

ELIGIBLE ORGANIZATION GAMES OF CHANCE APPLICATION

**FOR LICENSING AUTHORITY
USE ONLY**

Janis Creason, Treasurer
101 Market Street, Room 105
Harrisburg, PA 17101

Please Print or Type.

IMPORTANT: READ INSTRUCTIONS ON PAGE 4 BEFORE COMPLETING APPLICATION

1. Check Appropriate Block:

- Initial Application Annual Application Change of Data

The licensing authority must be notified of changes to the information included on this application within 15 days of the change.

2. Submit a check, cashier's check or money order payable to the licensing authority named above for the fee due.

TYPE OF APPLICATION	FEE	EXPLANATION
<input type="checkbox"/> Game of Chance License	\$125.00	Required for application.
<input type="checkbox"/> Monthly License	\$25.00	Required for application.
<input type="checkbox"/> Replacement License	➡	Issued only if original is defaced, destroyed or lost. Contact the licensing authority for current fee.

3. Name of Municipality (city, borough, incorporated town or township)	4a. Liquor Identification Number (LID)
5. Indicate Type of Organization (See instructions on Page 4.)	4b. Liquor License Number (if applicable)
7. Name of Organization	6. <input type="checkbox"/> If incorporated, check here and attach copy of articles of incorporation.
	8. Date Organization was Formed

9. Location of Organization and Licensed Premises

A. Address of Normal Business or Operating Site

Street	County		
City	State	ZIP Code	Telephone Number
Email Address			

B. Mailing Address Check if same as 9a

Street	County		
City	State	ZIP Code	Telephone Number

C. Licensed Premises Check if same as 9a

Street	County		
City	State	ZIP Code	Telephone Number

Licensed Premises is (check applicable box)

- Owned by organization Leased by organization Owned or leased by another licensed eligible organization and leased to or used by the organization
- Other (Explain): _____

10. A. Eligible organization's operating day

B. Eligible organization's operating week

11. As the executive officer or secretary of the eligible organization, I certify, under penalties of perjury and falsification found in 18 Pa. C.S.A. §4901 et seq., that:

- A.** No person under 18 years of age shall be permitted to operate or play games of chance.
- B.** No person who will manage, set up, supervise or participate in the operation of games of chance has been convicted of a felony, a violation of the Bingo Law, or the Local Option Small Games of Chance Act.
- C.** The facility in which games of chance are to be played has adequate means of ingress and egress and adequate sanitary facilities available in the area and meets all Department of Health and other local or federal sanitary requirements.
- D.** The eligible organization is the owner of the premises upon which the games of chance are played; or, if it is not, the organization is not leasing such premises from the owner under an oral agreement, nor is it leasing such premises from the owner under a written agreement as a rental which is determined by the amount of receipts realized from the playing of games of chance or by the number of people attending, except for a banquet where a per head charge is applied connecting to the serving of a meal.
- E.** The organization has not been convicted of a violation of the Act of Dec. 19, 1988 (P.L. 1262, No. 156), known as the Local Option Games of Chance Act.

I have examined this application, including accompanying schedules and statements, and to the best of my knowledge and belief, all information provided is true, correct and accurate.

Signature of Officer Preparing Application	Date of Birth	Title	Date
Print Name	Social Security Number (Optional)		Telephone Number

12. COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn according to law, deposes and says that the statements contained in the foregoing application are true and correct.

Subscribed and sworn to before me this date: _____
Month Day Year

(Seal)

Notary Signature My commission expires on _____.

FALSE OR FRAUDULENT APPLICATION IS PUNISHABLE BY A FINE OF \$1,000, IMPRISONMENT FOR ONE YEAR OR BOTH.

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION (use 8 1/2" X 11" sheets where possible).

1. Check, cashier's check or money order in the amount of the total application fee payable to the licensing authority named on Page 1 of this application.
2. Schedule Sheet.
3. If incorporated, a copy of the applicant's articles of incorporation. If not incorporated, a copy of bylaws or other legal documents that define the organization's structure and purposes. Documentation indicating the organization has been fulfilling its purpose for one year prior to applying for a license is required.
4. A copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
5. Details and copies of all written lease or rental arrangements between the applicant and the owner of premises upon which the games of chance will be conducted, if such premises are leased or rented. If premises are owned, provide a copy of the deed.
6. Each club that was required to file a games of chance report with the Department of Revenue during the prior license term must attach a copy of the report with this application.

