)]:	\$
---	---	----

Monte Carlo Report Fee

6	FEE ON TOTAL SALES Multiply line 5 \times .01 Enter result here:	\$
7	DELINQUENCY FEE: If this report and applicable fee are not filed within 60 days of the end of the license year, add a delinquency fee of \$20 or 1% of the amount on line 6 $[\text{.01} \times \text{line 6}]$, whichever is greater. <i>The minimum delinquency fee increases to \$50 after 60 days from the due date of the report.</i>	
8	TOTAL FEES DUE. Line 6 + line 7; Enter result here. (Send this amount with the report to DOJ):.Please send in exact fees. Make a check payable to Department of Justice. DO NOT ROUND.	\$

Monte Carlo Expenses List ALL nonprize expenses related to Monte Carlo. Do NOT include fees paid to DOJ.
--

9	a) Printing:	\$
	b) Advertising/Promotions:	\$
	c) Rental (Equipment/Property)	\$
	d) Other (specify):	\$
		\$
		\$
	e) Total Expenses (total of lines a through d) <i>This total must equal the amount shown on page 1 at Column C.</i>	\$
10	MONTE CARLO EXPENSE PERCENTAGE. Divide line 9e by line 5: [Round to the second decimal– i.e., 18.85%]	%
11	Did one or more corporate sponsors help to offset your Monte Carlo expenses? <input type="checkbox"/> Yes <input type="checkbox"/> No (This help could have been in the form of donated money/services or direct payment of Monte Carlo expenses.)	

Report Certification

<p>TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION:</p> <p>I certify that I am a responsible official of the organization, and that I have personally reviewed the information contained in this report. I further certify that the information contained in this report is true and correct to the best of my knowledge.</p> <p>Print name of Responsible official:_____ Title: _____</p> <p>Phone#: _____ Email: _____</p> <p>Signature: _____ Date: _____</p>
--

Keep a copy of this report for your records.

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

Notice of Monte Carlo Event

This form must be completed and submitted to the Department of Justice at least 10 DAYS BEFORE the event for all Monte Carlo events where sales are intended to exceed \$5,000.

Licensee:	License #: MC-
-----------	--------------------------

Monte Carlo Event	Date of Event:	Starting Time:	Ending Time:
--------------------------	----------------	----------------	--------------

Will paid employees of your organization be used to operate the Monte Carlo events: ☐ Yes ☐ No

Do any of the persons or organizations providing supplies, equipment, facilities or services have a business or personal relationship with any officer, director or key person with your organization? ☐ Yes ☐ No

If Yes, attach sheet providing details of any and all such relationships.

Facility
Name of Facility where Event will be held:
Facility Street Address:
Owner (Rental Paid To):
What is the total cost to your organization for this property? \$_____ per event OR \$_____ Total Number of events covered in above costs: _____
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)

Are you using a paid contractor/supplier? ☐ Yes ☐ No

Event Contractor	If another organization will operate the Monte Carlo events on behalf of your organization, COMPLETE the following:		
Company Name:	DOJ License #:		
Address:	City:	State:	Zip:
Telephone:	Contact Person:	Tax ID #:	
What is the total cost to your organization for this service?: \$_____ per event OR \$_____ Total Number of events covered in above costs: _____			
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)			

Event Supplier	If another organization will provide equipment to your organization for the Monte Carlo events, COMPLETE the following:		
Company Name:	DOJ License #:		
Address:	City:	State:	Zip:
Telephone:	Contact Person:	Tax ID #:	
What is the total cost to your organization for this service?: \$_____ per event OR \$_____ Total Number of events covered in above costs: _____			
Is there a signed contract or other agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach copy. (REQUIRED)			

Event Date:	OREGON DEPARTMENT OF JUSTICE Monte Carlo Event Record Complete this record in non-erasable ink. This record must be maintained with your official Monte Carlo records for three (3) years. DO NOT send this form to the DOJ.	MC-
Licensee:		
Mailing Address:		
Event Location:		

Event Sales			
1	Total Sales of Imitation Money (from Monte Carlo Event Player Register):	\$	

Event Prizes (description of and retail value of all prizes offered)			
2		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	Total Retail Market Value of Prizes:	\$	

Expenses List ALL expenses related to Monte Carlo Events. Do NOT include fees paid to DOJ.		
3	a) Printing/Advertising/Promotions:	\$
	b) Rental of Event Premises:	\$
	c) Rental of Equipment:	\$
	d) Event Contractor Expense:	\$
	e) Total Cost to Organization for Prizes (if any):	\$
	f) Employee Expense:	\$
	g) Other Expenses (Specify)	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total Expenses	

Record Certification
<p>TO BE COMPLETED BY A RESPONSIBLE OFFICIAL OF THE ORGANIZATION:</p> <p>I certify that I am a responsible official of the organization, and that I have personally reviewed the information contained in this record. I further certify that the information in this report is true and correct to the best of my knowledge.</p> <p>Print Name of Official: _____ Title: _____</p> <p>Signature: _____ Date: _____</p>

OREGON DEPARTMENT OF JUSTICE

PLAYER TRACKING SHEET

NOTE: Per-Player scrip purchase cap = \$500

Monte Carlo Lic. #MC-

Licensee:

Date of Monte Carlo Event:

Location of Event (street address):

	Player Name	Buy-In \$	Re-Buy \$	Add-On \$	Total \$
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
	TOTALS:				

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DOJ USE ONLY
Fee Paid

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES SECTION**

DOJ USE ONLY
Date Received



**APPLICATION FOR NEW AND RENEWAL LICENSE FOR
MONTE CARLO CONTRACTOR**

☐ New ☐ Renewal ☐ Application Fee \$300

_____ **MC Con-** _____
Print Business Name

(DO NOT DETACH COVER SHEET FROM APPLICATION)

**Mail Application to:
(Original must be sent)**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

GENERAL INSTRUCTIONS

Print or Type an answer to every question. If a question does not apply, so state (do not use the abbreviation N/A). *If additional space is needed, provide this information on a separate sheet of paper and precede each answer with the section number and appropriate title.* Do not falsify or omit any material fact(s) as each statement made herein is subject to verification. Enclose the required fee of \$300 with this application. Your application cannot be processed without payment.

The applicant (business president, CEO, or business representative) must *initial each page*, including attached pages. The applicant is declaring to the accuracy and completeness of the information contained on that page.

All applicants are advised that this Contractor Application and Disclosure is an official document and misrepresentation or failure to reveal information may be deemed sufficient cause for the refusal or revocation of a license.

The applicants are hereby advised that they are seeking the granting of a privilege, and that the burden of proving qualification for a favorable determination is at all times on the applicants.

If, during the course of the investigation, it is determined by the Oregon Department of Justice that additional information is needed, the applicant is required to provide that requested information to the Department. Failure to provide this information may be grounds for denial by the Department.

At the discretion of the Department, a completed personal inquiry waiver and a financial authorization waiver may be required for any persons identified in response to this application process.

The *original* of this application must be submitted to the Department of Justice.

SUBMIT APPLICATION WITH FEE TO:

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES
100 SW Market Street
Portland, OR 97201-5702**

1. BUSINESS IDENTITY

Name of Business: _____

Business Address: _____

Business Telephone: _____

(a) Trade name to be used: _____

(b) Other names by which the business is known: _____

2. FEDERAL TAX ID #: _____

3. BUSINESS TYPE

Indicate whether business is a: Corporation ☐ Partnership ☐ Sole Proprietorship ☐

Other _____

4. INCORPORATION/ORGANIZATION

If the business is a corporation, complete the following. (If a partnership or other form of business organization, furnish similar information as shown below):

(a) Place of Incorporation _____ Date: _____

(b) Other states or jurisdictions where incorporated, or filed with state corporations divisions: _____

(c) Has this business filed with the Oregon Secretary of State Corporations Division as a corporation or as an assumed business name (DBA) conducting business in Oregon? Yes ☐ No ☐

(d) Attach a copy of Articles of Incorporation/Partnership Agreement. A copy of 1) Articles of Incorporation or 2) Partnership Agreement is attached. Yes ☐ No ☐

(e) Describe the type of business conducted. _____

(f) List the goods/services the business intends to provide to charitable/non-profit gaming operations in Oregon. _____

5. GAMING/GAMBLING LICENSES, GOODS AND SERVICES

Has this business ever held or does it now hold any gambling or gaming licenses or permits in any jurisdiction, including Indian gaming? Yes ☐ No ☐

(a) If YES, on a separate page list the license or permit type, license number (if applicable), jurisdiction, regulatory agency, agency address, agency contact person, agency telephone, date of licensing or permit, and license status.

(b) If any gaming license has been denied, revoked, suspended, or has been subject to any disciplinary sanctions or reviews, provide complete details.

(c) List all states or places where your business contracts to supply gaming goods or services and to whom those goods or services are provided.

STATE	TO WHOM SUPPLIED

6. STOCKHOLDERS/OWNERS/PARTNERS

This business is a PUBLICLY TRADED CORPORATION: Yes ☐

No ☐

If **NO**: Complete the following for of all officers, directors, **AND** principals who hold **15%** or more ownership interest in the business, listing each person's **FULL** name, title, residence address, date of birth, social security number, phone, email, and the amount (%) of stock in the business held by each.

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)	ZIP			SSN
Phone:	Email:				

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)	ZIP			SSN
Phone:	Email:				

Name (Last)	(First)	(MI)	Title	%	DOB
Home Address	(City/State)	ZIP			SSN
Phone:	Email:				

7. CONTROL PERSONS

List all CONTROL PERSONS (corporate officers, directors, and key employees). List **FULL** name, title, residence address, date of birth, social security number, phone and email.

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)	ZIP		SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)	ZIP		SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)	ZIP		SSN
Phone:	Email:			

8. CRIMINAL INVESTIGATIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6, ever been the subject of a GRAND JURY or CRIMINAL INVESTIGATION?

Yes ☐ No ☐ If YES, provide complete details on attachment.

9. INDICTMENTS AND CONVICTIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6, ever been INDICTED, CONVICTED, or ARRESTED for any criminal offense?

Yes ☐ No ☐ If YES, provide complete details on attachment.

10. CIVIL ACTIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6 ever been involved in any civil lawsuit which was predicated in whole or in part upon conduct which allegedly constituted a crime or crimes?

Yes ☐ No ☐ If YES, provide complete details on attachment.

11. FINANCIAL ACTIONS

Is the business, a related business entity, any control person, or any person identified in response to question #6 currently delinquent on payment(s) or debt(s) owed to a governmental agency or any other creditor or have any of the persons identified in question #6 ever been sued for nonpayment of a debt?

Yes ☐ No ☐ If YES, provide complete details on attachment.

CERTIFICATION

I, _____, certify, I have read the above and attached statements, documents, information, and organizational chart. That they are true and correct to the best of my knowledge and belief. Further, this statement is executed with the knowledge that misrepresentation or failure to disclose may be deemed sufficient cause for the denial by the Oregon Department of Justice, Charitable Activities Section. Further, that I am aware that later discovery of an omission or misrepresentation made in the above statements, documents, information, and diagram may be grounds for the cancellation of an existing contract or agreement.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Business

Pursuant to ORS 464.280 as a condition for application and/or retention of a Monte Carlo Event Supplier or Contractor license,

(Name of business applicant)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as a *Responsible Official* of the business on page 4 of this application)

Full name (printed or typed)

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DOJ USE ONLY
Fee Paid

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES SECTION**

DOJ USE ONLY
Date Received



**APPLICATION FOR NEW AND RENEWAL LICENSE FOR
MONTE CARLO SUPPLIER**

☐

New

☐

Renewal

☐

Application Fee \$50

MC Sup-

Print Business Name

(DO NOT DETACH COVER SHEET FROM APPLICATION)

**Mail Application to:
(Original must be sent)**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

GENERAL INSTRUCTIONS

Print or Type an answer to every question. If a question does not apply, so state (do not use the abbreviation N/A). *If additional space is needed, provide this information on a separate sheet of paper and precede each answer with the section number and appropriate title.* Do not falsify or omit any material fact(s) as each statement made herein is subject to verification. Enclose the required fee of \$50 with this application. Your application cannot be processed without payment.

The applicant (business president, CEO, or business representative) must *initial each page*, including attached pages. The applicant is declaring to the accuracy and completeness of the information contained on that page.

All applicants are advised that this Contractor Application and Disclosure is an official document and misrepresentation or failure to reveal information may be deemed sufficient cause for the refusal or revocation of a license.

The applicants are hereby advised that they are seeking the granting of a privilege, and that the burden of proving qualification for a favorable determination is at all times on the applicants.

If, during the course of the investigation, it is determined by the Oregon Department of Justice that additional information is needed, the applicant is required to provide that requested information to the Department. Failure to provide this information may be grounds for denial by the Department.

At the discretion of the Department, a completed personal inquiry waiver and a financial authorization waiver may be required for any persons identified in response to this application process.

The *original* of this application must be submitted to the Department of Justice.

SUBMIT APPLICATION WITH FEE TO:

**OREGON DEPARTMENT OF JUSTICE
CHARITABLE ACTIVITIES
100 SW Market Street
Portland, OR 97201-5702**

1. BUSINESS IDENTITY

Name of Business: _____

Business Address: _____

Business Telephone: _____

(a) Trade name to be used: _____

(b) Other names by which the business is known: _____

2. FEDERAL TAX ID #: _____

3. BUSINESS TYPE

Indicate whether business is a: Corporation ☐ Partnership ☐ Sole Proprietorship ☐

Other _____

4. INCORPORATION/ORGANIZATION

If the business is a corporation, complete the following. (If a partnership or other form of business organization, furnish similar information as shown below):

(a) Place of Incorporation _____ Date: _____

(b) Other states or jurisdictions where incorporated, or filed with state corporations divisions:

(c) Has this business filed with the Oregon Secretary of State Corporations Division as a corporation or as an assumed business name (DBA) conducting business in Oregon?

Yes ☐ No ☐

(d) Attach a copy of Articles of Incorporation/Partnership Agreement. A copy of 1) Articles of Incorporation or 2) Partnership Agreement is attached.

Yes ☐ No ☐

(e) Describe the type of business conducted.

(f) List the goods/services the business intends to provide to charitable/non-profit gaming operations in Oregon.

5. GAMING/GAMBLING LICENSES, GOODS AND SERVICES

Has this business ever held or does it now hold any gambling or gaming licenses or permits in any jurisdiction, including Indian gaming? Yes ☐ No ☐

- (a) If YES, on a separate page list the license or permit type, license number (if applicable), jurisdiction, regulatory agency, agency address, agency contact person, agency telephone, date of licensing or permit, and license status.
- (b) If any gaming license has been denied, revoked, suspended, or has been subject to any disciplinary sanctions or reviews, provide complete details.
- (c) List all states or places where your business contracts to supply gaming goods or services and to whom those goods or services are provided.

STATE	TO WHOM SUPPLIED

6. CONTROL PERSONS

List all CONTROL PERSONS (corporate officers, directors, and key employees). List **FULL** name, title, residence address, date of birth, social security number, phone and email.

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)		ZIP	SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)		ZIP	SSN
Phone:	Email:			

Name (Last)	(First)	(MI)	Title	DOB
Home Address	(City/State)		ZIP	SSN
Phone:	Email:			

7. CRIMINAL INVESTIGATIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6, ever been the subject of a GRAND JURY or CRIMINAL INVESTIGATION?

Yes ☐ No ☐ If YES, provide complete details on attachment.

8. INDICTMENTS AND CONVICTIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6, ever been INDICTED, CONVICTED, or ARRESTED for any criminal offense?

Yes ☐ No ☐ If YES, provide complete details on attachment.

9. CIVIL ACTIONS

Has the business, a related business entity, any control person, or any person identified in response to question #6 ever been involved in any civil lawsuit which was predicated in whole or in part upon conduct which allegedly constituted a crime or crimes?

Yes ☐ No ☐ If YES, provide complete details on attachment.

10. FINANCIAL ACTIONS

Is the business, a related business entity, any control person, or any person identified in response to question #6 currently delinquent on payment(s) or debt(s) owed to a governmental agency or any other creditor or have any of the persons identified in question #6 ever been sued for nonpayment of a debt?

Yes ☐ No ☐ If YES, provide complete details on attachment.

CERTIFICATION

I, _____, certify, I have read the above and attached statements, documents, information, and organizational chart. That they are true and correct to the best of my knowledge and belief. Further, this statement is executed with the knowledge that misrepresentation or failure to disclose may be deemed sufficient cause for the denial by the Oregon Department of Justice, Charitable Activities Section. Further, that I am aware that later discovery of an omission or misrepresentation made in the above statements, documents, information, and diagram may be grounds for the cancellation of an existing contract or agreement.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

AUTHORITY TO RELEASE CREDIT, CHARACTER AND PERSONAL HISTORY INFORMATION

Having made application with the Oregon Department of Justice, I hereby authorize a complete investigation of my record including personal history, academic record, job performance, and criminal arrest and conviction by the Oregon Department of Justice, or another law enforcement agency or gaming regulatory agency, authorized to conduct applicant investigations, to ascertain any and all information which may concern my credit and character, whether same is of record or not, and release your organization and all persons whomsoever from any charge because of furnishing said information. I authorize the release of any information, gathered from this investigation, to the governing Board of any organization to which I have applied for employment and/or other governing law enforcement agencies upon request. I authorize a true copy of the original of this authorization as if the copy were the original itself.

NOTICE TO CUSTOMER:

I understand that, pursuant to ORS 192.593(2)(d), I may revoke this authorization at any time in writing.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

EXECUTED this _____ day of _____, 20_____

Applicant's Signature

Print Name

Title

OREGON DEPARTMENT OF JUSTICE

Waiver and Consent

To be completed by a *Responsible Official* of the Business

Pursuant to ORS 464.280 as a condition for application and/or retention of a Monte Carlo Event Supplier or Contractor license,

(Name of business applicant)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as a *Responsible Official* of the business on page 4 of this application)

Full name (printed or typed)

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SECTION 10

DISCIPLINARY ACTIONS

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OREGON DEPARTMENT OF JUSTICE CHARITABLE GAMING HANDBOOK

DISCIPLINARY ACTIONS

The Department attempts to secure compliance with the laws and regulations which govern charitable gaming by means of education, training, and consultation. In addition, there are a variety of disciplinary measures which can be applied. See *ORS 464.470, 464.995 and OAR 137-025-0500*.

What types of sanctions or penalties may be imposed for noncompliance?

The Department may take one or more of the following disciplinary actions:

1. Assess a civil penalty up to \$10,000 per violation;
2. Attach to a license or permit special conditions not required for most other licensees;
3. Suspend, revoke, or deny a license or permit;
4. Referral for criminal prosecution, as a Class A misdemeanor.

Disciplinary procedures:

The department takes disciplinary action in several ways, depending on the severity and nature of the violation(s).

Correction Notices: Generally, written correction notices are issued to licensees for minor violations and/or to suggest corrective action on the part of a licensee. The correction notice may require a licensee to take corrective action by a specific date. Correction notices are placed in the licensee's permanent file. Failure to take corrective action may result in the imposition of additional disciplinary action.

Administrative Citations: For some violations, the Department issues administrative citations. Citations describe the specific alleged violations of law, and generally provide notice that the department intends to assess a civil penalty in the form of a fine or, in some cases, a short term suspension. The licensee must respond to the citation by a certain date specified on the citation.

Licensees are usually given 3 options when responding to a citation:

1. Accept the penalty as proposed;
2. Accept the penalty, but provide the department with a written explanation of the conduct in mitigation, together with a request for a reduction of the penalty; or
3. Request a formal notice, together with a statement of hearing rights.