SCHEDULE SHEET FOR ELIGIBLE ORGANIZATION GAMES OF CHANCE LICENSING

Please Print or Type All Information.

SCHEDULE A - Check which type(s) of games of chance the organization will conduct:

- | | | | |
|--|---|---|----------------------------------|
| <input type="checkbox"/> Daily/Weekly Drawings | <input type="checkbox"/> Pull-tab games | <input type="checkbox"/> Punchboards | <input type="checkbox"/> Raffles |
| <input type="checkbox"/> Race Night Games | <input type="checkbox"/> Pools | <input type="checkbox"/> 50/50 Drawings | |

SCHEDULE B - List the following data for all officers, directors, owners and partners. If incorporated, list all officers and shareholders controlling 10 percent or more of outstanding stock. If organized as a partnership, list data for all partners. For all other entities, list data of any other financially responsible person.

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Email Address			Telephone Number
Complete Mailing Address			

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Email Address			Telephone Number
Complete Mailing Address			

SCHEDULE C - List all persons who will be responsible for operation of games of chance, including employees, bar personnel and organizational members or auxiliary members who will obtain and coordinate use of games of chance.

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

Full Name	Date of Birth	Title or Relationship	Social Security Number (Optional)
Complete Mailing Address			Telephone Number

SCHEDULE D - List distributors with which the organization anticipates doing business:

Name of Distributor and distributor license number	Complete Mailing Address	Telephone Number

SCHEDULE E - List all auxiliary groups of the applicant conducting games of chance under the applicant's license:

1. _____
2. _____
3. _____
4. _____
5. _____

INSTRUCTIONS FOR COMPLETING ELIGIBLE ORGANIZATION GAMES OF CHANCE APPLICATION

The licensing authority (County Treasurer, or in any home-rule county where there is no elected treasurer, the designee of the governing authority) should enter the county name or governing authority name, address and telephone number in the space provided at the top of the application prior to making application forms available to the local eligible organizations.

Questions regarding games of chance and this application should be referred to the licensing authority on Page 1 at the top of the application. If the information is missing, refer to the government section of your local telephone book to determine the name and address of your county licensing authority.

APPLICATION INSTRUCTIONS

- SECTION 1** - Applicant must check the appropriate block to indicate the type of application the organization is submitting.
- SECTION 2** - Check type of application.
- Games of Chance License - A games of chance license authorizes the licensee to conduct games of chance during the eligible organization's licensing term. A licensee is eligible to apply for special raffle permits.
 - A monthly license authorizes an eligible organization to conduct games of chance for a 30 consecutive day period.
 - Enclose the application fee (check, cashier's check or money order) payable to the county licensing authority identified on Page 1.
- SECTION 3** - The municipality where the organization's licensed premise is physically located.
- SECTION 4 - 8** - Enter specific information regarding the organization. Enter in Section 5 the type of organization applying for license: charitable organization, religious organization, civic and service association, club, fraternal organization and veteran's organization, etc. If your organization qualifies as more than one type list all that applies. If you qualify as a club you must provide the information in 4a and 4b.
- SECTION 9** - Generally, if an eligible organization owns or leases a premises as its normal business or operating site, that premises shall be the licensed premise for purposes of operating games of chance. If an eligible organization does not own or lease a premises upon which normal business or operations is conducted, it may, by agreement, use the licensed premises of another licensed eligible organization or make other arrangements for a licensed premises. Leases for licensed premiseses must be in writing.
- A.** - The organization must provide the address of the physical location where normal business operation is conducted. Typically this will be the organization's mailing address and/or licensed premises, and it may be indicated as such by marking the boxes in B and C.
 - If no normal place of business, enter NONE.
 - B.** - If the organization has a different mailing address than the address provided in A (such as a Post Office Box), the organization must provide the mailing address in this item.
 - C.** - If an organization does not own or lease a normal business or operating site, has a normal business operating site with multiple structures or has multiple business or operating sites, it must indicate in this section the location it will use as its premises for conducting games of chance.
 - Information on this line is required for a complete application.
- SECTION 10** - Indicate the eligible organization's hours of operation, dates or days of week and times games are to be played.
- Operating day - The period of time during any 24-hour period when an eligible organization conducts its normal activities or holds itself open to its members.
 - Nonoperating day - A period of time equivalent to an eligible organization's operating day except that the eligible organization is closed to normal activities or to its members during that period of time.
 - Operating week - Seven consecutive operating days or nonoperating days.
- SECTION 11** - The executive officer or secretary of an organization must certify statements A through E by completing the personal data required in Section 11 and by signing the application.
- SECTION 12** - Application must be notarized.