Notices of Administrative Action: For more severe violations, or in response to a licensee's request for a formal notice following the issuance of an administrative citation, the department will issue a formal notice to the licensee. The notice will specify the alleged violation(s) of law, the sanctions (including civil penalties) which the department proposes to impose, and a statement of hearing rights in the matter.

In some cases the department may be willing to resolve an action through a negotiated settlement without going through a formal hearings process. Licensees wanting to discuss alternative resolution options should contact the department.

Hearings are held as provided by the Oregon Administrative Procedures Act (ORS Chapter 183). Licensees and Permittees may be represented by counsel at the hearing. Licensees requesting a hearing must notify the Attorney General *in writing* that they are requesting a hearing. *Requests must be made within 20 days of the date of the mailing of the notice, unless the proposed administrative action is for refusal to renew or revocation of a license or manager permit, in which case request for a hearing must be made within 60 days of the date of mailing the notice.*

Requests for hearings should be directed to:

Elizabeth Grant
Attorney In Charge
Oregon Department of Justice
Charitable Activities Section
100 SW Market Street
Portland, Oregon 97201
Ph. (971) 673-1880
Fax. (971) 673-1882
TTY (800) 735-2900

Once a request for a hearing is received, the Attorney General will notify the licensee of the date, time, and location of the hearing. Licensees will also be given information on the procedures, right of representation, and the rights of parties relating to the conduct of the hearing as required under ORS 183.413(2) before the commencement of the hearing.

If a licensee fails to request a hearing within 60 days, or fails to appear at a scheduled hearing, the Attorney General may issue a Final Order of Default denying the license or permit and/or imposing a civil penalty or other sanctions.

The record of all proceedings, including the information contained in the administrative files of the Charitable Activities Section of the Oregon Department of Justice automatically becomes part of the contested case record upon default for the purpose of proving a prima facie case.

Statement of Reasonable Accommodation

If you are required to appear personally, your appearance will be conducted in a wheelchair-accessible location. Written materials may be provided and/or graphic displays may be presented during the appearance. For any other accommodation needed by individuals due to a disability, please contact the person whose name appears below:

Doug Pearson
Chief Investigator
Oregon Department of Justice
Charitable Activities Section
100 SW Market Street
Portland, Oregon 97201
Ph. (971) 673-1880
Fax. (971) 673-1882
TTY (800) 735-2900

SECTION 11

OREGON LAWS

CONTENTS:

- ORS - 167 Offenses
- ORS - 464 Games
- OAR - 137 - Div. 025 - Gaming Rules

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OREGON REVISED STATUTES

Chapter 167 – Gambling Offenses

2017 EDITION

167.108	Definitions for ORS 167.109 and 167.112	167.132	Possession of gambling records in the second degree
167.109	Internet gambling		
167.112	Liability of certain entities engaged in certain financial transactions	167.137	Possession of gambling records in the first degree
167.114	Application of ORS 167.109 and 167.112 to Oregon Racing Commission	167.142	Defense to possession of gambling records
167.116	Rulemaking for certain exceptions under ORS 167.117	167.147	Possession of a gambling device; defense
167.117	Definitions for ORS 167.108 to 167.164 and 464.270 to 464.530	167.153	Proving occurrence of sporting event in prosecutions of gambling offenses
167.118	Certain games or events conducted by charitable, fraternal or religious organizations; rules	167.158	Lottery prizes forfeited to county; exception; action by county to recover
167.121	Local authorization of social games	167.162	Gambling device as public nuisance; defense; seizure and destruction
167.122	Unlawful gambling in the second degree	167.164	Possession of a gray machine; disposition of machine; defense
167.127	Unlawful gambling in the first degree	167.166	Removal of unauthorized video lottery game terminal
		167.167	Cheating

GAMBLING OFFENSES

167.108 Definitions for ORS 167.109 and

167.112. As used in ORS 167.109 and 167.112:

(1) "Credit" and "credit card" have the meaning given those terms under the federal Consumer Credit Protection Act (P.L. 90-321, 82 Stat. 146, 15 U.S.C. 1601).

(2) "Electronic funds transfer" has the meaning given that term in ORS 293.525.

(3) "Financial institution" has the meaning given that term in ORS 706.008.

(4) "Money transmission" has the meaning given that term in ORS 717.200. [2001 c.502 §4]

167.109 Internet gambling. (1) A person engaged in an Internet gambling business may not knowingly accept, in connection with the participation of another person in unlawful gambling using the Internet:

(a) Credit, or the proceeds of credit, extended to or on behalf of such other person, including credit extended through the use of a credit card;

(b) An electronic funds transfer or funds transmitted by or through a money transmission business, or the proceeds of an electronic funds transfer or money transmission service, from or on behalf of the other person;

(c) Any check, draft or similar instrument that is drawn by or on behalf of the other person and is drawn on or payable at or through any financial institution; or

(d) The proceeds of any other form of financial transaction that involves a financial institution as a payor or financial intermediary on behalf of or for the benefit of the other person.

(2) Violation of subsection (1) of this section is a Class C felony. [2001 c.502 §2]

167.110 [Repealed by 1971 c.743 §432]

167.112 Liability of certain entities engaged in certain financial transactions.

Notwithstanding any other provision of law, a creditor, credit card issuer, financial institution, operator of a terminal at which an electronic funds transfer may be initiated, money transmission business or any national, regional or local network utilized to effect a credit transaction, electronic funds transfer or money transmission service that is not liable under ORS 167.109:

(1) May collect on any debt arising out of activities that are illegal under ORS 167.109;

(2) Shall not be deemed to be participating in any activities that are illegal under ORS 167.109 by reason of their processing transactions arising out of such activities or collecting debts arising out of such activities; and

(3) Shall not be liable under any provision of ORS 166.715 to 166.735, 336.184 or 646.605 to 646.652 by reason of their processing transactions arising out of activities that are illegal under ORS 167.109 or collecting debts arising out of such activities. [2001 c.502 §3]

167.114 Application of ORS 167.109 and 167.112 to Oregon Racing Commission. ORS 167.109 and 167.112 do not apply to activities licensed and regulated by the Oregon Racing Commission under ORS chapter 462. [2001 c.502 §5]

167.115 [Repealed by 1971 c.743 §432]

167.116 Rulemaking for certain exceptions under ORS 167.117. (1) The Oregon State Lottery Commission shall adopt rules to carry out the provisions of ORS 167.117 (9)(c)(E) and (20)(b).

(2) Devices authorized by the Oregon State Lottery Commission for the purposes described in ORS 167.117 (9)(c)(E) and (20)(b) are exempted from the provisions of 15 U.S.C. 1172. [1999 c.193 §2; 2001 c.502 §6]

Note: 167.116 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 167 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

167.117 Definitions for ORS 167.108 to 167.164 and 464.270 to 464.530. As used in ORS 167.108 to 167.164 and 464.270 to 464.530, unless the context requires otherwise:

(1) "Bingo or lotto" means a game, played with cards bearing lines of numbers, in which a player covers or uncovers a number selected from a container, and which is won by a player who is present during the game and who first covers or uncovers the selected numbers in a designated combination, sequence or pattern.

(2) "Bookmaker" means a person who unlawfully accepts a bet from a member of the public upon the outcome of a future contingent event and who charges or accepts a percentage, fee or vigorish on the wager.

(3) "Bookmaking" means promoting gambling by unlawfully accepting bets from members of the public as a business, rather than in a casual or personal fashion, upon the outcomes of future contingent events.

(4) "Casino game" means any of the traditional gambling-based games commonly known as dice, faro, monte, roulette, fan-tan, twenty-one, blackjack, Texas hold-'em, seven-and-a-half, big injun, klondike, craps, poker, chuck-a-luck, Chinese chuck-a-luck (dai shu), wheel of fortune, chemin de fer, baccarat, pai gow, beat the banker, panquiqui, red dog, acey-deucey, or any other gambling-based game similar in form or content.

(5)(a) "Charitable, fraternal or religious organization" means any person that is:

(A) Organized and existing for charitable, benevolent, eleemosynary, humane, patriotic, religious, philanthropic, recreational, social, educational, civic, fraternal or other nonprofit purposes; and

(B) Exempt from payment of federal income taxes because of its charitable, fraternal or religious purposes.

(b) The fact that contributions to an organization profiting from a contest of chance do not qualify for a charitable deduction for tax purposes or that the organization is not otherwise exempt from payment of federal income taxes pursuant to the Internal Revenue Code of 1986, as amended, constitutes prima facie evidence that the organization is not a bona fide charitable, fraternal or religious organization.

(6) "Contest of chance" means any contest, game, gaming scheme or gaming device in which the outcome depends in a material degree upon an element of chance, notwithstanding that skill of the contestants may also be a factor therein.

(7) "Gambling" means that a person stakes or risks something of value upon the outcome of a contest of chance or a future contingent event not under the control or influence of the person, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome. "Gambling" does not include:

(a) Bona fide business transactions valid under the law of contracts for the purchase or sale at a future date of securities or commodities, and agreements to compensate for loss caused by the happening of chance, including but not limited to contracts of indemnity or guaranty and life, health or accident insurance.

(b) Engaging in contests of chance under the following conditions:

(A) The contest is played for some token other than money;

(B) An individual contestant may not purchase more than \$100 worth of tokens for use in the contest during any 24-hour period;

(C) The tokens may be exchanged only for property other than money;

(D) Except when the tokens are exchanged for a beverage or merchandise to be consumed on the premises, the tokens are not redeemable on the premises where the contest is conducted or within 50 miles thereof; and

(E) Except for charitable, fraternal or religious organizations, no person who conducts the contest as owner, agent or employee profits in any manner from operation of the contest.

(c) Social games.

(d) Bingo, lotto or raffle games or Monte Carlo events operated in compliance with ORS 167.118, by a charitable, fraternal or religious organization licensed pursuant to ORS 167.118, 464.250 to 464.380 and 464.420 to 464.530 to operate such games.

(e) Savings promotion raffles, as defined in ORS 708A.660.

(8) "Gambling device" means any device, machine, paraphernalia or equipment that is used or usable in the playing phases of unlawful gambling, whether it consists of gambling between persons or gambling by a person involving the playing of a machine. Lottery tickets, policy slips and other items used in the playing phases of lottery and policy schemes are not gambling devices within this definition. Amusement devices other than gray machines, that do not return to the operator or player thereof anything but free additional games or plays, shall not be considered to be gambling devices.

(9)(a) "Gray machine" means any electrical or electromechanical device, whether or not it is in working order or some act of manipulation, repair, adjustment or modification is required to render it operational, that:

(A) Awards credits or contains or is readily adaptable to contain, a circuit, meter or switch capable of removing or recording the removal of credits earned by a player, other than removal during the course of continuous play; or

(B) Plays, emulates or simulates a casino game, bingo or keno.

(b) A device is no less a gray machine because, apart from its use or adaptability as such, it may also sell or deliver something of value on the basis other than chance.

(c) "Gray machine" does not include:

(A) Any device commonly known as a personal computer, including any device designed and marketed solely for home entertainment, when used privately and not for a fee and not used to facilitate any form of gambling;

(B) Any device operated under the authority of the Oregon State Lottery;

(C) Any device manufactured or serviced but not operated in Oregon by a manufacturer who has been approved under rules adopted by the Oregon State Lottery Commission;

(D) A slot machine;

(E) Any device authorized by the Oregon State Lottery Commission for:

- (i) Display and demonstration purposes only at trade shows; or
- (ii) Training and testing purposes by the Department of State Police; or

(F) Any device used to operate bingo in compliance with ORS 167.118 by a charitable, fraternal or religious organization licensed to operate bingo pursuant to ORS 167.118, 464.250 to 464.380 and 464.420 to 464.530.

(10) "Handle" means the total amount of money and other things of value bet on the bingo, lotto or raffle games, the value of raffle chances sold or the total amount collected from the sale of imitation money during Monte Carlo events.

(11) "Internet" means an interactive computer service or system or an information service, system or access software provider that provides or enables computer access by multiple users to a computer server and includes, but is not limited to, an information service, system or access software provider that provides access to a network system commonly known as the Internet, or any comparable system or service and also includes, but is not limited to a World Wide Web page, newsgroup, message board, mailing list or chat area on any interactive computer service or system or other online service.

(12) "Lottery" or "policy" means an unlawful gambling scheme in which:

(a) The players pay or agree to pay something of value for chances, represented and differentiated by numbers or by combinations of numbers or by some other medium, one or more of which chances are to be designated the winning ones;

(b) The winning chances are to be determined by a drawing or by some other method; and

(c) The holders of the winning chances are to receive something of value.

(13) "Monte Carlo event" means a gambling event at which wagers are placed with imitation money upon contests of chance in which players compete against other players or against the house. As used in this subsection, "imitation money" includes imitation currency, chips or tokens.

(14) "Numbers scheme or enterprise" means a form of lottery in which the winning chances or plays are not determined upon the basis of a drawing or other act on the part of persons conducting or connected with the scheme, but upon the basis of the outcome of a future contingent event otherwise unrelated to the particular scheme.

(15) "Operating expenses" means those expenses incurred in the operation of a bingo, lotto or raffle game, including only the following:

- (a) Salaries, employee benefits, workers' compensation coverage and state and federal employee taxes;
- (b) Security services;
- (c) Legal and accounting services;
- (d) Supplies and inventory;
- (e) Rent, repairs, utilities, water, sewer and garbage;
- (f) Insurance;
- (g) Equipment;

(h) Printing and promotions;

(i) Postage and shipping;

(j) Janitorial services and supplies; and

(k) Leasehold improvements.

(16) "Player" means a person who engages in any form of gambling solely as a contestant or bettor, without receiving or becoming entitled to receive any profit therefrom other than personal gambling winnings, and without otherwise rendering any material assistance to the establishment, conduct or operation of the particular gambling activity. A person who gambles at a social game of chance on equal terms with the other participants therein is a person who does not otherwise render material assistance to the establishment, conduct or operation thereof by performing, without fee or remuneration, acts directed toward the arrangement or facilitation of the game, such as inviting persons to play, permitting the use of premises therefor and supplying cards or other equipment used therein. A person who engages in bookmaking is not a player.

(17) "Profits from unlawful gambling" means that a person, acting other than solely as a player, accepts or receives money or other property pursuant to an agreement or understanding with another person whereby the person participates or is to participate in the proceeds of unlawful gambling.

(18) "Promotes unlawful gambling" means that a person, acting other than solely as a player, engages in conduct that materially aids any form of unlawful gambling. Conduct of this nature includes, but is not limited to, conduct directed toward the creation or establishment of the particular game, contest, scheme, device or activity involved, toward the acquisition or maintenance of premises, paraphernalia, equipment or apparatus therefor, toward the solicitation or inducement of persons to participate therein, toward the conduct of the playing phases thereof, toward the arrangement of any of its financial or recording phases or toward any other phase of its operation. A person promotes unlawful gambling if, having control or right of control over premises being used with the knowledge of the person for purposes of unlawful gambling, the person permits the unlawful gambling to occur or continue or makes no effort to prevent its occurrence or continuation.

(19) "Raffle" means a lottery operated by a charitable, fraternal or religious organization wherein the players pay something of value for chances, represented by numbers or combinations thereof or by some other medium, one or more of which chances are to be designated the winning ones or determined by a drawing and the player holding the winning chance is to receive something of value.

(20)(a) "Slot machine" means a gambling device that as a result of the insertion of a coin or other object operates, either completely automatically, or with the aid of some physical act by the player, in such a manner that, depending upon elements of chance, it may eject something of value or otherwise entitle the player to something of value. A device so constructed or readily adaptable or convertible to such use is no less a slot machine because it is not in working order or because some mechanical act of manipulation or repair is required to accomplish its adaptation, conversion or workability.

Nor is it any less a slot machine because apart from its use or adaptability as such it may also sell or deliver something of value on the basis other than chance.

(b) "Slot machine" does not include any device authorized by the Oregon State Lottery Commission for:

(A) Display and demonstration purposes only at trade shows; or

(B) Training and testing purposes by the Department of State Police.

(21) "Social game" means:

(a) A game, other than a lottery, between players in a private home where no house player, house bank or house odds exist and there is no house income from the operation of the social game; and

(b) If authorized pursuant to ORS 167.121, a game, other than a lottery, between players in a private business, private club or place of public accommodation where no house player, house bank or house odds exist and there is no house income from the operation of the social game.

(22) "Something of value" means any money or property, any token, object or article exchangeable for money or property, or any form of credit or promise directly or indirectly contemplating transfer of money or property or of any interest therein.

(23) "Trade show" means an exhibit of products and services that is:

(a) Not open to the public; and

(b) Of limited duration.

(24) "Unlawful" means not specifically authorized by law. [1971 c.669 §3a; 1971 c.743 §263; 1973 c.788 §1; 1974 c.7 §1; 1975 c.421 §1; 1977 c.850 §1; 1983 c.813 §1; 1987 c.914 §1; 1991 c.962 §7; 1995 c.577 §2; 1997 c.867 §1; 1999 c.193 §1; 2001 c.228 §1; 2001 c.502 §7; 2005 c.57 §1; 2005 c.355 §2; 2015 c.137 §3]

167.118 Certain games or events conducted by charitable, fraternal or religious organizations; rules.

(1) When a charitable, fraternal or religious organization is licensed by the Department of Justice to conduct bingo, lotto or raffle games or Monte Carlo events, only the organization or an employee of the organization authorized by the department may receive money or property or otherwise directly profit from the operation of the games, except that:

(a) The organization operating the games may present a prize of money or other property to any player not involved in the administration or management of the games.

(b) An organization licensed to conduct Monte Carlo events may contract with a licensed supplier of Monte Carlo event equipment to operate the event, including the provision of equipment, supplies and personnel, provided that the licensed supplier is paid a fixed fee to conduct the event and the imitation money is sold to players by employees or volunteers of the licensed charitable, fraternal or religious organization.

(c) A person may sell, rent or lease equipment, including electronic equipment, proprietary computer software and real property to a licensed charitable, fraternal or religious organization. Rent or lease payments must be made in compliance with the provisions of ORS 464.510.

(d) An organization licensed by the department may act as an escrow agent to receive money or property to be awarded as prizes.

(2) A charitable, fraternal or religious organization may not operate bingo, lotto or raffle games or Monte Carlo events except at locations and upon days and for periods of time as the department authorizes pursuant to this section and ORS 464.250 to 464.380, 464.420 and 464.450 to 464.530.

(3)(a) An organization licensed by the department to operate bingo or lotto games may not award a prize exceeding \$5,000 in value in any one game. An organization licensed by the department to operate a Monte Carlo event may not present any prize of money, or a cash equivalent, to any player.

(b) Notwithstanding any provision of ORS 167.108 to 167.164 and 464.270 to 464.530 to the contrary, a bingo licensee may operate two games per year with a prize not to exceed \$10,000 per game and, if approved by the department, may also participate in a linked progressive game involving only Oregon licensees, without regard to the number of games or the size of the prize awarded.

(4) Each charitable, fraternal or religious organization that maintains, conducts or operates any bingo, lotto or raffle game or Monte Carlo event under license of the department must operate the game or event in accordance with rules adopted by the department.

(5) It is unlawful for a licensee to permit the operating expenses of the games to exceed 22 percent of the annual handle of its bingo, lotto and raffle operation.