Complete the schedule sheet and enclose other documents listed at the bottom of Page 2 of the application. Social Security numbers are optional.

Forward the application, payment and other related documents to the licensing authority to obtain your license to conduct and operate games of chance.

TREASURER'S OFFICE

County of Dauphin



Eligible Organization GAMES OF CHANCE APPLICATION CHECKLIST

Please review all items prior to submitting your application to avoid a delay in processing.

The following items *must* be provided in order to obtain a Games of Chance license. Organizations that do not provide the required items noted below may be ineligible to receive a license.

1. _____ **Payment enclosed:** Check, money order or cashier's check made payable to the "Dauphin County Treasurer" must be enclosed with the application.
NO CASH PLEASE.
2. _____ **Incorporated:** Attach a copy of the applicant's Articles of Incorporation.
3. _____ **Non-incorporated:** Attach a copy of bylaws or other legal documents that define the organization's structure and purpose.
4. _____ **One-year service:** Attach documentation indicating the organization has been fulfilling its purpose for one year prior to applying for a license.
5. _____ **Non-profit status:** Attach a copy of the applicant's Internal Revenue Service tax exemption approval letter or official documentation indicating the applicant is a non-profit charitable organization.
6. _____ **Lease or rental agreement:** Attach copies of all written lease or rental agreements between the applicant and the owner of the premises upon which the games of chance will be conducted, if such premises are rented or leased. (If premises are owned, please provide a copy of the deed.)
7. _____ **Dept of Revenue Annual Report:** Effective 2/1/2015 -- Club applicants with liquor license only: attach the most recent annual report filed with the PA Department of Revenue.
8. _____ **Sections 1-12 and Schedule A-E:** All parts must be completed in their entirety.
9. _____ **Monthly License:** In Section 10, state the first day of the 30-day period for which you wish to have the license issued. (No activity can take place prior to this date, including ticket sales or promotions and all activity must end 30 days from the issue date.)
10. _____ **Notarization:** The signature of the applicant must be affirmed by notarization. (There are no notaries available in the county's downtown campus.)

*****Applications that do not include all necessary documentation will be held in the Treasurer's Office for 14 days in a pending status. After that time period, incomplete applications will be made inactive and payment will be returned to the organization.***



Small Games of Chance Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Small Games of Chance applications must be renewed on an annual basis. Please submit a renewal application at least thirty (30) days prior to the license expiration date. Although not required by law, we will attempt to contact you with a reminder prior to the license expiration date if you provide valid contact information.



Keep for your records.

License No. _____

Expiration Date _____

Please submit an application for renewal thirty (30) days prior to expiration date.

Treasurer's Office:

Dauphin County Treasurer
101 Market Street, Room 105
Harrisburg, PA 17101

treasurer@dauphincounty.gov

www.dauphincounty.org

(717) 780-6550



TREASURER'S OFFICE

County of Dauphin

COUNTY COURTHOUSE
101 Market Street, Room 105
Harrisburg, PA 17101

SMALL GAMES OF CHANCE LICENSING DIVISION

treasurer@dauphincounty.gov

Application for SPECIAL RAFFLE PERMIT Local Option – Small Games of Chance Act 156 of 1988 in Authorized Municipalities

1. _____
Name of Licensed Organization
2. _____
Address of Organization
3. _____
Municipality where the drawing will be held
4. _____
Location of the drawing*
5. Date of drawing _____ Time of Drawing _____
6. There will be _____ chances sold for this drawing.
7. Price per chance is \$ _____
8. Cash value of prizes** will be: _____

9. Small Games of Chance License # _____

***The total of all prizes awarded from this Raffle will not exceed \$150,000.00, with some exceptions.*

Please refer to the Local Option Small Games of Chance law, or consult with your legal counsel for additional requirements.

Signature of Executive Officer/
Secretary of the Organization

Date



Department of the Treasury
Internal Revenue Service

www.irs.gov

Notice 1340

(March 2005)

Tax-Exempt Organizations and Raffle Prizes - Reporting Requirements and Federal Income Tax Withholding

Tax-Exempt and Government Entities Division

This notice discusses federal tax reporting and income tax withholding requirements that apply to raffles conducted by organizations exempt under section 501 of the Internal Revenue Code. A tax-exempt organization that sponsors raffles may be required to secure information about the winner(s) and file reports on the prizes with the Internal Revenue Service. The organization may also be required to withhold and remit federal income taxes on prizes.

Reporting Raffle Prizes

"Raffle" Defined: In general, a raffle is considered a form of lottery. As such, a raffle generally refers to a method for the distribution of prizes among persons who have paid for a chance to win such prizes, usually determined by the numbers, or symbols, on tickets drawn.

Generally, an exempt organization must report raffle prizes if (a) the amount paid reduced, at the exempt organization's option, by the wager (the amount a person paid for the chance to win a prize), is \$600 or more; and (b) the payout is at least 300 times the amount of the wager. The organization uses Form W-2G for this report.

Example 1: Wendy purchased a \$1 ticket for a raffle conducted by **X**, an exempt organization. On October 31, 2004, the drawing was held and Wendy won \$900. **X** must file Form W-2G with the IRS and give a copy of Form W-2G to Wendy.

A person receiving gambling winnings must furnish the exempt organization a statement on Form 5754 made under penalties of perjury stating his or her identity and the identity of any others entitled to the winnings (and their shares of the winnings.) When the person receiving winnings is not the actual winner, or is a member of a group of two or more winners on a single ticket, the recipient must furnish the exempt organization information listed on Form 5754, *Statement by Person(s) Receiving Gambling Winnings*, and the organization must file Forms W-2G based on that information. The organization must keep Form 5754 for four years and make it available for IRS inspection. (See the specific instructions for Form 5754 for more information.)

The exempt organization must file Forms W-2G with the IRS by the last day of February of the year after the year of the raffle. Use Form 1096, *Annual Summary and Transmittal of U.S. Information Returns*, to transmit Forms W-2G to the IRS. The organization must also issue Forms W-2G to prize recipients by January 31 of the year after the year of the raffle.

Withholding Tax on Raffle Prizes

Regular Gambling Withholding: An organization that pays raffle prizes must withhold 25% from the winnings and report this amount to the IRS on Form W-2G. This *regular gambling withholding* applies to winnings of more than \$5,000. If the organization fails to withhold correctly, it is liable for the tax.

Example 2: Lou purchased a \$1 ticket for a raffle conducted by **X**, an exempt organization. On October 31, 2004, the drawing was held and Lou won \$6,000. Because the proceeds from the wager are greater than \$5,000 (\$6,000 prize minus \$1 ticket cost), **X** must withhold \$1,499.75 (\$5,999 x 25%) from Lou's winnings. If **X** fails to withhold \$1,499.75 before distributing the prize, **X** is liable for the withholding tax.

Backup Withholding: An organization is required to withhold 28 percent of the total proceeds if (1) the prize is otherwise subject to reporting (i.e., the amount of the prize, less the amount wagered, is \$600 or more and 300 times the amount of the wager), *and* (2) the winner fails to furnish a correct taxpayer identification number (social security number, individual taxpayer identification number, or employer identification number). This is called *backup withholding*.

Noncash Prizes: For noncash prizes, the winner must pay the organization 25% of the fair market value of the prize minus the amount of the wager.

Example 3: Jason purchased a \$1 ticket for a raffle conducted by **X**, an exempt organization. On October 31, 2004, the drawing was held and Jason won a car worth \$10,000 (fair market value). Because the prize exceeds \$5,000 and the fair market value of the car is \$10,000, the tax on the fair market value of the prize is \$2,499.75 [(\$10,000 minus \$1 ticket cost) x 25%]. Jason must pay \$2,499.75 to **X** to remit to the IRS on his (Jason's) behalf. **X** would indicate the fair market value of the prize (\$10,000) in box 1 and the amount of the withholding tax paid (\$2,499.75) in box 2 on Form W-2G.

Organization Pays Withholding Tax: If the organization, as part of the prize, pays the taxes required to be withheld, it must pay tax not only on the fair market value of the prize less the wager, but also on the taxes it pays on behalf of the winner. This results in a grossed up prize requiring the use of an algebraic formula. Under this formula, the organization must pay withholding tax of 33.33% of the prize's fair market value. The organization reports the *grossed up* amount of the prize (fair market value of prize plus amount of taxes paid on behalf of winner) in box 1 of Form W-2G, and the withholding tax in box 2 of Form W-2G.