(6) It is unlawful for a charitable, fraternal or religious organization licensed by the department to operate bingo, lotto or raffle games if:

(a) The handle of the games and events exceeds \$250,000 in a year; and

(b) The games and events do not generate for the organization's purposes, after the cost of prizes and operating expenses are deducted from the handle, an amount that equals or exceeds five percent of the handle. [1987 c.914 §3; 1991 c.274 §2; 1995 c.331 §1; 1997 c.867 §2; 1999 c.218 §1; 2001 c.228 §2; 2003 c.417 §1; 2017 c.60 §1]

167.119 [1973 c.788 §3; repealed by 1974 c.7 §2]

167.120 [Amended by 1955 c.514 §1; 1969 c.404 §1; repealed by 1971 c.743 §432]

167.121 Local authorization of social games. Counties and cities may, by ordinance, authorize the playing or conducting of a social game in a private business, private club or in a place of public accommodation. Such ordinances may provide for regulation or licensing of the social games authorized. [1974 c.7 §3]

Note: 167.121 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 167 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

167.122 Unlawful gambling in the second degree. (1) A person commits the crime of unlawful gambling in the second degree if the person knowingly:

(a) Places a bet with a bookmaker; or

(b) Participates or engages in unlawful gambling as a player.

(2) Unlawful gambling in the second degree is a Class A misdemeanor. [1971 c.743 §264; 1997 c.867 §21]

167.125 [Amended by 1969 c.404 §2; repealed by 1971 c.743 §432]

167.127 Unlawful gambling in the first degree. (1) A person commits the crime of unlawful gambling in the first degree if the person knowingly promotes or profits from unlawful gambling.

(2) Unlawful gambling in the first degree is a Class C felony. [1971 c.743 §265; 1997 c.867 §22]

167.130 [Repealed by 1971 c.743 §432]

167.132 Possession of gambling records in the second degree. (1) A person commits the crime of possession of gambling records in the second degree if, with knowledge of the contents thereof, the person possesses any writing, paper, instrument or article:

(a) Of a kind commonly used in the operation or promotion of a bookmaking scheme or enterprise; or

(b) Of a kind commonly used in the operation, promotion or playing of a lottery or numbers scheme or enterprise.

(2) Possession of gambling records in the second degree is a Class A misdemeanor. [1971 c.743 §266]

167.135 [Repealed by 1971 c.743 §432]

167.137 Possession of gambling records in the first degree. (1) A person commits the crime of possession of gambling records in the first degree if, with knowledge of the contents thereof, the person possesses any writing, paper, instrument or article:

(a) Of a kind commonly used in the operation or promotion of a bookmaking scheme or enterprise, and constituting, reflecting or representing more than five bets totaling more than \$500; or

(b) Of a kind commonly used in the operation, promotion or playing of a lottery or numbers scheme or enterprise, and constituting, reflecting or representing more than 500 plays or chances therein.

(2) Possession of gambling records in the first degree is a Class C felony. [1971 c.743 §267]

167.140 [Repealed by 1971 c.743 §432]

167.142 Defense to possession of gambling records. In any prosecution under ORS 167.132 or 167.137 it is a defense if the writing, paper, instrument or article possessed by the defendant is neither used nor intended to be used in the operation or promotion of a bookmaking scheme or enterprise, or in the operation, promotion or playing of a lottery or numbers scheme or enterprise. [1971 c.743 §268]

167.145 [Repealed by 1971 c.743 §432]

167.147 Possession of a gambling device; defense. (1) A person commits the crime of possession of a gambling device if, with knowledge of the character thereof, the person manufactures, sells, transports, places or possesses, or conducts or negotiates a transaction affecting or designed to affect ownership, custody or use of:

(a) A slot machine; or

(b) Any other gambling device, believing that the device is to be used in promoting unlawful gambling activity.

(2) Possession of a gambling device is a Class A misdemeanor.

(3) It is a defense to a charge of possession of a gambling device if the slot machine or gambling device that caused the charge to be brought was manufactured:

(a) Prior to 1900 and is not operated for purposes of unlawful gambling; or

(b) More than 25 years before the date on which the charge was brought and:

(A) Is located in a private residence;

(B) Is not operated for the purposes of unlawful gambling; and

(C) Has permanently affixed to it by the manufacturer, the manufacturer's name and either the date of manufacture or the serial number. [1971 c.743 §269; 1977 c.264 §1; 1983 c.403 §1; 1993 c.781 §1; 1995 c.577 §1]

167.150 [Repealed by 1961 c.579 §2]

167.151 [1961 c.579 §1; 1963 c.480 §1; repealed by 1971 c.743 §432]

167.152 [1955 c.494 §1; repealed by 1971 c.743 §432]

167.153 Proving occurrence of sporting event in prosecutions of gambling offenses. In any prosecution under ORS 167.117 and 167.122 to 167.147 in which it is necessary to prove the occurrence of a sporting event, the following shall be admissible in evidence and shall be prima facie evidence of the occurrence of the event:

(1) A published report of its occurrence in a daily newspaper, magazine or other periodically printed publication of general circulation; or

(2) Evidence that a description of some aspect of the event was written, printed or otherwise noted at the place in which a violation of ORS 167.117 and 167.122 to 167.147 is alleged to have been committed. [1971 c.743 §270]

167.155 [Repealed by 1961 c.503 §3]

167.157 [1969 c.169 §1; repealed by 1971 c.743 §432]

167.158 Lottery prizes forfeited to county; exception; action by county to recover. (1) Except for bingo or lotto operated by a charitable, fraternal or religious organization, all sums of money and every other valuable thing drawn as a prize in any lottery or pretended lottery, by any person within this state, are forfeited to the use of the county in which it is found, and may be sued for and recovered by a civil action.

(2) Nothing contained in ORS 105.550 to 105.600 shall interfere with the duty of officers to take possession of property as provided by subsection (1) of this section. [1971 c.743 §271; 1977 c.850 §3; 1989 c.846 §14]

167.160 [Repealed by 1961 c.503 §3]

167.162 Gambling device as public nuisance; defense; seizure and destruction. (1) A gambling device is a public nuisance. Any peace officer shall summarily seize any such device that the peace officer finds and deliver it to the custody of the law enforcement agency that employs the officer, which shall hold it subject to the order of the court having jurisdiction.

(2) Whenever it appears to the court that the gambling device has been possessed in violation of ORS 167.147, the court shall adjudge forfeiture thereof and shall order the law enforcement agency holding the gambling device

to destroy the device and to deliver any coins taken therefrom to the county treasurer, who shall deposit them to the general fund of the county. However, when the defense provided by ORS 167.147 (3) is raised by the defendant, the gambling device or slot machine shall not be forfeited or destroyed until after a final judicial determination that the defense is not applicable. If the defense is applicable, the gambling device or slot machine shall be returned to its owner.

(3) The seizure of the gambling device or operating part thereof constitutes sufficient notice to the owner or person in possession thereof. The law enforcement agency shall make return to the court showing that the law enforcement agency has complied with the court's order.

(4) Whenever, in any proceeding in court for the forfeiture of any gambling device except a slot machine seized for a violation of ORS 167.147, a judgment for forfeiture is entered, the court shall have exclusive jurisdiction to remit or mitigate the forfeiture.

(5) In any such proceeding the court shall not allow the claim of any claimant for remission or mitigation unless and until the claimant proves that the claimant:

(a) Has an interest in the gambling device, as owner or otherwise, that the claimant acquired in good faith.

(b) At no time had any knowledge or reason to believe that it was being or would be used in violation of law relating to gambling.

(6) In any proceeding in court for the forfeiture of any gambling device except a slot machine seized for a violation of law relating to gambling, the court may in its discretion order delivery thereof to any claimant who shall establish the right to the immediate possession thereof, and shall execute, with one or more sureties, or by a surety company, approved by the court, and deliver to the court, a bond in such sum as the court shall determine, running to the State of Oregon, and conditioned to return such gambling device at the time of trial, and conditioned further that, if the gambling device be not returned at the time of trial, the bond may in the discretion of the court stand in lieu of and be forfeited in the same manner as such gambling device. [1971 c.743 §272; 1977 c.264 §2; 1999 c.59 §32; 2003 c.576 §391; 2005 c.22 §117; 2009 c.835 §9]

167.164 Possession of a gray machine; disposition of machine; defense. (1) A person commits the crime of possession of a gray machine if the person manufactures, sells, leases, transports, places, possesses or services a gray machine or conducts or negotiates a transaction affecting or designed to affect the ownership, custody or use of a gray machine.

(2) Possession of a gray machine is a Class C felony.

(3) If any device is seized by a law enforcement agency based on a contention that the device is a gray machine, and a motion for return or restoration of the device is filed under ORS 133.633, the burden of proof is on the state to establish that the device is in fact a gray machine.

(4) Violation of, solicitation to violate, attempt to violate or conspiracy to violate subsection (1) of this section constitutes prohibited conduct for purposes of ORS chapter 131A. A device that is claimed to be a gray machine may be destroyed or otherwise disposed of only

if a judgment of forfeiture has been entered under ORS 131.550 to 131.600 or ORS chapter 131A.

(5) It is a defense to a charge of possession of a gray machine if the machine that caused the charge to be brought was manufactured prior to 1958 and was not operated for purposes of unlawful gambling. [1991 c.962 §5; 1999 c.59 §33; 2009 c.78 §58; 2013 c.128 §1]

167.165 [Repealed by 1963 c.340 §1 (167.170 enacted in lieu of 167.165)]

167.166 Removal of unauthorized video lottery game terminal.

On and after December 1, 1991, any video lottery game terminal that is not authorized by the Oregon State Lottery Commission must be removed from the State of Oregon. [1991 c.962 §8]

Note: 167.166 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 167 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

167.167 Cheating. (1) A person commits the crime of cheating if the person, while in the course of participating or attempting to participate in any legal or illegal gambling activity, directly or indirectly:

(a) Employs or attempts to employ any device, scheme or artifice to defraud any other participant or any operator;

(b) Engages in any act, practice or course of operation that operates or would operate as a fraud or deceit upon any other participant or any operator;

(c) Engages in any act, practice or course of operation with the intent of cheating any other participant or the operator to gain an advantage in the game over the other participant or operator; or

(d) Causes, aids, abets or conspires with another person to cause any other person to violate paragraphs (a) to (c) of this subsection.

(2) As used in this section, "deceit," "defraud" and "fraud" are not limited to common law deceit or fraud.

(3) Cheating is a Class C felony. [1997 c.867 §20]

167.170 [1963 c.340 §2 (enacted in lieu of 167.165); repealed by 1971 c.743 §432]

167.202 [1971 c.743 §273; 1974 s.s. c.67 §1; repealed by 1977 c.745 §3 (167.203 enacted in lieu of 167.202)]

OREGON REVISED STATUTES

Chapter 464 – Games

2017 Edition

GAMES

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ADMINISTRATION

464.250 Powers and duties of Department of Justice; fees; rules. (1) The Department of Justice has the following powers and duties relating to the regulation of bingo, lotto or raffle games or Monte Carlo events:

(a) To authorize and regulate the operation of bingo, lotto and raffle games and Monte Carlo events permitted under ORS 167.117 and to adopt rules in accordance with applicable provisions of ORS chapter 183 for the performance of the department's duties.

(b) To issue and renew licenses and permits for operation of bingo, lotto and raffle games and Monte Carlo events, including the manufacturers and suppliers of equipment and supplies necessary for the operation of the games and events and escrow agents holding money or property to be awarded as a prize, and to adopt license and permit fees. Licenses and permits are valid for one year unless renewed. The department shall set fees at an amount sufficient to cover all costs incurred by the department in its activities. License fees consist of an initial payment, in an amount established by rule, prior to issuance or renewal of the license, together with a monthly payment constituting a percentage of the licensee's monthly gross income from the operation each month thereafter. An applicant for a license or a permit shall submit with the application a sum adequate to pay the required initial fee payment. If the applicant later withdraws the application or the department denies the application, the department shall retain the portion of the amount submitted to it that will pay the reasonable costs expended for processing and investigating the application. If the fee adopted by the department is less than the actual expenses of the department to investigate an application,

the department may charge to the applicant an additional fee to repay the department for those costs. The department may refuse to proceed with its investigation or to issue a license until the department has been fully paid for those costs. The department shall create at least two classes of licenses for each activity regulated under this section. The licensing and operational requirements for licensees and the extent to which background checks are conducted under paragraph (d)(B) of this subsection must be commensurate with the size of the licensee's bingo, lotto, raffle or Monte Carlo event operations. The department shall adopt rules exempting from licensing any organization that would otherwise qualify for a license and that is engaged in minimal bingo, lotto or Monte Carlo event activity.

(c) To prescribe the manner and method of payment of all moneys to be paid to or collected by the department.

(d) To adopt requirements as to what information an applicant must provide to the department. However, each license applicant must provide, and the department shall require, the names and addresses of all persons having a management or ownership interest in the bingo, lotto, raffle or Monte Carlo event operation or in the premises on which the operation is conducted and the names and addresses of all officers and directors of the applicant organization. The department shall also require the names and addresses of all persons employed in bingo, lotto, raffle or Monte Carlo event operations. The following apply to applications under this paragraph:

(A) An applicant shall certify, under oath, that the persons named on the application are all of the persons known by the applicant to have an interest in the bingo, lotto, raffle or Monte Carlo event operation or the premises on which the operation is

conducted including all officers and directors of the applicant organization.

(B) The department may require fingerprints, a photograph, a handwriting sample and background checks, including state and nationwide criminal records checks under ORS 181A.195, on any person seeking a license from it or any person holding an interest in any bingo, lotto, raffle or Monte Carlo event operation or in the premises on which it is conducted. The department may also require fingerprints or background checks, including state and nationwide criminal records checks under ORS 181A.195, of any manager or other employee of such a bingo, lotto, raffle or Monte Carlo event operation.

(e) To adopt record keeping requirements for licensees of the department and the submission of reports to the department as the department determines necessary. The department may require licensees to record and report income from bingo, lotto, raffle, Monte Carlo events, concessions and other related operations, the amounts received from each player, the costs and expenses of operations, the nature and value of prizes and the fact of distribution of such prizes to the winners thereof. The department may adopt internal financial and inventory control requirements under this paragraph that are based on and commensurate with the size of a licensee's bingo, lotto, raffle or Monte Carlo event operations.

(f) To regulate and establish maximum limits on income derived by licensees from bingo, lotto, raffles or Monte Carlo events. However, in establishing limits, the department shall take into account:

(A) The nature, character and scope of the activities of the licensee;

(B) The sources of other income to the licensee; and

(C) The percentage or extent to which income derived from bingo, lotto, raffles or Monte Carlo events is used for charitable purposes, as distinguished from nonprofit purposes other than charity.

(g) To regulate the manner of operation of bingo, lotto and raffle games and Monte Carlo events conducted by licensees, including the approval of which games may be played and the equipment to be used. The department shall regulate the types of equipment, rules and methods of play to ensure the integrity and fairness of the games.

(h) To cooperate with state and local law enforcement agencies in investigating matters within the scope of the department's duties and responsibilities.

(i) To establish maximum limits on compensation paid to persons employed by charitable, fraternal or religious licensees, for the purpose of conducting licensed games, not to exceed 200 percent of the federal minimum wage standard, or, for a person who supervises a bingo, lotto, raffle or Monte Carlo event operation for a charitable, fraternal or religious organization and is subject to the limitations of ORS 464.340, 300 percent of the federal minimum wage standard, and to establish maximum limits for other expenses connected with such operations. In establishing these limits, the department shall consider the amount of income received, or expected to be received, by the organization from the bingo, lotto, raffle, Monte Carlo events, concessions and other related operations and the amount of money the operation could generate for the organization's purposes absent such expenses. The department may also take into account other factors, including but not limited to whether charitable purposes are benefited by the activities.

(2) The department may not require a person working as a volunteer in a bingo, lotto, raffle or Monte Carlo event operation conducted by a bona fide charitable, fraternal or religious organization to obtain a permit for such work if the person does not receive compensation of any kind from the organization, other than reimbursement for actual or reasonable expenses, or have any managerial or supervisory responsibility in connection

with it. The department may require that bingo, lotto, raffle and Monte Carlo event operators employing unlicensed volunteers submit to the department periodically the names, addresses and dates of birth of the volunteers. The department may adopt reasonable character standards for volunteers, and if a volunteer does not meet the standards, the department may require that the licensee not allow the volunteer to work for the licensee.

(3) Subject to ORS 167.118, the department by rule may establish value limits for prizes awarded at bingo, lotto or raffle games or Monte Carlo events and may regulate or prohibit the giving to patrons of any other thing of value to promote attendance at the games.

(4) The department by rule may establish a maximum amount that a person may wager at a Monte Carlo event. [1987 c.914 §4; 1991 c.274 §3; 1991 c.962 §19; 1997 c.867 §3; 1999 c.218 §2; 2001 c.576 §3; 2003 c.417 §2; 2005 c.730 §26; 2017 c.60 §2]

464.270 Licensing requirements. (1) The Department of Justice shall not issue a license to conduct bingo, lotto or raffle games or Monte Carlo events to any organization unless:

(a) The organization is exempt from payment of federal income taxes as a charitable, fraternal or religious organization; and

(b) The organization has held such tax exempt status for at least one year preceding its application to the department for a license and during which time the organization engaged primarily in its charitable, fraternal or religious purpose.

(2) An application for a license must be accompanied by a certificate of the organization's exemption from payment of income taxes as a charitable, fraternal or religious organization and by such other evidence of the organization's status under subsection (1) of this section as the department may require.

(3) If an organization loses its tax exempt status after having applied for or having received a license, the organization shall promptly notify the department of the change in status. A license issued by the department shall cease to be valid whenever the organization to which it is issued loses its tax exempt status. [1987 c.914 §11; 1997 c.867 §4]

464.280 Burden to establish qualifications; applications; liability of persons who supply information. (1) The burden is

upon holders of bingo, lotto, raffle or Monte Carlo event licenses and permits and applicants for such licenses or permits to establish the qualifications required of such license or permit holders or applicants, by clear and convincing evidence. The burden is also upon the licensee or license applicant to establish by clear and convincing evidence the qualifications of the premises in which the licensed activity will be conducted.

(2) Application for a license to operate a bingo, lotto or raffle game or Monte Carlo event must be accompanied by:

(a) A written consent to the inspections authorized under ORS 167.118, 464.250 to 464.380, 464.420 and 464.450 to 464.530 and under such rules as the department may adopt; and

(b) A written waiver of potential liability claims against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Department of Justice during any of its investigations, inquiries or hearings.

(3) All license and permit holders and persons having any financial, management or employment interest in bingo, lotto, raffle or Monte Carlo event licensees, including but not limited to employees and agents of such licensees, shall have a duty to inform the department or its staff of any act or omission which they believe would constitute a violation of state law or department rules relating to the operation of bingo, lotto or raffle games or Monte Carlo events. No person who so informs the department or its staff shall be discriminated against by a licensee because of supplying such information. If a licensee or permittee, or an officer or director thereof, upon request from the

department or its designee, fails to produce requested information, evidence or testimony, relating to a bingo, lotto, raffle or Monte Carlo event operation, the department may suspend or revoke the license or permit of the licensee or permittee.