Example 4: If in Example 3, **X** pays the withholding tax on Jason's behalf, the withholding tax is \$3,332.67 [(\$10,000 fair market value of prize minus \$1 ticket cost) x 33.33%]. **X** must report \$13,333 as the gross winnings in box 1 of Form W-2G, and \$3,334.67 withholding tax in box 2.

Reporting and Paying Tax to the IRS

The organization must use Form 945, *Annual Return of Withheld Federal Income Tax*, to report and send withheld amounts to the IRS. This is NOT the same form used to report Federal income tax withheld and FICA with respect to employees. Form 945 is an annual return, and is due January 31 of the year after the year in which the taxes were withheld (for example, for taxes withheld in 2004, the return would be due January 31, 2005). Separate tax deposits are required for payroll and non-payroll withholding. Be sure to mark the **Form 945** checkbox on Form 8109, the Federal tax deposit coupon.

The organization must list the EIN (employer identification number) of the organization conducting the raffle on Forms W-2G, 1096, and 945. If you have not secured an EIN, you may apply for one on Form SS-4, *Application for Employer Identification Number*, available from the IRS. You may also apply for an EIN on-line at www.irs.gov, under the topic Employer ID Numbers on the *Businesses Contents* page.

For more information, see IRS Publication 3079, *Gaming Publication for Tax-Exempt Organizations*, or call EO Customer Account Services at 1-877-829-5500 (toll-free). IRS forms and publications can be ordered by calling toll-free 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web site (www.irs.gov).



DAUPHIN COUNTY
P E N N S Y L V A N I A
TREASURER

Local Option Small Games of Chance Act

Procedure Manual and Frequently Asked Questions

Table of Contents

Organization Eligibility.....	3
Games of Chance Permitted.....	4-5
Prize Limits.....	5
Clubs.....	6
Auxiliary Groups.....	6-7
Application Documentation.....	7
Licensed Premises.....	8
Special Raffle Permits.....	8-9
Monthly Licenses.....	9
Background Checks.....	9
Payment.....	10

IS OUR ORGANIZATION ELIGIBLE FOR A SMALL GAMES OF CHANCE LICENSE?

<p><i>Has the organization been in existence for more than one year?</i></p> <p><i>Does the organization qualify as one of the following?</i></p> <ul style="list-style-type: none"> • A charitable organization that is a not-for profit group or body of persons which is created and exists for the purpose of performing a humane service; promoting the good and welfare of the aged, poor, infirm or distressed; combating juvenile delinquency or advancing the spiritual, mental, social and physical improvement of young men and women. • Civic or Service organization: any statewide, branch, lodge, or chapter of a not-for-profit (national or state) organization which is authorized to engage in a civic or service purpose within the Commonwealth, or a not-for-profit organization which is recognized by its governing township as a civic or service organization. • Bona fide sportsmen’s association, wildlife association, volunteer squad, federation or club • Volunteer Fire Company, volunteer rescue squad, volunteer ambulance association or conservation association. • Bona fide senior citizen organization. (If bylaws or Articles of Incorporation do not exist, senior citizen organizations may submit alternate documents for proof of purpose.) • Nonprofit organizations established to promote and encourage participation and support for extracurricular activities within the established primary and secondary public, private and parochial schools. • Nonprofit organizations established to promote youth sports activities. • An affiliated nonprofit organization established by or affiliated with a Major League Baseball, National Hockey League, National Basketball Association or Major League Soccer team for the purpose of raising funds for charity, which is qualified for an exemption under section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 101(c)(3). • Religious organization: A not-for-profit group or body of persons which is created and which exists for the predominant purpose of regularly holding or conducting religious activities or religious education, without pecuniary benefit to any officer, member or shareholder except as reasonable compensation for actual services rendered to the organization. • A veterans organization: a congressionally chartered organization within this Commonwealth, or any branch or lodge or chapter or a nonprofit national or State organization within this Commonwealth, the membership of which consists of those individuals who were members of the armed services or armed forces of the United States. This also includes a home association, affiliate or other nonprofit organization established by or in cooperation with the veterans organization to provide services to veterans or the community. 	<p>If NO, the organization is not eligible for a Small Games of Chance License.</p> <p>If YES to any one (1) or more of these, the organization IS eligible for a Small Games of Chance License.</p> <p>If NO to ALL of these, the organization is not eligible for a Small Games of Chance License.</p>
--	--

WHAT FORMS OF GAMES ARE ALLOWED?