(4) Any written or oral statement made in the course of an official investigation or other proceeding of the department by any member, employee or agent of the department, or by any witness testifying under oath, which is relevant to the investigation or proceeding is absolutely privileged and shall not be the source of liability for slander, libel or defamation, or constitute any grounds for recovery in a civil action. [1987 c.914 §20; 1997 c.867 §5]

464.290 Eligibility for license requires independent control by organization. An organization shall not be eligible to obtain or retain a license to conduct a bingo, lotto, raffle or Monte Carlo event operation if it does not exercise, or if it ceases to exercise, independent control over its activities and budget. However, an organization shall not be ineligible for a license merely because it is chartered by or affiliated with another organization, so long as it exercises independent control over its activities and budget. [1987 c.914 §9; 1997 c.867 §6]

464.300 Temporary license. The Department of Justice may specially license, in such manner as it finds appropriate, the conduct of a temporary bingo, lotto, raffle or Monte Carlo event operation whenever the operation is to be for a limited period of time not exceeding 30 days. A license shall be granted under this section for unique or occasional events subject to such record keeping and reporting requirements as the department shall require of such operations. [1987 c.914 §7; 1997 c.867 §7]

464.310 Eligibility to participate in management or operation of games; rules. (1) A licensee of the Department of Justice under ORS 167.117 and 167.118 and this chapter, or an applicant for a license under ORS 167.118, 464.250 to 464.380, 464.420 and 464.450 to 464.530, without approval of the department, shall not knowingly permit any person to participate in the management or operation of any bingo, lotto or raffle game or Monte Carlo event for which a license from the department is required if that person:

(a) Has been convicted of or forfeited bond upon, or has been granted diversion upon a charge involving forgery, theft, willful failure to make required payments or reports to a government agency at any level, or filing false reports to such an agency, or of any similar offense, or of bribing or otherwise unlawfully influencing a public official or employee of any state or the United States, or of any crime, whether a felony or a misdemeanor, involving any gambling activity or physical injury to any person, or involving moral turpitude; or

(b) Has violated, failed to comply with, or refused to comply with provisions, requirements, conditions, limitations or duties imposed by ORS 167.118, 464.250 to 464.380, 464.420 and 464.450 to 464.530 or the rules of the department.

(2) No person other than a member or employee of a licensed organization, or any other person authorized under the rules of the Department of Justice, may participate in the management or operation of a licensed bingo, lotto, raffle or Monte Carlo event operation. No person who participates in the management or operation of any such bingo, lotto, raffle, Monte Carlo event, concession or related operation may concurrently participate in the management or operation of any other operation unless such participation is approved by the department. The department shall adopt rules authorizing concurrent participation on a temporary basis in response to emergency circumstances. [1987 c.914 §§17(1), 21; 1997 c.867 §8; 2001 c.228 §3]

464.340 Limitation on time spent administering or operating games; rules. The Department of Justice by rule shall prohibit any licensee from allowing any person to spend more than 40 hours in any one week administering or operating the licensee's games. [1987 c.914 §5; 1991 c.274 §4; 2001 c.228 §5; 2017 c.60 §3]

464.350 Limitation on operation of games; rules. (1)(a) The Department of Justice by rule may establish limits on the number of hours per day and days per week that organizations licensed by the department may operate bingo or lotto games or Monte Carlo events.

(b) By rule, the department may not permit the operation of bingo or lotto games by any licensee for more than 20 hours in any one week nor for more than four days in any one calendar week.

(2) An organization authorized by law to operate Monte Carlo events:

(a) May not conduct more than seven Monte Carlo events in any 12-month period;

(b) May not directly or indirectly rent a facility for a Monte Carlo event from a licensed manufacturer or supplier of Monte Carlo event equipment; and

(c) May not enter into a binding legal contract with a licensed supplier of Monte Carlo equipment to conduct events for a period in excess of one year.

(3) No Monte Carlo event shall be conducted that exceeds 12 hours in length. For the purposes of this subsection, each 12-hour period shall begin at the official starting time of the Monte Carlo event and run continuously, whether or not contests of chance are continuously operated.

(4) Monte Carlo events shall not be conducted at the same location more than 15 times in a calendar month or more than 40 times in a calendar year. [1987 c.914 §8; 1997 c.867 §9; 2003 c.14 §297; 2003 c.417 §3; 2017 c.60 §4]

464.360 Limitation on number of games for which organization can be licensed. (1) Except as provided in subsection (2) of this section, an organization may, at any one time, be licensed to conduct only one bingo, lotto or Monte Carlo event operation. The license shall authorize the organization to conduct its operation within only one county, which shall be a county designated by the licensee at the time of application for the license. The license shall authorize the organization to conduct games at a designated location that shall not vary except upon authorization of the Department of Justice.

(2) The department may license an organization to conduct one bingo game per county in not more than three counties provided that:

(a) The bingo games are conducted at a location in which the organization regularly conducts charitable program activities; and

(b) The organization has a cumulative annual handle from its bingo operation that does not exceed \$250,000. [1987 c.914 §10; 1997 c.867 §10; 2005 c.355 §1]

464.380 Variations depending on number, frequency or gross income authorized; rules. (1) In adopting rules for the licensing of bingo, lotto or Monte Carlo event operations, the Department of Justice may impose, to the extent it finds practicable, more or fewer requirements upon such operations on the basis of the number of games, the frequency of Monte Carlo events or the gross income of the operation.

(2) As used in subsection (1) of this section, "gross income" means the total amount of money or other thing of value bet, less a deduction therefrom of the amount returned to players as prizes. [1987 c.914 §6; 1997 c.867 §11; 2001 c.228 §4]

464.385 Exemption from licensing and reporting requirements for organizations conducting certain

raffles. Charitable, fraternal or religious organizations that conduct raffles that have handles of less than \$10,000 in one calendar year are exempt from the licensing and reporting requirements for raffles under ORS 167.108 to 167.164 and 464.270 to 464.530. [2001 c.576 §2]

464.390 Exceptions; review; continuance of exception. (1) When the Department of Justice determines that there is a compelling community need for the charitable activities funded by a bingo operation, and that funding will be seriously reduced by the operation of ORS 167.117 and 167.118 and this chapter, then the department may grant exceptions to ORS 464.250 (1)(i), 464.340 and 464.350 for any bingo licensee that was operating a bingo game in January 1987.

(2) The department shall review the exceptions granted under this section not less than once per year, unless the department determines that there has been a material change of circumstances since the time the exceptions were granted to the licensee, in which case the department shall initiate an immediate review of the license.

(3) The department may not continue an exception to a licensee that otherwise meets the requirements of this section if there has been a material change of circumstances since the time when the licensee was granted the exception.

(4) For purposes of this section, "a material change of circumstances" includes:

(a) Failure of the licensee to conduct a bingo game for 18 consecutive months in accordance with the exceptions previously granted by the department; or

(b) Operation by the licensee of its bingo game in a county other than the county in which it operated its bingo game in January 1987, unless the game remains in the same city.

(5)(a) Subject to this section, a bingo licensee may continue to operate a bingo game under the terms of an exception that was granted under this section prior to October 4, 1997, including but not limited to any limitation on the annual handle imposed or applicable under the terms of the exception.

(b) On written notice to the department, a licensee may elect to operate a bingo game under ORS 167.118 without a limitation on the annual handle of the licensee.

(c) A licensee that elects to operate a bingo game without a limitation on the annual handle of the licensee shall comply with ORS 464.350. [1987 c.914 §28; 1997 c.867 §12; 1999 c.218 §3; 2001 c.78 §1]

LOCAL AUTHORITY

464.420 Local prohibition in lieu of state regulation. A county or city may prohibit the operation of bingo, lotto, raffles or Monte Carlo events. If the county or city does not prohibit the operation of bingo, lotto, raffles or Monte Carlo events, then such games shall be regulated only as provided under state law. [1987 c.914 §23; 1997 c.867 §13]

464.430 [Formerly 465.100; repealed by 1997 c.867 §24]

FINANCE

464.450 Oregon Gaming Account; uses. (1) There is hereby created in the General Fund of the State Treasury an account known as the Oregon Gaming Account.

(2) The Department of Justice shall pay into the State Treasury all moneys received by the department under ORS 167.117 and 167.118 and this chapter. The State Treasurer shall deposit the moneys in the General Fund to the credit of the Oregon Gaming Account. The moneys in the Oregon Gaming Account are continuously appropriated to the department to pay its expenses in administering and enforcing its rules and in

otherwise performing its lawful duties under ORS 167.117 and 167.118 and this chapter. [1987 c.914 §16]

DISCIPLINE

464.470 Grounds for suspension, revocation or denial of or refusal to renew license or permit; civil penalty. (1) The Department of Justice may deny an application for or refuse to renew a bingo, lotto, raffle or Monte Carlo event license or permit, and it may suspend or revoke any license or permit, for grounds stated in this section. Grounds for denial, renewal, suspension, revocation or civil penalty include, but are not limited to, cases in which the applicant, licensee or permit holder, or any person with an interest in the bingo, lotto, raffle or Monte Carlo event operation or proposed operation of the license applicant or licensee:

(a) Has continued to operate bingo, lotto, raffles or Monte Carlo events after losing the tax exempt status of the licensee as required under ORS 167.117 or ceases to exercise independent control over its activities or budget as required under ORS 464.290.

(b) Has violated or has failed or refused to comply with ORS 167.108 to 167.164, 464.270 to 464.380, 464.420 or 464.450 to 464.530, or has violated a rule adopted by the department, or has allowed such a violation to occur upon premises over which the applicant, licensee or interested person has substantial control.

(c) Has knowingly caused, aided or abetted, or conspired with another to cause, any person to fail or refuse to comply with the provisions, requirements, conditions, limitations or duties imposed by ORS 167.108 to 167.164, 464.270 to 464.380, 464.420 or 464.450 to 464.530, or to fail or refuse to comply with a rule adopted by the department.

(d) Has obtained a license or permit by fraud, misrepresentation or concealment, or through inadvertence or mistake.

(e) Has been convicted of or forfeited bond upon, or has been granted diversion upon a charge involving forgery, theft, willful failure to make required payments or reports to a government agency at any level, or filing false reports to a government agency, or any similar offense or offenses, or of bribing or otherwise unlawfully influencing a public official or employee of any state or the United States, or of any crime, whether a felony or misdemeanor, involving gambling activity, physical injury to individuals or moral turpitude.

(f) Denies the department or its designee access to any place where a licensed game is conducted, denies such access by any law enforcement officer, or fails promptly to produce for inspection or audit any records or items it is required by law or by department rule to produce.

(g) Fails to display the appropriate license or permit on the premises where the licensed game is conducted at all times during the conduct of the game.

(h) Misrepresents or fails to disclose to the department any material fact.

(i) Fails to demonstrate to the department, by clear and convincing evidence, qualifications for the license or permit according to state law and the rules of the department establishing such qualifications.

(j) Is subject to current prosecution or pending charges, or to a conviction regardless of whether it has been appealed, for any offense described in paragraph (e) of this subsection. At the request of an applicant for an original license, the department may defer decision upon the application during the pendency of the prosecution or appeal.

(k) Has pursued or is pursuing economic gain in a manner or context which violates criminal or civil public policy of this state and creates a reasonable belief therefor that the participation of such person in bingo, lotto, raffle or Monte Carlo event

operations would be inimical to the proper operation of a lawful bingo, lotto, raffle or Monte Carlo event operation.

(2) The department may also impose a civil penalty not to exceed \$10,000 for any violation of any provision of subsection (1) of this section. [1987 c.914 §12; 1997 c.867 §14]

464.480 Procedure for suspension, revocation or denial of license. Whenever the Department of Justice proposes to suspend or revoke or refuse to issue or renew a license or permit, opportunity for a hearing shall be accorded as provided in ORS chapter 183. [1987 c.914 §13]

464.490 Vacation of suspension upon payment of penalty. If the Department of Justice or its designee suspends any license for a period of 30 days or less, the order may provide that the suspension shall be vacated upon payment to the department of a monetary penalty as fixed in the order. [1987 c.914 §14]

ENFORCEMENT

464.500 Enforcement authority of department; hearings. (1) In order to determine compliance with state law and rules of the department relating to the operation of bingo, lotto, raffles or Monte Carlo events, the Department of Justice or its designee may:

(a) Investigate whether a person has violated state law or rules of the department relating to the operation of bingo, lotto or raffle games or Monte Carlo events.

(b) Inspect the records of any person who lends money to, or in any other manner finances, any licensee or applicant for any license or who receives any income or profits from the use of the license.

(2) The department or its designee may conduct investigations into the operation of any bingo, lotto or raffle game or Monte Carlo event in this state. For that purpose, the department or its designee may subpoena witnesses, compel attendance, take depositions and testimony and require the production of material relevant to the investigation.

(3) The department or its designee may hold contested case hearings which shall be subject to ORS 183.413 to 183.470, subject to review as provided under ORS 183.480 to 183.490.

(4) Upon failure to obey a subpoena or to answer questions asked by the department's designee and upon reasonable notice to all persons affected, the department may apply to the circuit court for an order compelling compliance.

(5) Hearings regarding suspension, revocation or denial of bingo, lotto, raffle or Monte Carlo event licenses or permits shall be conducted by an administrative law judge assigned from the Office of Administrative Hearings established under ORS 183.605. The administrative law judge may administer oaths and conduct the hearings as provided in ORS 183.413 to 183.470. [1987 c.914 §18; 1997 c.867 §15; 1999 c.849 §§90,91; 2003 c.75 §38]

464.510 Regulation of rent; inspection of premises and records; rules; reports. (1) The Department of Justice may prohibit the operation of a licensed bingo, lotto, raffle or Monte Carlo event operation if, in the determination of the department, the rent for the premises on which the operation is conducted, or the fees for Monte Carlo event services or equipment by a supplier of gaming equipment, are unreasonably high. Rent may not be paid, either in whole or in part on the basis of a percentage of the receipts or profits derived from the bingo, lotto, raffle or Monte Carlo event operation. The department may by rule establish additional standards of suitability for premises used in the conduct of bingo, lotto, raffles or Monte Carlo events.

(2) As used in subsection (1) of this section, "unreasonably high" means that the price charged for the space, equipment or

services is significantly above the fair market value for the space, equipment or services and the amount charged for the space, equipment or services will result in a comparatively small profit for the licensee.

(3) Rent may not be paid to a related taxpayer, as that term is defined in Section 1239 of the Internal Revenue Code as amended and in effect on December 31, 1996.

(4) An organization conducting a bingo, lotto, raffle or Monte Carlo event operation shall keep such records of the operation as required by the Department of Justice.

(5) The premises on which the operation is conducted and all records required by the department shall be subject to inspection and audit at any reasonable time, with or without notice, upon demand by the department or its designee or the district attorney for the county in which the operation is conducted or the district attorney's designee. The records shall be subject to inspection and audit also by the Superintendent of State Police or the superintendent's designee and by the sheriff of the county in which the operation is conducted or the chief of police of the city in which the operation is conducted, or the designee of either, for the purpose of determining compliance or noncompliance with state law and the rules of the department.

(6) As used in this section, "reasonable time" for inspection of records includes but is not limited to:

(a) If the records are located anywhere upon premises, a portion of which are regularly open to the public or to members and guests, anytime that the premises are open for business, whether or not bingo, lotto, raffles or Monte Carlo events are being conducted at that time; and

(b) If the records are not located upon premises described in paragraph (a) of this subsection, then anytime between the hours of 8 a.m. and 9 p.m., Monday through Friday.

(7) The operator of a bingo, lotto, raffle or Monte Carlo event operation shall provide to the department, at such reasonable intervals as the department may determine, reports detailing all receipts and disbursements in connection with the bingo, lotto, raffle or Monte Carlo event operation, together with such other reasonable information as the department may require in order to determine whether the operation complies with the provisions of state law and rules of the department relating to the operation of bingo, lotto, raffles or Monte Carlo events. [1987 c.914 §17(2) to (7); 1989 c.171 §95; 1997 c.839 §68; 1997 c.867 §16; 2003 c.417 §4]

464.520 Injunctive relief; when other licenses may be voided; investigation of off-race course mutuel wagering applicant or licensee. (1) A bingo, lotto or raffle game or Monte Carlo event conducted in violation of state gambling law or in violation of rules adopted by the Department of Justice may be enjoined in an action commenced by:

(a) The department;

(b) The district attorney of the county in which the game is conducted;

(c) The governing body of any county in which the game is conducted; or

(d) The governing body of any city in which the game is conducted.

(2) When a violation of state law relating to the conduct of bingo, lotto or raffle games or Monte Carlo events, or a violation of any rule of the department relating thereto, occurs on premises for which a license, permit or certificate issued by this state, or by a political subdivision or public agency of this state, is in effect, any such license, permit or certificate may be voided by the issuing authority. No license, permit or certificate so voided shall be issued or reissued for the premises for a period of at least 60 days thereafter.

(3) The Department of Justice or its designee may conduct investigations into the operation of any off-race course mutuel wagering applicant or licensee. For that purpose, the department

may subpoena witnesses, compel attendance, take depositions and testimony and require the production of material relevant to the investigation. [1987 c.914 §19; 1997 c.867 §17]

464.530 Jurisdiction of Circuit Court for Marion County; liability of department personnel. (1) No trial court of the State of Oregon other than the Circuit Court of Marion County shall have jurisdiction over any action or proceeding against the Department of Justice or any employee of the department, for anything done, omitted to be done in or arising out of the performance of the duties of the department.

(2) Neither the department nor any employee thereof shall be personally liable in any action for damages sustained by any person because of any act done or omitted by the department, or any employee of the department, in the performance of the duties of the department. [1987 c.914 §15]

464.990 [Repealed by 1967 c.344 §10]

PENALTIES

464.995 Penalties. (1) A person who, in applying for a license from the Department of Justice under ORS 167.118, 464.250 to 464.380, 464.420 and 464.450 to 464.530, or in any book or record required to be maintained by the department, or in any report required to be submitted to the department under ORS 167.117 and 167.118 and this chapter, makes any false or misleading statement or entry, or who willfully fails to maintain or make any entry required to be maintained or made, or who willfully refuses to produce for inspection by the department or its designee, any book, record or document required to be maintained or made by federal or state law, commits a Class A misdemeanor.

(2) Except as otherwise provided by law, violation of any provision of ORS 167.117 or 167.118 or this chapter or any rules of the Department of Justice adopted pursuant thereto, by any licensee or permit holder of the department, is a Class A misdemeanor and grounds for suspension or revocation of the license or permit of the violator. [1987 c.914 §§22,24]

OREGON ADMINISTRATIVE RULES

Filed through May 30, 2018

Chapter 137, Division 025

BINGO / RAFFLES / MONTE CARLO

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General Provision

137-025-0020

Definitions

For purposes of these rules, the following definitions shall apply:

- (1) The "Department" means the Oregon Department of Justice.
- (2) "Bingo" means a game played on a printed form or card or electronic facsimile containing a grid bearing horizontal and vertical lines of numbers. Each card must include the same number of numbers. The numbers may be pre-printed or completed by the players. Numbers are drawn from a receptacle containing no more than 90 numbers, until there are one or more winners. A winner(s) is determined by the player(s) to first cover or uncover the selected numbers in a designated combination, sequence or pattern as they appear on the player's card. The progress toward a "bingo" of the non-winning players shall be irrelevant in determining the prize payout for the winner(s). A "blackout" (i.e., covering all squares on the grid) shall qualify as a designated sequence or pattern. Games which do not qualify as bingo include, but are not limited to, games marketed as "quick shot bonanza," "pick X" bingo, and "pick-8" bingo in the format utilizing a 40 square grid.
- (3) "Pull Tab" means a single folded or banded ticket or card, the face of which is initially covered or otherwise hidden from view to conceal a number, symbol or set of symbols, a few of which numbers or symbols out of every

set of pull tabs have been designated in advance and at random as prize winners.

- (4) "Raffle" means a form of a lottery in which each participant buys a ticket for an article or money designated as a prize and where the winner is determined by a random drawing. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets to the drawing may be acquired without contributing something of economic value.
- (5) "Door Prize Drawing" means a drawing held by a nonprofit organization at a meeting of the organization where both the sale of tickets and the drawing(s) occur during the meeting and the total value of the prize(s) is less than \$600.
- (6) "Handle" means the total amount of money and other things of value bet on the bingo, lotto or raffle games, the value of raffle chances sold or the total amount collected from the sale of imitation money during Monte Carlo events.
- (7) "Responsible Officials of the Organization" means the officers of the organization and the board of directors, if any.
- (8) "Bingo Game Manager" means any person who is responsible for the overall conduct of bingo games of a charitable, fraternal or religious organization.
- (9) "Regular Bingo Game" means a bingo game where players use hard cards or paper cards or electronic facsimiles from a packet which have been purchased for a

package price and may be used by players during more than one game of a session.

(10) "Special Bingo Game" means a bingo game where players must purchase individual paper cards or electronic facsimiles where use is limited to a specific bingo game.

(11) "Concessions" means the sale of food, beverages, related bingo supplies, such as daubers, glue and other retail items using a bingo theme sold to bingo players.

(12) "Management or Operation" means supervising the games.

(13) "Administration or Operation" means supervising the games.

(14) "Supervise" means to direct, oversee and inspect the work of others; to exercise authority with respect to decision-making or the implementing of decisions; and responsibility for the performance of functions integral to the operation of bingo and raffles, including operation of the games and operation of the facility used to conduct the games.

(15) "Drawing" means an approved random selection process for determining winners in a raffle. To be random, each number in the drawing must have an equal chance of selection.

(16) "Monte Carlo event" means a gambling event at which wagers are placed with imitation money upon contests of chance in which players compete against other players or against the house. As used in this subsection, "imitation money" includes imitation currency, chips or tokens.

(17) "Monte Carlo equipment supplier" means a person or organization who leases equipment to a non-profit tax exempt organization for operation of a Monte Carlo event.

(18) "Monte Carlo event contractor" means a Monte Carlo event supplier who is employed to operate a Monte Carlo event on behalf of a non-profit tax exempt organization.

(19) "Monte Carlo event licensee" means any organization which has obtained a Monte Carlo event license pursuant to OAR 137-025-0410.

(20) "Related party" means an officer, director or bingo game manager of the licensed organization. Related party includes the family of such an individual. Family shall include a spouse, domestic partner, brothers and sisters (whether by the whole or half blood), ancestors and lineal descendants. Related party also includes corporations wherein the preceding individuals directly, or indirectly, own 50% or more of the capital interest and a trust in which the preceding individuals serve as fiduciaries or are named beneficiaries.

(21) "Sleeper Bingo" — A bingo game where the licensee adopts a house rule providing that a bingo prize may be shared between player(s) announcing a qualifying bingo on the last number called and player(s) who achieved a qualifying bingo as a result of a previously called number.

(22) "Linked Progressive Bingo Game" means a standard non-linked bingo game where an additional prize is paid to a winner based upon a designated combination, sequence or pattern. The additional prize is paid from a common prize pool which is collected from multiple participating licensees.

(23) "Linked Progressive Bingo Contractor" means a person or organization who leases equipment to bingo licensees for operation of a linked progressive bingo game.

Statutory/Other Authority: ORS 167.117(10)(12) & ORS 464.250(1)

Statutes/Other Implemented: ORS 464.250, 1997, SB

716 & 2003

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DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 1-1991, f. 2-1-91, cert. ef. 3-1-91

JD 1-1989, f. & cert. ef. 3-1-89

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0030

Eligibility for Licenses in General

(1) Every applicant for a license to conduct bingo, raffle games, or Monte Carlo events must:

(a) Be organized primarily for purposes other than the operation of bingo, raffle games, or Monte Carlo events;
(b) Have a valid organizational governing structure, and the members of the governing structure must exercise independent control over the organization's activities and budget;

(c) Be exempt from the payment of federal income taxes and have held that exempt status for at least one year preceding its application for a license. The application must be accompanied by a copy of a determination letter from the Internal Revenue Service, verifying tax exempt status or, if the organization qualifies for tax exempt status other than pursuant to IRC 501(c), a signed opinion letter from an attorney or certified public accountant stating that the organization holds tax exempt status and citing the relevant provisions of the Internal Revenue Code which support the tax exempt status. If an Internal Revenue Service determination letter is dated less than one year prior to the date of application to the Department, the applicant shall have the burden of demonstrating that it has met all organizational and operational tests for the exempt status and has been organized primarily for charitable, fraternal or religious purposes for a period of not less than one year prior to the date of the application. Any applicant that claims its tax exempt status through a ruling by the Internal Revenue Service as to its parent organization's tax exempt status must demonstrate that it is covered by such a ruling. The applicant must have been chartered by the parent organization for a period of one year preceding its application for a license.

(2) No joint license for conducting bingo, raffle games, or Monte Carlo events will be issued to two or more organizations. However, the Department may grant approval for a licensee to share the operation of the games with other organizations which would otherwise qualify for a license under section (1) of this rule.

(3) Licenses to conduct bingo, raffle games, or Monte Carlo events may not be transferred or assigned.

(4) A licensee shall promptly notify the Department if the licensee loses its federal tax exempt status. A license ceases to be valid if the licensee loses its tax exempt status.

Statutory/Other Authority: ORS 167.118 & ORS 464.250

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

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137-025-0040

General Requirements of Operations

(1) No person shall conduct bingo, Monte Carlo, or raffle games unless he or she conducts such activities as an employee or recognized volunteer of a charitable, fraternal or religious organization licensed by the Department to operate such games or engages in such activity as is otherwise exempt from licensing as provided in section (2) of this rule. The sale of pull tabs shall not qualify as bingo, Monte Carlo, or raffle and is not permitted by these rules.

(2) The following activities shall not require a license under these rules:

(a) Door prize drawings;

(b) Operating bingo with a handle of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year;

(c) Holding one or more raffles with a cumulative handle of less than \$10,000 per calendar year;

(d) Holding Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year.

(3)(a) Except as provided in subparagraph (b) below, all individuals involved in the operation of bingo or raffle games, or Monte Carlo events shall be volunteers or employees of the licensee. Operation of the games shall not be conducted by independent contractors. However, a bingo licensee may contract with a third party to provide specific collateral services required for the proper and efficient operation of a bingo game. Such services may include concessions, bookkeeping/accounting services, payroll services, janitorial services, security services, construction services and legal services. Contract shall be permitted only if the third party regularly performs such services for clients other than licensees and the fee, if any, charged for the service(s) provided is customary and reasonable. However, a bingo licensee may not locate its game in a for-profit restaurant, tavern or similar establishment unless it is a Class C or D bingo licensee and bingo is not played in the establishment more than one day per week and the establishment is open to the public and serves non-players during the bingo session.

(b) An organization licensed to conduct Monte Carlo events may contract with a licensed or exempted Monte Carlo equipment supplier and/or Monte Carlo event contractor as provided in OAR 137-025-0420 to operate the event, including the provisions of equipment, supplies and personnel, provided that the licensed supplier is paid a fixed fee to conduct the event and the imitation money is sold to players by employees or volunteers of the licensed charitable, fraternal, or religious organization.

(4) A licensee shall not permit the operating expenses of its bingo and raffle games, excluding prizes and money paid to players, to exceed 22.0 percent of the annual handle of its bingo and raffle operations. If the expenses of bingo and raffle games operated by the licensee in the preceding 12 months have exceeded 22.0 percent, the bingo, or raffle license shall not be renewed unless the licensee files, on a form prescribed by the Department, a satisfactory plan for operating in compliance with the 22.0 percent expense limitation. The license shall be conditioned on continued compliance with the plan and may be revoked or suspended in the event of noncompliance.

(5) In the event that compensation is paid to personnel for services related to the operation of bingo, Monte Carlo, and raffle games, the compensation shall not exceed:

(a) 200 percent of the federal minimum wage for nonsupervisory personnel; and

(b) 300 percent of the federal minimum wage for supervisory personnel.

(6) No bingo card or raffle tickets shall be sold to persons under 18 years of age unless the sale is made in the presence of their parent or other adult responsible for the minor's supervision.

(7) Unless excepted by the Department pursuant to OAR 137-025-0190, no person shall spend more than 40 hours per week administering or operating bingo and raffle games on behalf of a licensee. Pursuant to ORS 464.310(2), the Department may authorize bingo game managers or supervisors to work as supervisors for other licensees. The Department will approve such requests if it concludes that the licensees involved have satisfactory inventory control systems in place and that the applicant will not usurp the functions (as provided in OAR 137-025-0090(3)) of the bingo game manager permittee(s) for the additional licensee(s).

(8) Bingo and raffle licensees with handles in excess of \$250,000 shall limit administrative and prize expenses to ensure that an amount not less than five (5.0) percent of the annual gaming handle is earned and transferred to the organization's general operating account, or other fund as directed by the organization's governing board, for use by the governing board in pursuit of the organization's charitable, fraternal, or religious mission. If an organization fails to comply with the five percent profitability requirement, in whole or in part, due to the payment of one or more prizes in excess of \$5,000, the Department shall take that fact into account in fashioning a conditional license.

(9) Licensees may publicly acknowledge other organizations, including for profit businesses, which donate prizes and help underwrite the cost of the licensees' gaming activities. These organizations may be referred to as "sponsors" of the activity. However, any public information referencing the event must promote an understanding that the event is conducted by and operated for the benefit of the named licensee and this information must be more prominent than any sponsorship recognition.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: HB 3009, 1997 & HB 2358 2017

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 6-1991, f. & cert. ef. 10-22-91

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0045

Operation of Linked Progressive Bingo Games — Generally

Operation of linked progressive bingo games shall be of two types: single hall and multiple hall games. Multiple hall games shall be operated by a licensed Linked Progressive Bingo Contractor. Single hall games shall also be operated by a Linked Progressive Bingo Contractor except that linked progressive bingo games played at a single hall, involving

prizes not exceeding \$5,000, may be operated by the licensees operating non-linked games at that location.

Statutory/Other Authority: ORS 167.117(10)(12) & 464.250(1)

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 8-2004, f. & cert. ef. 5-19-04

Bingo Licenses

137-025-0050

Classes of Licenses

(1) A "Class A" bingo license shall authorize a licensee to collect a bingo handle of an unlimited amount during the license year.

(2) A "Class B" bingo license shall authorize a licensee to collect a bingo handle of no more than \$250,000 during the license year.

(3) A "Class C" bingo license shall authorize a licensee to collect a bingo handle of no more than \$75,000 during the license year.

(4) A "Class D" bingo license shall authorize a licensee to collect a bingo handle of no more than \$20,000 during the license year.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0060

Application for Bingo License

(1) An application for a bingo license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization and shall be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this section or are not accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

(a) The name, address and telephone number of the organization;

(b) A statement of the purposes for which the money received from the bingo games will be used;

(c) A statement as to whether or not the organization has had a license to operate bingo or raffle games denied, revoked or suspended by the State of Oregon or any other licensing authority;

(d) The full names and addresses of the responsible officials of the organization;

(e) For Class A or B bingo licensees, the name and address of the individual proposed by the applicant to act as its supervising bingo game manager;

(f) The address of the location proposed by the applicant where the bingo games will be held; the amount of rent to be paid for the location if not owned by the applicant; the party who is to be paid rent, if any; and a statement that rent will not be paid to a related party;

(g) The class of license sought by the applicant; and

(h) For Class A or B bingo licensees, the name and address of the financial institution and the account number for the bingo account(s) to be used by the applicant.

(2) The applicant shall submit the following documents with the application. The information required in subsections (c) through (f) of this section shall be on forms prescribed by the Department:

(a) A copy of a letter supporting tax exempt status as specified in OAR 137-025-0030(c);

(b) For a Class A or B license, a copy of a current or proposed lease agreement for the location of the bingo games if the applicant does not own the premises intended for use;

(c) For a Class A or B bingo license, a completed authorization to inspect bank records on a form furnished by the Department, authorizing the financial institution to disclose customer information regarding the applicant's bingo account to the Department;

(d) As required by Chapter 914, Oregon Law 1987, a waiver of potential liability claims against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;

(e) A consent to inspections authorized by Chapter 914, Oregon Laws 1987, and the rules adopted thereto;

(f) A statement verifying whether or not the applicant has conducted bingo operations during the 12 months prior to submitting the application for a license and, if so, a financial summary of its operation; and

(g) Such other information as may be requested by the Department.

(3) The application fees are as follows:

(a) Class A license — \$200;

(b) Class B license — \$100;

(c) Class C license — \$40;

(d) Class D license — \$20.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: (b), 464.510, ORS 464.250(2) & (4) & 464.280(2)(a)

History: DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0070

Issuance of License to Conduct Bingo

(1) Within 60 days after the filing of a completed application for a license or license renewal to conduct bingo, the Department shall either issue a license or notify the applicant in writing, in accordance with ORS 183.310 to 183.550, that the license has been denied, and that the applicant is entitled to a hearing. The license shall be effective for one year from the date it is issued and may be renewed annually. The form of the license shall be prescribed by the Department and shall include:

(a) The name of the licensed organization;

(b) The class of license;

(c) The expiration date of the license;

(d) The authorized county and specific location where bingo games may be operated by the licensee; and

(e) Any special conditions of the license.

(2) Each license shall be conspicuously displayed by the licensee during operating hours at its authorized location.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(2)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0080

Bingo License Renewal and Amendment

(1) Within 60 days prior to the expiration of an existing bingo license, the licensee may apply to the Department to renew the license. The application and fee shall be the same as for the initial license.

(2) A licensee shall not exceed the class limit for gross receipts:

(a) As soon as it is apparent to the licensee that the class limit on annual receipts from licensed activities will be exceeded, it shall immediately notify the Department and shall apply for the license class which is proper, submitting the basic fee required for that class less the amount originally submitted for the previous license;

(b) Any such additional license issued by the Department shall be valid only for the period which remains in the term of the previous license at the time such additional license is issued.

(3) A licensee shall not conduct any bingo operations at a location in addition to the location designated on its license unless approved in advance by the Department. A licensee desiring to change its regular authorized location to operate bingo shall submit an application to amend its license on a form prescribed by the Department.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(2)

History: JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0090

Bingo Game Manager Permit

(1) No person shall act as a bingo game manager for a Class A or B licensee unless he or she has a current bingo game manager permit or temporary authorization from the Department. A Class A or B bingo licensee shall not allow any person to act as a bingo game manager unless he or she possesses a current bingo game manager permit or temporary authorization from the Department. Temporary authorization to act as a manager may be granted by the Department upon the filing of a completed bingo game manager application.

(2) An application for a bingo game manager permit shall be made on a form prescribed by the Department and shall be accompanied by a \$40 permit application fee. Applicants must be at least 21 years of age. The Department shall reject applications which are incomplete or are not accompanied by a sufficient fee. All applicants shall be immediately notified of any such deficiencies. The license application shall include a personal information statement, including information regarding personal identity and personal history; a description of prior bingo employment activity and compensation received; a criminal history statement; finger prints and a completed release of educational, employment and military records form. Each applicant must agree to a credit check, background investigation, and interview and must demonstrate the experience and/or ability to fulfill the duties and qualifications required of the position.

(3) A Class A and B licensee shall designate one primary bingo game manager for the licensee. Licensees may also designate a backup bingo game manager to assume the

responsibilities of the primary bingo game manager if that person is unavailable. The bingo game manager permit for the licensee's manager shall be conspicuously displayed by the licensee during operating hours at its authorized location. The licensee shall notify the Department in writing if it intends to designate a different primary bingo game manager:

(a) The primary bingo game manager shall be responsible for the overall operation of the bingo games by ensuring that:

(A) The public and the licensees are protected from fraud;

(B) All provisions of ORS 167.118, ORS Chapter 464 and OAR 137-025-0010 et seq. are followed;

(C) All records are completed and correct; and

(D) All monies derived from the bingo game are safeguarded until transferred to the licensee's bingo checking account.

(b) To the extent that they are not assumed by the board of directors or a bingo committee designated by the board, the duties and responsibilities of a primary bingo game manager include the following:

(A) Personnel actions regarding bingo workers including hiring, firing, training, evaluating, scheduling work periods, and/or setting salaries;

(B) Scheduling the bingo activity, including determining the time and days of operation;

(C) Setting the scope of the bingo activity by determining:

(i) The number of games to be played;

(ii) The type of games to be played;

(iii) The cost to each player to participate; and

(iv) The type and amount of prizes to be awarded.

(D) Setting the scope of marketing activities related to the bingo activity by determining:

(i) Type and scope of promotional activities; and

(ii) The media, content, timing, and target market area of advertising.

(4) A bingo game manager shall be knowledgeable regarding the rules for the conduct of bingo games.

(5) Within 60 days after the filing of a completed application for a permit, the Department shall either issue a permit or notify the applicant in writing, in accordance with ORS 183.310 to 184.550 that the permit has been denied and that the applicant is entitled to a hearing. The permit shall be effective for one year from the date it is issued and may be renewed annually. The form of the permit shall be prescribed by the Department.

(6) No person may concurrently act as a primary bingo game manager for more than one licensee unless such participation is approved by the Department. The Department may approve requests for bingo game managers to temporarily act in that capacity on behalf of more than one licensee for a period of up to 90 days. Such requests shall be approved in emergency situations when a licensee is already operating a game and is without a primary bingo game manager as a result of unforeseen circumstances or circumstances beyond the licensee's control.

(7) The organization's primary bingo game manager shall be physically present and shall personally oversee the operation of the game at least 50 percent of the time during each quarter the licensee's bingo games are in session. The Department may approve a lower percentage

requirement for designated managers of licensees holding exceptions pursuant to OAR 137-025-0190.

(8) Any person to whom a bingo game manager permit is issued shall notify the Department upon any change of the person's name, residence or mailing address, or change of employment if employed by a licensee. Notice required under this section may be given in person or by mail and:

- (a) Must be given within 30 days of the date of the change;
- (b) Must be in writing and contain the old and new name, residence or mailing address, or employer(s); and
- (c) Must contain the person's bingo game manager permit number.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.250(1), (2), (3), (4) & 464.280

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0091

Licensee/Permittee Qualifications

Pursuant to ORS 464.280, an applicant or holder of a bingo or raffle license or permit shall establish the following qualifications:

- (1) Basic knowledge of the rules and regulations governing the operation of bingo by Class A and B licensees;
- (2) Honesty, integrity and forthrightness, including completeness of relevant information submitted by the applicant in the course of the application process;
- (3) Adherence to local, state and federal laws and regulations;
- (4) Financial responsibility and integrity in financial transactions. Past insolvency, bankruptcy or intention to file for bankruptcy shall not per se disqualify an applicant.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.280

History: JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

137-025-0100

Notice of Bingo Activities

Prior to conducting bingo operations, each Class A or B bingo licensee shall file with the Department a schedule of bingo activities on a form provided by the Department. The form shall list the regular sessions conducted by the licensee, specifying the days and hours of the week. The licensee shall not conduct operations except during the times on file with the Department. A licensee desiring to change its scheduled bingo activities shall file an amended schedule with the Department on a form prescribed by the Department.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250

History: JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0110

Operator Lists

Each Class A or B bingo licensee shall submit to the Department, on a form prescribed by the Department, a list of the names, address and dates of birth of all employees who conduct bingo operations on behalf of the licensee. An initial list shall be submitted on or before the date the licensee begins conducting bingo operations pursuant to these rules. An updated list of employees shall be filed once every 90 days.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250

History: JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0115

Application for Linked Progressive Bingo Contractor License

(1) An application for a Linked Progressive Bingo Contractor license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization, and must be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this section, or are not accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

- (a) The name, address and telephone number of the organization;
 - (b) A statement as to whether or not the organization has had a license to provide equipment or services for bingo or other gambling activity denied, revoked or suspended by the State of Oregon or any other licensing authority; and
 - (c) The full names and physical addresses of the responsible officials of the organization.
- (2) The applicant shall submit the following documents with the application. The information required in subsections (b) and (c) of this section shall be on forms prescribed by the Department and shall be signed by a responsible official of the organization:

- (a) Proof of compliance with applicable state and local business registration laws and regulations.
 - (b) As required by Oregon ORS 464.280, a waiver of potential liability claims against the State of Oregon, its agencies, employees, and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;
 - (c) A consent to allow Department employees access to licensees' place of business for inspection and testing of equipment and to examine records maintained by licensees.
 - (d) A description of the Linked Progressive Bingo Game(s) which the applicant intends to offer to Oregon bingo licensees.
 - (e) Such other information as requested by the Department.
- (3) The non-refundable application and licensing investigation fee is \$500.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0117

Application for Linked Progressive Bingo Game Escrow Agent

(1) An application for a Linked Progressive Bingo Game Escrow Agent license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization, and must be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this section, or are not

accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

(a) The name, address and telephone number of the person or organization;

(b) A statement as to whether or not the person or organization has had a license to provide equipment or services for bingo or other gambling activity denied, revoked or suspended by the State of Oregon or any other licensing authority; and

(c) The full name(s) and physical address(s) of the responsible official(s) of the applicant.