<p>Pull-Tab Games A single folded or banded ticket or a strip ticket or card with a face covered to conceal one or more numbers or symbols, where one or more of each set of tickets or cards has been designated in advance as a winner.</p>	<p>Punchboards A board, placard or other device designed as a grid or set of columns, in which each section contains a hidden number or set of numbers, or other symbol, which determines the winning chances. A prize is awarded to a player who selects a section containing a punch with a predetermined winning number or symbol.</p>
<p>Raffles A game in which a participant buys a ticket for a chance at a prize with the winner determined by a random drawing of corresponding ticket stubs to take place at a location and date or dates printed upon each tickets. These games include lotteries, but not daily or weekly drawings. Raffle winners may be determined by reference to drawings conducted by the department pursuant to the act of August 26, 1971 (P.L. 351, No. 91), known as the State Lottery Law.</p>	<p>Weekly Drawings A game of chance in which a bona fide member selects or receives a number or numbers for a chance at a prize with the winner determined by random drawing to take place on the licensed premises of the licensed eligible organization at the end of a seven-day period. Weekly drawing members may be determined with the aid of a passive selection device or reference to drawings conducted by the Department of Revenue pursuant to the act of August 26, 1971 (P.L. 351, No. 91), known as the State Lottery Law. Weekly drawing chances may not be sold for more than \$1.</p>
<p>Daily Drawings A game in which a bona fide member selects or is assigned a number for a chance at a price. The winner is determined by a random drawing to take place on the eligible organization’s licensed premises during the same operating day that the chances for the drawing are sold. Daily drawings also include games known commonly as “member sign-in lotteries” and “half-and-half lotteries.” Nothing in this act prohibits the carrying over of a jackpot where the winning number was not entered in the game on a particular operating day. Daily drawing winners may be determined with the aid of a passive selection device or reference to drawings conducted by the department pursuant to the State Lottery Law. Daily drawing chances may not be sold for more than \$1, and no more than once chance per individual may be sold per drawings. More than one drawing may be conducted per day. After a daily drawing is held, a bona fide member may immediately select a number for a chance at a prize for the next day’s daily drawing.</p>	<p>Fifty-fifty (50/50) Drawings (including major league sports drawings) A game in which:</p> <ol style="list-style-type: none"> (1) A participant buys a ticket for a chance to win a prize where the winner is determined by a random drawing of corresponding tickets sold for that drawing. (2) The prize paid to the winner is comprised of one-half of the money collected from the tickets from the drawing and the remaining money is retained for distribution (in accordance with this act) by the licensed eligible organization.

<p>Race Night Games A game of chance in which multiple participants place entry fees or wagers on a prerecorded horse race displayed on a single screen to multiple participants in a gaming session that does not exceed eight consecutive hours and is not conducted more frequently than once a month. This does not include an instant racing machine, historical racing machine or other similar pari-mutuel device.</p>	<p>Pools* An activity in which a person pays an entry fee for each chance to win cash or merchandise based on the outcome of an event or series of events wherein the participants in the event or series of events are natural persons or animals. The maximum number of individuals that may participate is 100 people and the maximum entry fee is \$20 per individual where there is at least one guaranteed winner. All entry fees collected for the pool are paid as prizes to one or more participants. No entry fees are retained by the person or licensed eligible organization operating the pool.</p>
--	--

*Pools are limited by the Professional and Amateur Sports Protection Act (28 U.S.C. §§ 3701, et seq.), which states that it is unlawful for a person to sponsor, operate, advertise, or promote, pursuant to the law or compact of a government entity, a lottery, sweepstakes, or other betting, gambling, or wagering scheme based, directly or indirectly on one or more competitive games in which professional athletes participate, or are intended to participate, or one or more performances of such athletes in such games. Therefore, pools involving professional or amateur athletes are not authorized in this Act.

WHAT ARE THE PRIZE LIMITS?	
<i>Individual Prize Limit</i>	Maximum cash prize which may be awarded for any single chance shall not exceed \$2,000
<i>Raffle Prize Limit</i>	Maximum cash prize which may be awarded in raffles in any calendar month shall not exceed \$15,000
<i>Aggregate Prize Limit</i>	Maximum weekly (7 day) prize limit awarded from games of chance by a licensed eligible organization shall not exceed \$35,000
<i>Are there any exceptions to the prize limits?</i>	Raffles conducted under a special raffle permit are subject to separate prize limits (as noted in the Special Raffle Permits section). Daily and weekly drawings in which amounts are paid out in a carryover daily drawing or weekly drawing are not subject to the prize limits. A <i>carryover</i> occurs when there is no winner in the prior daily or weekly drawing and the prize from such drawing is carried over to be included as a prize in the next daily or weekly drawing. When daily or weekly drawings pay out 100 percent of the gross revenue from the game, the prize does not count against the weekly prize limit. Major league sports drawings are not subject to the general prize limits.

CLUBS	
<i>Is the applicant an organization that possesses a liquor license?</i>	If the answer is YES, then the organization qualifies as a club.
<i>How does a club application differ from a standard application?</i>	Clubs must complete sections 4a and 4b of the Eligible Organization Games of Chance application, which request the Liquor Identification Number (LID) and Liquor License Number, respectively.
<i>What additional requirements exist for clubs with Small Games of Chance license?</i>	Effective July 1, 2015 , club applicants holding a liquor license must attach their most recent annual report filed with the Pennsylvania Department of Revenue to their Eligible Organization Games of Chance Application.
<i>How must a club handle proceeds from games of chance?</i>	Club licensees, unlike other licensed eligible organizations that may only use proceeds for public interest purposes, may use some of the proceeds for operating expenses. Annual reporting requirements apply for club licensees.

AUXILIARY GROUPS	
<p><i>Does a group qualify as ALL of the following?</i></p> <ul style="list-style-type: none"> • A division, subsidiary or affiliated organization or association of an eligible organization, incorporated or unincorporated. • A group whose operation is subject to and restricted by the bylaws, rules, regulations and procedures of the eligible organization. • A group established for the sole purpose of aiding or assisting the eligible organization and its members in the fulfillment of the eligible organization's purposes. 	If the answer is YES, than the group qualifies as an auxiliary group to an eligible organization.
<i>My parent organization has a Small Games of Chance License. Does the auxiliary group need to obtain its own license?</i>	NO, auxiliary groups operating on the licensed premises of a licensed parent organization may operate under the parent's license. However , all auxiliary groups must be listed in Schedule E of the parent organization's Eligible Organization Games of Chance Application.
<i>My parent organization DOES NOT have a Small Games of Chance License. Does the auxiliary group or the parent organization need to obtain a new license?</i>	The PARENT organization must apply for a Small Games of Chance License and list the auxiliary organization in Schedule E of the Eligible Organization Games of Chance Application.

AUXILIARY GROUPS (CONTINUED)	
<i>My parent organization has a Small Games of Chance License, but did not list the auxiliary group in Schedule E of the application before the license was received. Can the auxiliary group still be added to the license?</i>	The parent organization can fill out a new application and select the "Change of Data" block in section 1. In this case, no additional documents need to be attached, and there is no charge for the change of data. On the new application, the auxiliary organization must be listed in Schedule E. An email to the Treasurer's Office with details of the change of data is also acceptable in lieu of filling out a new application.

WHAT DOCUMENTS MUST BE ATTACHED TO THE APPLICATION?	
<i>What type of document can I attach to prove that my organization has been in active existence for over one year?</i>	The Treasurer's Office recommends that applicants submit a copy of their organization's meeting minutes dated at least one year prior to the date of the application or other documentation that clearly and legally establishes the organization's existence.
<i>My organization is incorporated. What documents should I attach to the application?</i>	An incorporated organization must submit a copy of its Articles of Incorporation.
<i>My organization is non-incorporated. What documents should I attach to the application?</i>	A non-incorporated organization must attach a copy of its bylaws OR other legal documents that define the organization's structure and purpose.
<i>What document should I submit to prove my organization's non-profit status?</i>	An organization should attach a copy of its Internal Revenue Service tax exemption approval letter or official documentation indicating that the applicant is a non-profit charitable organization.
<i>What documentation is required in regards to our licensed premises where games of chance would be held?</i>	<p>If the premises are rented or leased by the applicant:</p> <ul style="list-style-type: none"> Copies of all written rental or lease agreements between the applicant and the owner of the premises upon which the games of chance will be conducted should be attached to the application. <p>If the premises are owned by the applicant:</p> <ul style="list-style-type: none"> A copy of the deed should be attached to the application.
<i>Can the Treasurer's Office perform the notarization of the applicant's signature?</i>	The applicant's signature on the application must be affirmed by a notary. However , there are NO notaries available in the Treasurer's Office or in Dauphin County's downtown campus.