(2) The applicant shall submit the following documents with the application. The information required in subsections (b) and (c) of this section shall be on forms prescribed by the Department and shall be signed by a responsible official of the applicant:

(a) Proof of compliance with applicable state and local business registration laws and regulations.

(b) As required by Oregon ORS 464.280, a waiver of potential liability claims against the State of Oregon, its agencies, employees, and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;

(c) A consent to allow Department employees access to licensees' place of business for inspection of equipment and to examine records maintained by licensees.

(d) Such other information as requested by the Department.

(3) The non-refundable application and licensing investigation fee is \$50 for an applicant licensed pursuant to ORS 696.505 et seq. The fee for all other applicants is \$250.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

Bingo Record and Reports

137-025-0120

Daily Bingo Records

Each bingo licensee shall prepare and retain a daily bingo record on a form prescribed by the Department. A form shall be completed for each session and shall require the following information:

(1) The date, time and location of the session.

(2) A count of the attendance and the time the attendance count was made.

(3) The handle collected during the session.

(4) The number of regular bingo game cards sold and the total money collected from such sales.

(5) For special bingo games, the number of cards sold and the total money collected from such sales for each game.

(6) For each bingo game of a session, the value of the prizes awarded to the winner(s) and the number of winners receiving such prizes.

(7) The total value of prizes awarded during the session.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0130

Bingo Winner Records

(1) Each bingo licensee shall maintain a record of all winners of prizes valued at \$100 or more. The record shall be completed on a form prescribed by the Department. A form shall be completed for each session and shall require the following information:

(a) The name and license number of the licensee;

(b) The date and game number;

(c) A description of the prize;

(d) The amount of each cash prize;

(e) The name and address of the prize winner;

(f) The signature of the prize winner, and

(g) the name of the bingo employee or volunteer paying the prize.

(2) It shall be the responsibility of the licensee to see that the prize winner is accurately identified, and the licensee shall require such proof of identification as is necessary to establish the winner's identity. The licensee shall not pay out any prize until the winner has furnished to the licensee all information required by this rule to be upon the prize record.

(3) Copies of IRS forms W-2G and 5754 to the extent such forms were required to be completed in connection with the awarding of the bingo prize.

(4) The record of prize winners shall be affixed to the daily bingo report for that session, along with a copy of the games schedule for that session, and shall be retained for a period of three years.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0140

Bingo Reports

(1) Each Class C or D licensee shall file an annual report with the Department no later than 60 days after the end of its license year. The report shall be on a form prescribed by the Department. The report shall include the following information:

(a) The total number of bingo sessions held during the license year;

(b) The total bingo handle;

(c) The total amount of cash prizes and the total cost to the licensee of all noncash prizes awarded;

(d) The total expenses directly related to the operation of bingo, itemized by major categories of expenses;

(e) The total expenses expressed as a percentage of the total of the bingo handle; and

(f) The net income from bingo activities.

(2) A Class B licensee shall file an annual report no later than 60 days after the end of the license year. The report shall be on a form prescribed by the Department. The report shall include the following information:

(a) The total number of bingo sessions held during the license year;

(b) The total bingo handle for the license year;

(c) The total amount of cash prizes and the total cost to the licensee of all noncash prizes awarded;

(d) The total expenses directly related to the operation of bingo itemized by major categories of expenses, including the following:

(A) A listing of each employee connected with the management, promotion, conduct or operation of the bingo game along with the employee's duties, hours and compensation;

(B) A statement describing the allocation method used in allocating common use expenses; and

(C) A detailed listing of all other expenses.

(e) The total expenses expressed as a percentage of the bingo handle; and

(f) The total number of customers participating.

(3) A Class A licensee shall file a quarterly report for each of the following periods of the year: January 1 through March 31; April 1 through June 30; July 1, through September 30; and October 1, through December 31. The reports shall be on a form prescribed by the Department. The reports shall be filed no later than 30 days after the end of the reporting period. A licensee need not file a report for a quarterly period if the license was issued during the last month of the quarterly reporting period. However, if the licensee elects not to file a report, any activities during that month shall be included in the next quarterly report. The report shall include the following information:

(a) The total number of bingo sessions held during the quarter;

(b) The total bingo handle for the quarter;

(c) The total amount of cash prizes, and the total cost to the licensee of all noncash prizes awarded;

(d) The total expenses directly related to the operation of bingo, itemized by major categories of expenses, including the following:

(A) A listing of each employee connected with the management, promotion, conduct or operation of the bingo game along with the employee's duties, hours and compensation;

(B) A statement describing the allocation method used in allocating common use expenses; and

(C) A detailed listing of all other expenses.

(e) The total expenses expressed as a percentage of the bingo handle; and

(f) The total number of customers participating during the reporting period.

(4) All bingo reports shall be signed by the bingo game manager and a responsible official of the organization who shall be a different person than the bingo game manager.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0150

Bingo Fees

(1) All annual and quarterly bingo reports filed with the Department shall be accompanied by a fee, made payable to the Department of Justice, as follows:

(a) Class D license — \$20;

(b) Class C license — A fee of \$20 plus 0.5 of 1 percent of the bingo handle in excess of \$20,000;

(c) Class B license — A fee of 0.5 of 1 percent of the bingo handle up to \$75,000 and 1 percent of the bingo handle in excess of \$75,000;

(d) Class A license — A fee of 1.20 percent of the bingo handle up to \$3,000,000 and 1 percent of the bingo handle in excess of \$3,000,000.

(2) A delinquency fee of \$20 or 1 percent of the fee described above, whichever is greater, shall be paid by the licensee if the report or regular fee is not delivered to the Department by the due date. The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report.

(3) When the filing date for reports and fees falls on a Saturday, Sunday, or legal holiday, the due date is the next business day following the Saturday, Sunday, or legal holiday.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.250(2) & (3)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 7-1987, f. 10-30-87, ef. 1-1-88

Operation of Bingo Games

137-025-0160

Conduct of Bingo in General

(1) No employee or volunteer of the licensee involved in the conduct of bingo games may receive a prize or participate as a player at a bingo game session in which the employee or volunteer is actually involved in the conduct of the bingo games.

(2) All prizes awarded in connection with bingo games, whether in cash or merchandise, and all rules by which such prizes may be won, including costs to a participant, shall be disclosed to each participant prior to that participant taking part in the activity or paying for the opportunity to take part in the activity. Disclosures, commonly known as "house rules," shall be made by conspicuously posting or displaying upon the premises where the activity is operated a complete description of the rules of the activity, an explanation of how each prize can be won, and the cost to participate in the activity.

(3) The numbers for bingo shall be physically selected from a container, and players shall be able to view the selection process, including an unobstructed view of the container or blower chamber. Immediately following the drawing of each number in any bingo game wherein a prize valued at \$100 or greater is offered, the caller shall display the letter and number for viewing by the participants. Numbers shall not be selected by electronic equipment, such as a computer. For any game in which a prize valued at less than \$100 is offered, upon request by a player to any employee or volunteer of the licensee, the player, accompanied by a management representative of the licensee, shall be allowed to inspect the bingo caller's cradle to verify the bingo numbers called before the bingo numbers are returned to the blower chamber.

(4) All prizes, or script redeemable for prizes, paid to the winner(s) shall be paid by the licensee; no prizes or script shall be transferred from non-winners to the winner(s).

(5) Bingo cards may not be purchased or played other than at the approved location of the licensee's game; a player must be present to win.

(6) Except for the conduct of "bonanza" bingo described in section (7) of this rule, the numbers shall be drawn and announced during the play of the game; each player covers the corresponding number, if present on the bingo card, as each number is called.

(7) A licensee may play "bonanza" bingo by drawing a predesignated quantity of bingo numbers before the actual playing of the bonanza bingo game only if the licensee complies with the following procedures:

(a) Bonanza bingo cards shall remain sealed until such time as they are sold to the players;

(b) The balls drawn in advance of the bonanza bingo game shall be drawn during a bingo session in the presence of the players; and

(c) The quantity of numbers drawn in advance shall be fewer than the number which would produce a probable instant winner, based upon the rules of the game and the expected number of players.

(8) No operator shall engage in any act, practice, or course of operation as would operate as a fraud to affect the outcome of any bingo game.

(9) Cages or blowers used to mix and select bingo numbers shall be designed and constructed in such a manner which reasonably provides a thorough mix of the numbers and random selection. Cages and blowers shall be cleaned and maintained in good repair so as to prevent damage to the bingo numbers.

(10) Bingo numbers shall be periodically inspected, cleaned and maintained in good condition by the licensee. No bingo numbers may be used in play which are defective, cracked, broken, illegible, out of round or damaged in such a manner that would interfere with or affect the random selection process. Only sequentially complete sets of bingo numbers shall be placed in play; there shall be no duplication of numbers.

(11) No person shall tamper with, mutilate, weight, or otherwise alter a bingo number in any manner that would interfere with or affect the random selection process.

(12) The Department may immediately remove any bingo number or set of bingo numbers from play if a violation is found. The number or number set shall not be returned to play until the violation is corrected. The Department may require that any bingo number or number set be replaced or tested for compliance if a violation is found or suspected.

(13) With the exception of "sleeper bingos," a prize may be awarded only to the bingo player(s) who first covers or uncovers the selected numbers in a designated combination, sequence or pattern. Multiple prizes may be awarded in the course of a game if each prize is given to the first player to achieve a designated pattern, such as those offered in "work up" games. No awards, including consolation awards, such as "monitor bingos," shall be made to players other than the prizes described above.

Statutory/Other Authority: ORS 464.250(1) & 464

Statutes/Other Implemented: ORS 464.250(7) & SB 716 & 2003

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 8-2004, f. & cert. ef. 5-19-04

DOJ 6-2004, f. 2-19-04, cert. ef. 4-1-04

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 1-1991, f. 2-1-91, cert. ef. 3-1-91

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0170

Bingo Checking Account

Each Class A or B licensee shall have one or more separate checking accounts for bingo related purposes. All bingo proceeds, except amounts paid for prizes shall be deposited in the bingo checking account within three

business days of their collection. Expenses which are exclusively related to the conduct of bingo games shall be paid from the bingo account. After bingo expenses have been paid, the licensee may transfer funds from the bingo account to another account of the licensee. The licensee shall retain a copy of all bingo checking account records, including account statements, canceled checks, check registers, and deposit slips for a period of three years.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0180

Bingo Operating Limits

(1) Unless excepted by the Department, a licensee shall not operate bingo games for more than 20 hours nor more than four days in any one calendar week. However, a Class C or D licensee may operate without restriction as to number of days or hours per week if its total operations are limited to no more than 12 consecutive days during its license year.

All bingo games must be conducted at a single physical location, unless the licensee holds a class B, C, or D license and qualifies to operate in up to three counties pursuant to ORS 464.360(2). No more than two bingo games may be operated simultaneously at a location. One licensee may not operate simultaneous games unless the licensee holds a class B, C, or D license and qualifies to operate in up to three counties pursuant to ORS 464.360(2). Simultaneous games occur when numbers are pulled from more than one container/blower at the same time.

(2) A licensee shall not award non-linked progressive game prizes exceeding \$5,000 in value in any one game except a licensee may award prizes not to exceed \$10,000 per game up to 2 times during the license year. A licensee may award an unlimited number of prizes in excess of \$5,000 for authorized linked progressive bingo games. On the licensee report as provided by OAR 137-025-0140, the licensee shall record the dates(s) and amount(s) of any prizes awarded exceeding \$5,000 per game which were not paid by a licensed Linked Progressive Game Bingo Escrow Agent. A licensee shall not offer a non-linked progressive game prize in excess of \$5,000 unless the licensee has such funds available in an account with a financial institution or has evidence that it has purchased current insurance from a surety/insurance company providing for payment if such a prize is won by one or more of the licensee's players. Any such prize won by a player shall be paid by a corporate or cashier's check no later than the close of the second business day after the prize is won.

(3) The "operating expenses" of all bingo and raffle games, conducted by the licensee as defined in ORS 167.117(15), excluding prizes and money paid to players, shall not exceed 22.0 percent of the total of the annual handle of those games:

(a) If expenses are related to both the bingo operations and the nonbingo operations of a licensee (such as rent, utilities and employee salaries), a reasonable allocation shall be made between the bingo and nonbingo activities. Employee salaries shall be allocated based upon hours spent in bingo and nonbingo activities;

(b) All leasehold improvements and improvements to bingo facilities owned by the licensee may be reasonably amortized;

(c) No salary of an employee of the licensee shall be considered an operating expense for purposes of this subsection, if less than 20 percent of the employee's time is devoted to activities directly related to the games;

(d) Fees paid to the Department are not operating expenses for purposes of this subsection;

(e) If a licensee subleased its space or equipment to one or more additional licensees, the licensee may pro rate its rental expenses based on proportional use of the property; the pro rate shall be based on the actual hours of use by that licensee compared to the total hours of use of the other licensees.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: HB 3009, 1997, SB 716, 2003 & HB 2358 2017

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 8-2004, f. & cert. ef. 5-19-04

DOJ 6-2004, f. 2-19-04, cert. ef. 4-1-04

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0181

Operation of Linked Progressive Bingo Games

A licensed Linked Progressive Bingo Contractor shall not operate such a game in Oregon unless it complies with the following:

(1) The specific characteristics/format of the game and the equipment/software have been approved by the Department.

(2) The Contractor has furnished to the Department proof of certification by Gaming Laboratories International, Inc. testing laboratory pursuant to GLI-12 standards or certification by another nationally recognized laboratory pursuant to the preceding standards or standards determined by the Department as being equivalent and any other integrity standards communicated by the Department to the testing laboratory.

(3) The approved Oregon game is not conducted at locations other than those sites of Oregon bingo licensees licensed by the Department.

(4) The contractor has submitted and the Department has approved:

(a) A model contract between the contractor and bingo licensees;

(b) A schedule of lease fees to be charged to bingo licensees, including any proposed discounts; and

(c) A model contract between the contractor and the linked progressive bingo game escrow agent.

(5) A contractor that desires to change the specific characteristics/format of a game which has been approved by the Department pursuant to paragraph (1) above, shall make written application for changes to the Department. The application shall certify that all participating bingo licensees have been notified of the proposed change(s). The Department shall approve or disapprove of the proposed change(s) within 5 business days.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0182

Linked Progressive Bingo Game Contracts

The contract between the Linked Progressive Bingo Game Contractor and a bingo licensee shall provide for the schedule of prize pool contributions to be made by the licensee to the linked progressive bingo game escrow agent. The schedule shall be the same for all licensees and may not be changed without the approval of the Department. The contractor shall provide that if a licensee does not make scheduled payments to the escrow agent, its access to the game(s) will be terminated. A bingo licensee's access to the game shall not be activated until a copy of the signed completed contract has been received by the Department.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0183

Access to Linked Progressive Bingo Games

A Linked Progressive Bingo Game Contractor shall be responsible for implementing and maintaining adequate security measures to restrict access to the electronic linked bingo system to other than authorized parties. Only authorized parties may access the system for legitimate lawful purposes. Authorized parties include Oregon gaming licensees, the designated escrow agent and the Department. A linked bingo system shall be restricted from access by the general public through internet and any other electronic means.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0184

Linked Progressive Games — Manner of Conducting

(1) A licensee shall activate the linked progressive bingo game equipment in its possession in order to host or participate in a linked progressive bingo game and the system equipment shall record and maintain a record of the number of such games hosted or in which the licensee participated.

(2) A winning player must have achieved bingo on the last number called. A progressive bingo game can be played within or as an accompaniment to any other primary bingo game; however, if a winning player achieves the primary bingo on the last number called then the system equipment shall display the winning bingo card for viewing by the players at the location and if a primary bingo is verified, regardless of whether it also qualifies for the progressive prize, that particular linked progressive bingo game is also concluded.

(3) As each linked progressive bingo game is played at a participating licensed location, the bingo prize shall be increased by designated payments per licensee and participating locations will be notified of the increased amount of the progressive prize.

(4) If a linked progressive bingo game is played in conjunction with a standardized non-linked game and a player is charged an extra fee to participate in the linked progressive bingo game, the Linked Progressive Bingo Game Contractor shall operate the linked progressive game in a manner so that it can be verified that any winning player did pay the extra fee to participate in the linked progressive game.

(5) When a linked progressive bingo game winner is initially verified, the Linked Progressive Bingo Game Contractor equipment shall immediately be activated to notify the other participating licensee halls of a likely winner and the players shall be made aware that the progressive prize amount has been frozen. Once the contractor and the host licensee have completed all appropriate activities to verify the winner, the escrow agent shall be notified and the prize shall be reset to the advertised minimum plus any increases due to sales after the prize was frozen. The licensee hosting the game which produced the winner shall obtain all relevant federal W2G form information from the winner. The licensee shall also obtain information as to whether the winner prefers to receive the prize check from the licensee, from the escrow agent or by certified and insured mail delivery at an address provided by the winner. The licensee shall immediately transmit the above information, along with a statement of the amount of the prize, to the escrow agent. (6) Linked Progressive Bingo Game Escrow Agents may charge the Linked Progressive Bingo Contractor a reasonable fee for their services.

(7) The escrow agent shall establish a "sweep account" with a commercial bank with branch offices throughout Oregon. All participating licensees will be notified as to the identity of the commercial bank. Participating licensees shall establish an account for prize pool contributions at a local branch of the commercial bank and shall execute the necessary documents so that the sums deposited may be swept by the escrow agent, into the sweep account. Participating licensees shall transfer the required prize pool contribution no later than three business days from the date a linked progressive bingo game was conducted.

(8) The escrow agent shall immediately notify the Department if a participating licensee fails to transfer a scheduled prize pool deposit for a linked progressive bingo game. The Department shall immediately notify the licensee of the delinquency and if the delinquent amount is not paid within two business days, the Department shall notify the Linked Progressive Bingo Game Contractor to terminate the licensee's access to the game.