LICENSED PREMISES	
<i>What is the definition of “licensed premises?”</i>	Licensed premises are the specific location upon which a licensed eligible organization is authorized to conduct games of chance.
<i>What if the organization does not own the licensed premises for which they are applying?</i>	In these cases, for example when an organization has a table at an event hosted on the premises of a different company or organization, the applicant must explain the circumstances of the case as part of the application. This explanation must be included when checking the “Other (Explain)” box in section 9 of the Eligible Organization Games of Chance Application, and takes the place of documentation of ownership, lease, or rental.
<i>May our organization conduct games of chance outside of our licensed premises?</i>	A licensed eligible organization, that is not a club licensee, may conduct games of chance at a location off its premises as long as the treasurer has been notified.
<i>My organization has a Small Games of Chance License in Dauphin County but is selling raffle tickets outside of the county. What steps must be taken in this case?</i>	The organization must send a letter to the County Treasurer and District Attorney of the county where the tickets will be sold, informing them that your organization is selling raffle tickets in their county.

SPECIAL RAFFLE PERMITS	
<i>My organization is conducting a raffle and already has a Small Games of Chance License. Do we also need to have a Special Raffle Permit?</i>	Special raffle permits are issued to a licensed eligible organization and authorizes the eligible organization to conduct a raffle with prize limits exceeding the standard prize limits for raffles. If an organization wishes to conduct a raffle in which the value of a single prize exceeds \$2,000 OR the value of all prizes exceeds \$15,000 in one calendar month , a special raffle permit IS needed. The value of all prizes awarded shall not exceed \$150,000 in one calendar year . However, if the organization is a volunteer fire, ambulance, rescue or conservation organization, then prizes may be awarded up to \$250,000 . If the value of single and total prizes do not exceed these levels, then a special raffle permit is not necessary.
<i>Can my organization hold “raffle auctions” or “Chinese auctions?” Does this require a Special Raffle Permit?</i>	A raffle auction, also known as a “Chinese auction,” is a game of chance in which a participant buys a ticket for a chance to win a prize where tickets are placed in a location assigned to a particular prize. The winner of each prize is determined by a random drawing of a ticket that corresponds to the ticket held by a participant. Organizations seeking to hold a raffle auction DO

	NOT need a special raffle permit to do so. Organizations only need to check the “Raffles” box in Schedule A of the Eligible organization Games of Chance Application.
<i>How many special raffle permits can we purchase?</i>	Volunteer fire, ambulance, rescue or conservation organizations: 12 per annual licensed term (or per calendar year for monthly licenses) All others: 10 per annual licensed term (or per calendar year for monthly licenses)

MONTHLY SMALL GAMES OF CHANCE LICENSES	
<i>What is a monthly license?</i>	A monthly license is valid for conducting games of chance for thirty (30) CONSECUTIVE days from the date of issuance. This replaces the former “Limited Occasion License” option, which is no longer available.
<i>How many monthly licenses can we purchase?</i>	There is no restriction on the number of monthly licenses an eligible organization may obtain, but the licenses may not overlap.

BACKGROUND CHECKS	
<i>Does our eligible organization need to submit background checks?</i>	Effective January 1, 2014 , eligible organizations NO LONGER need to submit background checks on the president and secretary of the organization. Accordingly, the Treasurer’s Office will no longer have the discretion to request any background checks on any members of the organization.

PAYMENT	
<i>Annual Games of Chance License</i>	\$125.00
<i>Monthly License</i>	\$25.00
<i>Special Raffle Permit (SRP)</i>	\$25.00
<i>Duplicate/Replacement License (or SRP)</i>	No charge
<i>Change of License Data</i>	No charge
<i>What methods of payment are acceptable for the application fees?</i>	Checks, money orders, and cashier’s checks are all acceptable forms of payment. NO CASH WILL BE ACCEPTED. Make checks payable to “Dauphin County Treasurer.”