(9) The Department may direct the Linked Progressive Bingo Game Contractor to renew the delinquent licensee's access to the game if the Department has received confirmation that the licensee has contributed the full amount of the delinquency plus a \$100 delinquency fee to the licensee's prize pool contribution account.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

Single Hall Lined Progressive Bingo Games

137-025-0186

Operation of Linked Progressive Bingo Games

Such games may be operated by a Linked Progressive Bingo Contractor or a group of licensees operating games at the hall. If operated by a Contractor, the contractor shall be licensed and comply with all rules as provided for Multiple Hall Linked Progressive Bingo Games, including those providing for the utilization of a licensed escrow agent. If operated by the licensees, they shall comply with the following:

(1) The licensees shall apply to the Department for approval to operate the game. Approval shall include:

(a) The specific characteristics/format of the game,
(b) Any specific equipment/software to be utilized to operate the game;
(c) The proposed arrangement and mechanics for operation of a common prize pool, including the identity of the licensee that will hold the prize pool funds; and
(d) The proposed method of verifying winners of linked progressive bingo games, including the method for confirming that winners have paid to participate in the linked progressive bingo game if an additional payment is required.

(2) When a linked progressive bingo game winner is verified, all other participating licensees shall immediately be notified and the game prize shall immediately be reset to the advertised minimum prize.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

Linked Progressive bingo Game Escrow Agents

137-025-0188

Linked Progressive Bingo Games Escrow Agent Reports

(1) Each Linked Progressive Bingo Games Escrow Agent shall file a monthly report with the Department not later than 10 days after the end of each month. The report shall be on a form prescribed by the Department. The report shall include the following information:

(a) The total escrowed funds deposited during the reporting period.

(b) An itemized record of the escrowed funds paid to the escrow agent by each participating licensee, listing the amount and date received.

(c) The total prize payouts made by the escrow agent, listed by participating licensee and each winning player and showing the date of the payout.

(2) Escrow agents will maintain adequate records to document the custody and transfer of funds under their control for a period of not less than three years.

Statutory/Other Authority: ORS 167.117(10) & (12), 464.250(1) & 914

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0189

Linked Progressive Bingo Game Escrow Agents — Generally

(1) Persons or organizations acting as escrow agents for linked progressive bingo game prizes must be licensed by the Department pursuant to ORS Chapter 464 and the administrative rules adopted pursuant to that law. Licensees shall be licensed pursuant to ORS 696.505 et seq. or shall comply with subparagraph (2) below. To act as an escrow agent, licensees shall be third parties independent of any Linked Progressive Bingo Contractor or bingo licensee involved in the operation of the linked progressive bingo game. All funds held in escrow for charitable gaming licensers shall be held in a designated escrow account or deposit with a commercial bank, located within the state of Oregon and approved by the Department.

(2) A Linked Progressive Bingo Game Escrow Agent not licensed pursuant to ORS 696.505 et seq. shall deposit with the Department a corporate surety bond running to the

State of Oregon, executed by a surety company satisfactory to the Department in the amount of \$25,000.

(3) An escrow agent may satisfy the preceding requirement by depositing with the State Treasurer an amount equal to \$25,000 in a form satisfactory to the Department for the faithful performance of the agent's linked progressive bingo game activity.

(4) The designated escrow agent for a particular linked progressive bingo game shall, upon obtaining the relevant information from the host licensee, immediately obtain a cashier's check for the winning amount, made payable to the winner, and shall prepare the appropriate federal W2G form. The escrow agent shall then immediately deliver the check to the winner in a manner consistent with the winner's expressed method of delivery as communicated to the host licensee.

Statutory/Other Authority: ORS 167.117(10) & (12) & 464.250(1)

Statutes/Other Implemented: SB 716 & 2003

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 8-2004, f. & cert. ef. 5-19-04

137-025-0190

Exceptions Approved by Department

(1) A bingo licensee that has received tax exempt status under the Internal Revenue Code Section 501(c)(3) and was operating a bingo game in Oregon in January, 1987, may apply for certain exceptions as provided in ORS 464.390. Requests for exceptions shall be prepared on forms prescribed by the Department. The forms shall include a description of why the licensee believes there is a compelling community need for the charitable activities funded by its bingo operations, a list of limits for which it seeks an exception plus the desired levels for which approval is sought, an explanation as to why its funding will be reduced unless the specific exceptions are granted, a monthly financial summary of its bingo operations for the period of January 1, 1986 to June 30, 1987, including the handle, the amount paid for prizes, the net receipts and the organization's regular hours of operation and such other information as may be requested by the Department.

(2) For purposes of this rule, "funding" shall refer to the net receipts from bingo operations available to the licensee after prizes, expenses and fees to the Department have been paid.

(3) The Department shall consider the following factors in evaluating whether there is a compelling community need for the charitable activities funded by a bingo operation:

- (a) The nature of the charitable activities conducted or supported to date;
- (b) The importance of those activities to the community;
- (c) The prospect that those activities will be assumed by another organization or governmental entity or that a charitable beneficiary can find similar funding or services elsewhere in the community; and;

(d) The level of community involvement in the organization's activities, including community financial support received through fundraising other than bingo and participation by individuals in the community in the management of the organization.

(4) For purposes of determining whether or not the Act will seriously reduce an organization's funding, the Department shall consider the level of net receipts generated by the bingo operation prior to June 30, 1987 and shall account for

inflation in approving any exception. In approving any exception, the Department shall presume that, except for the payment of fees required by this Act, the net receipts as a percentage of handle for the period covered by the exception shall not be less than the comparable relationship which existed prior to June 30, 1987.

(5) The Department shall review the exceptions granted under this rule not less than once per year, unless the Department determines that there has been a material change of circumstances since the time the exceptions were granted to the licensee, in which case the Department shall initiate an immediate review of the license. The Department will not continue an exception that otherwise meets the requirements of this rule if there has been a material change of circumstances as defined in ORS 464.390(4) since the time when the licensee was granted the exception.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0191

Multi License Supervision

(1) Pursuant to ORS 464.310(2), the Department may authorize an individual to manage the operation of a bingo facility on behalf of more than one licensee if:

(a) The individual is employed by or is a member of a bingo licensee and manages one or more functions described below for all of the licensees conducting bingo at the same facility;

(b) The individual's management responsibilities on behalf of the other licensees are solely related to the use, maintenance or upkeep of the facility, which may include janitorial and security services and ordering supplies relating to these functions;

(c) The individual does not exercise supervision or control over functions related to the operation of the games of more than one bingo licensee.

(2) An individual seeking the Department's approval to operate on behalf of more than one licensee as provided in section (1) of this rule, shall make application to the Department on a form prescribed by the Department.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.310(2)

History: JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

Raffle Licenses

137-025-0200

Classes of Licenses

(1) A "Class A" raffle license shall authorize a licensee to conduct raffle games throughout the license year, without restriction as to raffle handle.

(2) A "Class B" raffle license shall authorize a licensee to conduct raffle games throughout the license year with the handle for each such game not to exceed \$10,000.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250

History: DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0210

Application for Raffle License

(1) An application for a raffle license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization,

and must be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this section, or are not accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

- (a) The name, address and telephone number of the organization;
- (b) A statement of the purposes for which the money received from the raffle games will be used;
- (c) A statement as to whether or not the organization has had a license to operate bingo or raffle games denied, revoked or suspended by the State of Oregon or any other licensing authority; and
- (d) The full names and addresses of the responsible officials of the organization.

(2) The applicant shall submit the following documents with the application. The information required in subsections (b) and (c) of this section shall be on forms prescribed by the Department and shall be signed by a responsible official of the organization:

- (a) A copy of a letter supporting tax exempt status as specified in OAR 137-025-0030(1)(c);
- (b) As required by Oregon Laws 1987, Chapter 914, a waiver of potential liability claims against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;
- (c) A consent to inspection authorized by Chapter 914, Oregon Laws 1987, and the rules adopted thereto; and
- (d) Such other information as requested by the Department.

(3) The application fees are as follows:

- (a) Class A raffle license — \$100;
- (b) Class B raffle license — \$40.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(2), 464.250(4) & 464.280(2)(b)

History: DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07
JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0220

Issuance of License to Conduct Raffles

(1) Within 60 days after the filing of a completed application for a license or license renewal to conduct raffles, the Department shall either issue a license or notify the applicant in writing, in accordance with ORS 183.310 to 183.550, that the license has been denied, and that the applicant is entitled to a hearing. The license shall be effective for one year from the date it is issued and may be renewed annually.

(2) The form of the license shall be prescribed by the Department and shall include:

- (a) The name of the licensed organization;
- (b) The class of license;
- (c) The expiration date of the license;
- (d) Any special conditions of the license.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 183.310, 183.550 & 464.250(2)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

JD 8-1987, f. 10-30-87, ef. 11-1-87

137-025-0230

Raffle License Renewal and Amendment

(1) Within 60 days prior to the expiration of an existing raffle license, the licensee may apply to the Department to renew the license. The application and fee shall be the same as for the initial license.

(2) A licensee shall not exceed the class limit for gross receipts:

- (a) If a Class B licensee desires to conduct games with sales in excess of \$10,000, it shall notify the Department and shall apply for a Class A license, submitting the basic fee required for that class less the amount originally submitted for the previous license;
- (b) Any such additional license issued by the Department shall be valid only for the period which remains in the term of the previous license at the time such additional license is issued.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(2)

History: DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02
JD 8-1987, f. 10-30-87, ef. 11-1-87

Raffle Records and Reports

137-025-0240

Raffle Records

(1) A raffle licensee shall maintain the following records or information with regard to individual raffle games and retain the information for a period of three years:

- (a) The total amount of proceeds received from the sale of tickets for each raffle game;
- (b) All expenses relating to the conduct of each raffle game; and
- (c) The winning ticket stubs.

(2) A Class A licensee shall maintain a raffle log book for all raffle games where sales are intended to exceed \$10,000.

The raffle log book shall be retained by the licensee for a period of three years. The raffle log book shall contain:

- (a) A list of the names of all volunteers or employees who receive raffle tickets for sale;
- (b) The numbers of tickets received by each seller;
- (c) The number of purchased tickets returned to the licensee by each seller; and
- (d) The amount of money from ticket sales returned to the licensee by each seller.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02
JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0250

Raffle Winner Records

(1) A raffle licensee shall maintain the following records relating to the winners of raffle prizes:

- (a) For each winner of a prize with a retail value of \$200 or more, a licensee shall maintain records that reflect the date of the drawing, a description of the prize, and the name and address or other contact information provided by the prize winner.
- (b) For prizes with a retail value of \$600 or more, the licensee shall also obtain the signature of the prize winner acknowledging receipt of the prize and that person's street address in addition to other contact information provided by the winner.

(2) A raffle licensee shall maintain copies of receipts from the vendor relating to the purchase of all noncash prizes

awarded with a retail value of more than \$500. For all other noncash prizes advertised as having a retail value of more than \$500, the licensee shall maintain records identifying the prize, the donor or other source of the prize, and the basis for determining the prize's retail value.

(3) Copies of IRS forms W-2G and 5754 to the extent such forms were required to be completed in connection with the awarding of the raffle prize.

(4) The preceding receipts shall be retained by the licensee for a period of three years.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0260

Notice of Raffle Game

(1) At least two weeks prior to conducting sales of raffle tickets, each Class A raffle licensee shall submit to the Department a materially complete raffle notice for all raffles where sales are intended to exceed \$10,000.

(2) The notice shall be submitted on a form to be obtained from the Department. The information to be submitted shall include:

- (a) The name of the organization;
- (b) The organization's raffle license number;
- (c) The location, date and time for the draw;
- (d) A description of and the retail value of the prizes to be awarded;
- (e) The total number of tickets to be offered for sale and the price of each ticket; and
- (f) A copy of a sample ticket.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(4) & (7)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0270

Raffle Reports

(1) A raffle licensee shall file an annual report with the Department of Justice no later than 60 days after the end of the license year. The report shall be on a form prescribed by the Department. The report shall include the following information:

- (a) The number of raffle games held during the license year;
- (b) The date of each drawing;
- (c) The total sales of each game;
- (d) The total expenses relating to the conduct of each raffle game;
- (e) The total amount of cash prizes and the total cost to the licensee of all noncash prizes awarded;
- (f) The total expenses of all games expressed as a percentage of the total raffle handle; and
- (g) The net income from raffle games.

(2) All raffle reports shall be signed by a responsible official of the organization.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(5)

History: JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0280

Raffle Fees

(1) All annual raffle reports filed with the Department shall be accompanied by a fee, made payable to the Department of Justice, of 2 percent of the raffle handle listed in the report up to \$125,000 and 0.5 of 1 percent of the raffle handle in excess of \$125,000. A delinquency fee of \$20 or one percent of the fee described above, whichever is greater, shall be paid by the licensee if the report or regular fee is not delivered to the Department by the due date. The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report.

(2) When the filing date for reports and fees falls on a Saturday, Sunday, or legal holiday, the due date is the next business day following the Saturday, Sunday, or legal holiday.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(3)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

JD 7-1987, f. 10-30-87, ef. 1-1-88

Operation of Raffle Games

137-025-0290

Conduct of Raffles in General

(1) Tickets for entry into a raffle shall constitute a separate and equal chance to win with all other tickets sold or issued. No person may be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter a raffle.

(2) No person may be required to be present at a raffle drawing in order to be eligible to receive a prize.

(3) In conducting a drawing in connection with any raffle, each ticket seller shall return to the organization stubs or other detachable sections of all tickets sold. Except for duck races as provided for in OAR 137-025-0291 and alternate drawing formats approved by the Department in section (8) of this rule, the organization shall place each stub or other detachable section of each ticket sold in a receptacle out of which the winning tickets are to be drawn. The receptacle must be designed so that each ticket placed therein has an equal opportunity with every other ticket to be the one withdrawn.

(4) No unsold ticket or stub shall be entered in the draw container or be otherwise considered for the draw to determine the winner or winners of any prize.

(5) Where prizes for a raffle are unclaimed, the prizes shall be held in a trust for a period of six months from the date of the draw. If at that time the prizes are unclaimed, the prize shall be donated to the licensee. The licensee shall make reasonable efforts to notify the winner. Once the prize is claimed by the winner, the prize must be awarded within a reasonable period of time.

(6) A raffle licensee shall not sell tickets more than twelve months in advance of the draw date.

(7) If due to circumstances beyond an organization's control a raffle cannot be completed or the prizes cannot be awarded on the scheduled drawing date, the sponsoring organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days. The fact that ticket sales failed to meet the organization's projections or expectations is generally not considered to be a circumstance beyond the organization's control and does not, in itself, provide a basis for cancellation of a raffle.

(8) An alternate drawing format, including use of random number generators, may be used to determine the winner(s) if such a format is approved by the Department prior to the sale of any ticket or other form of raffle entry. The alternate format must meet the definition of a drawing as defined in OAR 137-025-0020

(9) To be approved, an alternate drawing format request must be submitted to the Department in writing at least 30 days prior to the sale of entries and must contain at a minimum, the following information:

(a) The time, date and location of the drawing;

(b) The type of random selection process to be used and complete details of its operations;

(c) A description of how game integrity will be ensured so that each participant has an equal chance of winning.

(10) A 50/50 raffle is defined as a raffle in which the winner receives one half of the value of all tickets sold. Any expenses incurred by the organization cannot be deducted from the gross sales before distribution to the winner. Cash prizes cannot exceed \$5,000.

(11) An organization must own or have a purchase agreement in place to ensure its ability to provide the advertised prize(s) to be raffled prior to the commencement of ticket sales. For motor vehicle prizes, the organization is required to provide the Department with documents showing clear title, the dealer invoice, or the purchase agreement. If the vehicle is used or custom, the organization must also provide a written appraisal by a licensed appraiser verifying its advertised value and mileage. It is not permitted for an organization to sell raffle tickets in order to obtain the funds necessary to purchase the advertised prize.

(12) Any raffles offering a prize of cider, distilled liquor, malt beverage or wine must also adhere to the raffle regulations of the Oregon Liquor Control Commission. Any raffles offering a prize of a firearm must also adhere to the regulations of the Bureau of Alcohol, Tobacco, Firearms and Explosives.

(13) The purchase price of a raffle ticket shall not be characterized as a "donation" or in a manner that otherwise represents, suggests, or implies that the raffle ticket purchase is tax deductible as a charitable contribution.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.250(7)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0291

Duck Race Regulations

A licensee conducting a "Duck Race" raffle shall comply with the following:

(1) All ducks shall be positioned above the river at the same location and shall be released simultaneously. Once dropped, the ducks shall enter the river without interference or obstruction.

(2) Once the ducks enter the river, the ducks shall not receive human assistance until the race is concluded.

(3) The ducks shall be identified so that each duck corresponds to a separate numbered raffle ticket. The method of identification of the ducks shall be waterproof.

(4) At the finish line, the licensee shall construct a boom which will be designed to act to funnel the ducks to a chute.

The chute shall be constructed so as to allow one duck at a time to pass through. The boom and the chute shall be reasonably secure. The boom shall be wide enough to capture the ducks that reach the finish line area as they move down stream.

(5) The course for the race shall be established so that the race may be observed by raffle purchasers. The length of the course shall be established so that the race will be conducted in less than one hour. The licensee shall conduct a test of the course, by releasing a sample of ducks and observing their progress, within one week prior to the race date. Once the race has started, a course shall not be altered.

(6) If a duck race is not completed in 90 minutes from the time the ducks are released into the river, the race shall be terminated and the licensee shall conduct the raffle by drawing tickets from a container as provided in OAR 137-029-0290(1)–(5).

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: ORS 464.250(7)

History: JD 2-1993, f. 6-21-93, cert. ef. 7-1-93

137-025-0300

Raffle Prize Limits

(1) The total cash prize(s) offered or awarded in a raffle shall not exceed \$5,000. Gift cards and gift certificates may exceed \$5,000 as long as the holder cannot redeem the face value for cash.

(2) No prize shall be offered or awarded with a retail market value in excess of \$75,000 and the cumulative retail value of all prizes offered or awarded at a raffle shall not exceed \$100,000.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: 1997, HB 2358 2017 & HB 3009

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 3-2006, f. & cert. ef. 1-4-06

DOJ 13-2001, f. 12-28-01, cert. ef. 1-1-02

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1987, f. 10-30-87, ef. 1-1-88

137-025-0310

Raffle Tickets

The following information must be printed upon each ticket sold or shall be otherwise provided to each purchaser at the time of the sale:

(1) The date and time of the drawing;

(2) The location of the drawing;

(3) The name of the organization conducting the raffle;

(4) The price of the chance;

(5) A full and fair description of the prize or prizes to be awarded;

(6) The retail market value of each prize to be awarded; and

(7) The total number of tickets which may be sold.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(1)

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

JD 1-1989, f. & cert. ef. 3-1-89

JD 7-1987, f. 10-30-87, ef. 1-1-88

Monte Carlo Event

137-025-0400

Monte Carlo Events in General

(1) All personnel conducting a Monte Carlo event shall be:

- (a) Volunteers or employees of a non-profit tax exempt organization licensed to conduct Monte Carlo events pursuant to OAR 137-025-0420;
- (b) Volunteers or employees of a non-profit tax exempt organization exempted from the requirement to hold a Monte Carlo event license pursuant to OAR 137-025-0040(2)(d); or
- (c) Employees or individual independent contractors of a Monte Carlo event contractor licensed pursuant to OAR 137-025-0420.

(2) No person or organization shall act as a Monte Carlo equipment supplier without a valid Monte Carlo equipment supplier license granted by the Department, except as provided in subparagraph (3) of this rule.

(3) A non-profit tax exempt organization may lease Monte Carlo equipment to another non-profit tax exempt organization without obtaining a Monte Carlo equipment supplier license.

(4) No person or organization shall act as a Monte Carlo event contractor licensee without a valid Monte Carlo event contractor license granted by the Department.

(5) No licensed Monte Carlo equipment supplier or licensed Monte Carlo event contractor shall enter into an agreement to lease Monte Carlo equipment and/or operate Monte Carlo games for a nonprofit tax exempt organization unless they obtain a signed written contract in compliance with OAR 137-025-0440. Equipment shall not be provided or services performed other than pursuant to the price and terms as provided in such contract.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: HB 3009, 1997 & ORS 464.250

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

Monte Carlo Licenses

137-025-0405

Classes of Monte Carlo Charitable Games Licenses

(1) A "Class A" Monte Carlo license shall authorize a licensee to conduct Monte Carlo events with a gross handle of more than \$10,000 per event throughout the license year, but shall not exceed 7 events per license year.

(2) A "Class B" Monte Carlo license shall authorize a licensee to conduct Monte Carlo events throughout the license year with (a) the handle for each such event not to exceed \$5,000 per event, but shall not exceed 7 events per license year; or (b) the handle for each such event not to exceed \$10,000 per event, but shall not exceed 2 events per license year.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: 1997 & HB 3009

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0410

Application for Monte Carlo Event License

(1) An application for a Monte Carlo license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization, and must be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this

section, or are not accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

(a) The name, address and telephone number of the organization;

(b) A statement of the purposes for which the money received from the Monte Carlo events will be used;

(c) A statement as to whether or not the organization has had a license to operate bingo, raffle games, or Monte Carlo events denied, revoked or suspended by the State of Oregon or any other licensing authority; and

(d) The full names and addresses of the responsible officials of the organization.

(2) The applicant shall submit the following documents with the application. The information required in subsections (b) and (c) of this section shall be on forms prescribed by the Department and shall be signed by a responsible official of the organization:

(a) A copy of a letter supporting tax exempt status as specified in OAR 137-025-0030(1)(c);

(b) As required by ORS 464.280, a waiver of potential liability claims against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;

(c) A consent to inspection authorized by ORS 464.280 and the rules adopted thereto; and

(d) Copies of current or proposed rental or service contracts for facility lease or rental, and Monte Carlo event service or equipment provider. If no contract has been proposed or offered at the time of license application, applicant shall submit such contracts for approval by the Department, not less than seven days prior to the actual conduct of any Monte Carlo event;

(e) Consent to allow Department employees to be present on the premises before, during, and after the conduct of the Monte Carlo event to inspect and test equipment and examine records maintained by licensee;

(f) Such other information as requested by the Department.

(3) The non-refundable application fees are as follows:

(a) Class A Monte Carlo event license — \$100;

(b) Class B Monte Carlo event license — \$40.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0415

Application for Monte Carlo Supplier/Event Contractor License

(1) An application for a Monte Carlo equipment supplier and a Monte Carlo event contractor license or license renewal shall be made on a form prescribed by the Department, shall be signed by a responsible official of the organization, and must be accompanied by the license application fee as provided in section (3) of this rule. The Department shall reject applications which are incomplete, are not accompanied by the documents required by this section, or are not accompanied by a sufficient license fee. An applicant shall be immediately notified of any such deficiencies. The license application shall include the following information:

- (a) The name, address and telephone number of the organization;
 - (b) A statement as to whether or not the organization has had a license to provide equipment or services for Monte Carlo events, bingo or raffle games denied, revoked or suspended by the State of Oregon or any other licensing authority; and
 - (c) The full names and addresses of the responsible officials of the organization.
- (2) The applicant shall submit the following documents with the application. The information required in subsections (b) and (c) of this section shall be on forms prescribed by the Department and shall be signed by a responsible official of the organization:
- (a) Proof of compliance with applicable state and local business registration laws and regulations;
 - (b) As required by Oregon ORS 464.280, a waiver of potential liability claims against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Department during any of its investigations, inquiries or hearings;
 - (c) A consent to allow Department employees access to licensees' place of business for inspection and testing of equipment and examine records maintained by licensees;
 - (d) Consent to allow Department employees to be present on the premises where Monte Carlo events are held before, during, an after the conduct of the Monte Carlo event to inspect and test equipment and examine records maintained by licensee;
 - (e) A list of all games and gaming equipment offered for sale, lease, or rental;
 - (f) Such other information as requested by the Department.
- (3) The non-refundable application and licensing investigation fees are as follows:
- (a) Monte Carlo equipment supplier license — \$50;
 - (b) Monte Carlo event contractor license — \$300.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0420

Issuance of License to Conduct Monte Carlo Events or Supply Equipment and Services

- (1)(a) Within 60 days after the filing of a completed application for a license or license renewal pursuant to OAR 137-025-0410 or 137-025-0415, the Department shall either issue a license or notify the applicant in writing, in accordance with ORS 183.310 to 183.550, that the license has been denied, and that the applicant is entitled to a hearing.
- (b) The license shall be effective for one year from the date it is issued and may be renewed annually.
- (2) The form of the license shall be prescribed by the Department and shall include:
- (a) The name of the licensed organization;
 - (b) The class of license;
 - (c) The expiration date of the license;
 - (d) Any special conditions of the license.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0425

Monte Carlo License Renewal and Amendment

- (1) Within 60 days prior to the expiration of an existing Monte Carlo event license or a Monte Carlo equipment supplier or event contractor license, the licensee may apply to the Department to renew the license. The application and fee shall be the same as for the initial license.
- (2) A Monte Carlo event licensee shall not exceed the class limit for gross receipts:
- (a) If a Class B licensee desires to conduct games with sales in excess of \$5,000 the limits described in OAR 137-025-0405(2), it shall notify the Department and shall apply for a Class A license, submitting the basic fee required for that class less the amount originally submitted for the previous license;
 - (b) Any such additional license issued by the Department shall be valid only for the period which remains in the term of the previous license at the time such additional license is issued.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: 1997 & HB 3009

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

Operation of Monte Carlo Events

137-025-0430

Conduct of Monte Carlo Events in General

- (1) Any person, corporation, or organization desiring to conduct Monte Carlo events shall:
- (a) Comply with and meet all applicable provisions of ORS 128.610 et seq., 167.117 et seq., 464.250 et seq., OAR 137-025 et seq. and the applicable provisions of all other state, federal, and local laws.
 - (b) Be issued and maintain all applicable local licenses.
- (2) A Monte Carlo event licensee shall not sell imitation money more than twelve months in advance of the event date.
- (3) No Monte Carlo event shall be conducted that exceeds 12 hours in length. For the purposes of this subsection, the 12-hour period is not dependent upon whether contests of chance are continuously operated.
- (4) Monte Carlo events shall not be conducted in the same location more than 15 times in a calendar month or 40 times in a calendar year.
- (5) An organization conducting a Monte Carlo event may not directly or indirectly rent a facility for the event from a licensed Monte Carlo equipment supplier or a Monte Carlo event contractor.
- (6) Any Monte Carlo event contractor, employee, or agent assisting the conduct of a Monte Carlo event shall wear a printed or typed name tag clearly visible by the participants. The printing on the tag shall include, but not be limited to the following:
- (a) First name of the person;
 - (b) The name of the private Monte Carlo event contractor's company for whom the person is working.
- Statutory/Other Authority:** ORS 464.250(1)
- Statutes/Other Implemented:** HB 3009 & 1997
- History:** DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98
- JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0435

Notice of Monte Carlo Event

- (1) At least 10 days prior to conducting a Monte Carlo event, each Monte Carlo licensee shall submit to the

Department a completed Monte Carlo event notice for all Monte Carlo events where sales of imitation money are intended to exceed \$5,000.

(2) The notice shall be submitted on a form to be obtained from the Department. The information to be submitted shall include:

- (a) The name of the organization;
- (b) The organization's Monte Carlo event license number;
- (c) The location, date and time for the event;
- (d)(A) A description of; and
- (B) The retail value of the prizes to be awarded which exceed \$100 in value;
- (e) A description of the manner in which imitation money may be redeemed for prizes.
- (f) The name and address of any supplier of rented Monte Carlo equipment and/or any Monte Carlo event contractor that will conduct the event. A copy of any contract for such equipment or services shall accompany the notice.
- (g) The name and address of the facility where the Monte Carlo event will be held. A copy of the contract for such facility shall accompany the notice.
- (h) A listing of which types of games will be offered in accordance with OAR 137-025-0460.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: HB 3009, 1997 & ORS 464.250

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0440

Monte Carlo Equipment Supplier/Event Contractor Contracts

(1) A Monte Carlo event contract with a licensed Monte Carlo equipment supplier and/or a Monte Carlo event contractor shall include, but not be limited to the following:

- (a) Name and license number of the non-profit tax exempt organization which will conduct the event;
- (b) Name and license number of the Monte Carlo equipment supplier and/or Monte Carlo event contractor;
- (c) Date, times and location of events to be conducted;
- (d) Detailed list of games to be conducted;
- (e) Description of gaming equipment including number of gaming tables to be supplied;
- (f) All rental terms and conditions including contract price;
- (g) Number of dealers or other workers supplied, if any; and
- (h) Signature and name of official of each party to the contract.

(2) A contract shall not provide for the operation of events for a period that exceeds one year in duration.

(3) No licensee shall pay a percentage of the receipts of the net profits from the Monte Carlo event for the rental of Monte Carlo event equipment, services, labor, or premises.

(4) A Monte Carlo event contractor shall deliver to the Department a copy of any contract for services no less than ten days prior to the Monte Carlo event.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0450

Purchase/Sale of Monte Carlo Imitation Money

(1) Imitation money shall be sold only by bona fide members or employees of the licensee organization. No

imitation money shall be sold, or cash handled, by a Monte Carlo event contractor, his agents, or employees regardless of whether said person is a member of the licensed charitable, fraternal, or religious organization.

(2) All imitation money sold for use at a Monte Carlo event shall be identifiable as sold by the particular licensee or event contractor operating the event. A licensee may not collect from any player a sum in excess of \$500 per event for the purchase of imitation money for use at such Monte Carlo event.

(3) A Class A licensee shall follow the following described procedures in the sale of imitation money to Monte Carlo players.

(a) Each player shall receive a player identification card. The cards shall be sequentially numbered and the player's name shall be completed on the card. The player's name shall also be entered next to the same sequential number on a form prescribed by the department.

(b) The player identification card shall contain incremental amounts of money, the total of which shall not exceed \$500. Each time the player purchases imitation money, the licensee's seller shall cancel an amount on the card equal to the amount paid by the player.

(c) The licensee shall make good faith efforts to collect all player identification cards before the close of the event.

(4) Licensees shall conspicuously post a notice that no player may pay more than \$500 for imitation money per event.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: HB 3009, 1997 & ORS 464.250

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0455

Monte Carlo Event Prizes

(1) No cash prize shall be offered or awarded. Once purchased, imitation money cannot be redeemed for cash or cash equivalent.

(2) No prize shall be offered or awarded with a retail market value in excess of \$50,000 and the retail market value of prizes offered or awarded to Monte Carlo players shall not exceed \$100,000 per event.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

137-025-0460

Authorized Games

(1) During a Monte Carlo event, an organization may conduct only the following authorized games of chance without prior written approval from the Department:

- (a) Blackjack;
- (b) Roulette;
- (c) Craps;
- (d) Caribbean stud poker;
- (e) Let it ride;
- (f) Wheel of fortune;
- (g) Red dog;
- (h) Jackpot;
- (i) Pai gow; and
- (j) Texas Hold'em.

(2) No other games may be conducted unless approved in writing by the Department. To be considered for approval, an authorized game request must be submitted in writing to the Department at least 30 days prior to the event.

(3) No games utilizing any electromechanical device or other mechanism employing electronic chips, tubes, video display screens or microprocessors are allowable.

(4) Equipment used in the conduct of a Monte Carlo event shall be maintained in good repair and proper working order. Equipment which is not so maintained may immediately be removed from play at the direction of the Department.

(5) The utilization of equipment and method of play shall be such that each participant is afforded an equal chance of winning.

(6) No organization worker or contract worker shall conduct the game when his or her immediate family member is a participant at the worker's table.

(7) No person under the age of 18 years of age shall be permitted to participate in gaming at the Monte Carlo event or assist in the conduct of the Monte Carlo event.

(8) No volunteer or employee of a licensee or employee or agent of a Monte Carlo event contractor may participate in playing any game, either directly or indirectly or by proxy, or bid on, or receive any prize, at any Monte Carlo event at which they have worked in any capacity.

(9) Each game shall be conducted by a dealer present at the gaming table. The dealer shall be an employee or volunteer of the organization conducting the event or an employee or agent of a licensed Monte Carlo event contractor.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

JD 7-1997(Temp), f. 12-31-97, cert. ef. 1-1-98 thru 6-20-98

Monte Carlo Reports and Records

137-025-0470

Monte Carlo Event Reports

(1) A Monte Carlo event licensee shall file an annual report with the Department of Justice no later than 60 days after the end of the license year. The report shall be on a form prescribed by the Department. The report shall include the following information:

(a) The number of Monte Carlo events held during the license year;

(b) The date of each event;

(c) The total Monte Carlo imitation money sales of each event;

(d) The total Monte Carlo expenses relating to the conduct of each event;

(e) The total cost to the licensee of all Monte Carlo prizes awarded;

(f) For purposes of this rule, if other activities are held at the event, the licensee may make a reasonable allocation between the Monte Carlo and non-Monte Carlo activities.

(2) All Monte Carlo event reports shall be signed by a responsible official of the organization.

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

137-025-0475

Monte Carlo Event Records

A Monte Carlo event licensee shall maintain the following records or information on forms prescribed by the department, with regard to individual Monte Carlo events and retain the information for a period of three years:

(1) In the case of a Class A licensee, the information relating to the sale of imitation money at each Monte Carlo event required by OAR 137-025-0430(3). In the case of a class B licensee, information sufficient to establish gross sales of imitation money at each Monte Carlo event.

(2) All Monte Carlo expenses relating to the conduct of each Monte Carlo event;

(3) A description of all Monte Carlo prizes offered in conjunction with each Monte Carlo event, and the retail value of each prize which is valued at \$200 or more. In addition, the licensee shall maintain a record of the name and address or other contact information provided by the prize winner. A Monte Carlo licensee shall maintain copies of receipts from the vendor relating to the purchase of all noncash prizes awarded with a retail value of more than \$500. For all other noncash prizes advertised as having a retail value of more than \$500, the licensee shall maintain records identifying the prize, the donor or other source of the prize, and the basis for determining the prize's retail value;

(4) Any contract with a licensed supplier of Monte Carlo event equipment and/or a licensed Monte Carlo event contractor;

(5) Any contract for rental/use of premises for the event; and

(6) Copies of IRS forms W-2G and 5754 to the extent such forms were required to be completed in connection with the awarding of a Monte Carlo prize.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: HB 3009, 1997 & ORS 464.250

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

137-025-0480

Monte Carlo Event Fees

(1) All annual Monte Carlo reports filed with the Department shall be accompanied by a fee, made payable to the Department of Justice, of 1 percent of the Monte Carlo handle listed in the report. A delinquency fee of \$20 or one percent of the fee described above, whichever is greater, shall be paid by the licensee if the report or regular fee is not delivered to the Department by the due date. The minimum delinquency fee shall increase to \$50 after 60 days from the due date of the report.

(2) When the filing date for reports and fees falls on a Saturday, Sunday or legal holiday, the due date is the next business day following the Saturday, Sunday or legal holiday.

Statutory/Other Authority: ORS 464.250

Statutes/Other Implemented: HB 3009, 1997 & ORS 464.250

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98

Miscellaneous

137-025-0500

Suspension, Revocation and Civil Penalties

(1) After notice and opportunity for hearing, as provided in ORS 183.310 to 183.550, the Department may assess a civil penalty not to exceed \$10,000 and may deny, revoke, suspend or refuse to renew any license or permit, for conduct as specified in ORS 464.470. In setting the amount of the civil penalty or the term of suspension, the Department shall consider the nature of the violation and whether the applicant, licensee, permit holder, or person with an interest in the bingo or raffles operation or proposed operation knew or should have known that the conduct constituted grounds for such action.

(2) The Department may take actions as specified in subparagraph (1) for conduct as describe in ORS 464.470. Such conduct includes, but is not limited to:

- (a) Violating ORS 167.117, 167.118, ORS Chapter 464, or these rules;
- (b) Denying representatives of the Department or any law enforcement officer access to a location where a licensee conducts bingo, raffle or Monte Carlo game activity, or failing to promptly produce for the preceding officials for inspection or audit any records or receipts related to bingo, raffle or Monte Carlo operations;
- (c) Misrepresenting or failing to disclose to the Department any material fact;
- (d) Failing to file completed reports or pay fees within 30 days after receiving notification from the Department of a delinquency; and
- (e) Operating a bingo, raffle game, or Monte Carlo event without a license, unless exempt under OAR 137-025-0040;
- (f) Failing to maintain an adequate financial record keeping system and/or failure to keep accurate financial books and records.

(3) In determining whether to deny, revoke or suspend a license or permit due to past criminal activity, the Department will consider the following with respect to the applicant/licensee/permittee:

- (a) The nature and severity of the criminal act(s);
- (b) The relevance of the crime as it relates to the legal operation of nonprofit gaming;
- (c) Mitigating or extenuating circumstances;
- (d) Proximity in time of the criminal activity;
- (e) Age at the time of the criminal activity;
- (f) Pattern or frequency of criminal activity; and
- (g) Honesty and forthrightness in disclosing the past criminal activity to department personnel.

(4) The Department may deny, revoke or suspend a license or permit if the applicant is a relative or associate of another individual or organization who has engaged in conduct in violation of ORS 464.470(1) and there is clear and convincing evidence that the applicant is likely to be subject to the control or influence of the violator.

(5) The Department may require an applicant, permittee or licensee whose permit or license has been denied or revoked to wait a period of time designated by the Department before reapplying for a permit/license.

Statutory/Other Authority: ORS 464.250(1)

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 8-2018, amend filed 05/30/2018, effective 05/31/2018

DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98, Renumbered from 137-025-0320

137-025-0520

Model APA Rules

The Attorney General's Model Rules of Procedure under the Administrative Procedures Act, effective September 15, 1997, are by this reference adopted as the rules and procedures for carrying out ORS 167.117, 167.118 and ORS Chapter 464, except as otherwise specifically provided herein.

[ED. NOTE: The full text of the Attorney General's Model Rules of Procedure is available from the Department of Justice.]

Statutory/Other Authority: ORS 914

Statutes/Other Implemented: HB 3009 & 1997

History: DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98, Renumbered from 137-025-0330

137-025-0530

Effective Dates

(1) OAR 137-025-0010 is repealed, effective January 1, 1988.

(2) OAR 137-025-0020 to 137-025-0030, 137-025-0050 to 137-025-0110, 137-025-0190 to 137-025-0230 and 137-025-0330 shall take effect on November 1, 1987.

(3) OAR 137-025-0040, 137-025-0120 to 137-025-0180 and 137-025-0240 to 137-025-0320 shall take effect on January 1, 1988.

(4) The amended fee schedule, to take effect on January 1, 2007, shall apply as follows:

(a) For licensees/permit application fees, for licensees/permits which expire after December 31, 2007; and

(b) For report fees, for licensee reporting periods ending after December 31, 2006.

Statutory/Other Authority: ORS 464

Statutes/Other Implemented: ORS 464.250(1)

History: DOJ 7-2006, f. 12-12-06, cert. ef. 1-1-07, DOJ 5-1998, f. 6-19-98, cert. ef. 6-20-98, Renumbered from 137-025-0330, JD 8-1987, f. 10-30-87, ef. 11-1-87