



www.michigan.gov/cg

SPECIAL BINGO GUIDE

Introduction

This guide is specifically designed for special bingo licensees that will be playing “50/50” or “carnival-style” bingo, which is traditionally played on hard cards. For licensees that will be using disposable bingo cards, use the forms found in the Bingo Game Forms Packet which can be requested by calling our office at 517-335-5780 or by visiting our website at www.michigan.gov/cg.

It is important to read and become familiar with the Bingo Rules. Remember, this is only a guide and some items in the rules are not covered in this guide. Please visit our website for a complete set of rules.

General Overview

A qualified organization must complete and submit a Special Bingo License Application for each event they plan to conduct. Four special bingo licenses may be granted to a qualified organization per calendar year. Each special bingo license may be issued to conduct bingo for up to seven consecutive days. The prize limit per game is \$1,100 and the total prize limit is \$3,500 per day.

The Michigan progressive jackpot bingo game shall not be conducted at a special bingo.

Charity game tickets may be sold in conjunction with a special bingo event. Licensees may only purchase tickets from suppliers licensed by the bureau. For a list of suppliers, visit our website at www.michigan.gov/cg.

If a special bingo game cannot be held on the date approved by the bureau because of inclement weather conditions or other emergency conditions, the organization may request a new date for the game by immediately sending the bureau a letter which includes the organization identification number, license number, the new date, and the signature of the principal officer.

Workers

All workers must be at least 18 years of age.

The chairperson shall be a member of the organization for at least 6 months and be listed as chairperson on the Special Bingo License Application. The chairperson shall provide oversight and management of the event and be present on the premises continuously during all bingo games and charity game ticket sales. The chairperson shall be readily identifiable as such to all bingo players at the game and shall wear a badge which shall state “Chairperson,” the name of the licensee, and the person’s name.

Workers are prohibited from purchasing, playing, or accepting as a gift, charity game tickets offered for sale by the licensee at any time during the day they are working or assisting. Workers may not play bingo when they are working or assisting. A worker may work until the first ball is drawn for that bingo occasion and then play bingo if they purchase their bingo cards in the same manner as other players.

Visit our website at www.michigan.gov/cg to obtain the most current Worker Compensation Schedule. The person who completes the Special Bingo Financial Statement may not receive any additional compensation if they have already been compensated as a chairperson, recordkeeper or worker.

An individual may only be compensated for being one of the following for each day of the bingo occasion: chairperson, recordkeeper, or worker. Compensation to workers includes cash or check, credit towards dues, tuition, or any other items of value. In addition, workers may also receive food and beverages consumed while working that do not exceed \$10 in retail value.

Game Conduct

The licensee shall post the Special Bingo License in a conspicuous place.

Persons under 18 years of age shall not be permitted to participate in bingo as players or workers.

Organizations shall write house rules and the bingo game program in accordance with Bingo Rules 314 and 315. House rules and the bingo program shall be posted or printed for distribution to the players.

All balls used during the bingo occasion must be verified by two bingo players and their names shall be recorded on the Special Bingo Accountability form. If the balls are changed during the occasion, they must be verified again by two players.

The caller shall show the ball drawn to the players so that two or more players can see the number on the ball before the number is called.

The player shall bingo on the last number called. It is the responsibility of the player to make his or her bingo known to the caller or worker before the next number is completely called. Once the bingo is heard by the caller or worker, the game shall stop for a verification of the bingo card.

A worker shall call the winning combination of numbers that appear on the winning player's bingo card back to the caller who shall verify that the balls are in the master board.

Each bingo shall be closed in accordance with the following procedure:

- The game shall be closed after the winning combination has been verified.
- The caller shall announce three times, in a manner audible to all players, "Are there any other bingos?"
- After the third announcement and a pause sufficient to permit additional winners to identify themselves, the caller shall then announce audibly, "This game is closed."

Required Game Records

An organization shall maintain game records in compliance with the Act, rules, and directives of the bureau. The records shall be available and on site during the gaming event. Special bingo events playing "50/50" or "carnival style" bingo traditionally played on hard cards should use the forms listed below. For licensees using disposable bingo cards, use the forms found in the Bingo Game Forms Packet which can be requested by calling our office at 517-335-5780 or by visiting our website at www.michigan.gov/cg.

Special Bingo Accountability – This form is used to ensure total prizes paid do not exceed \$3,500 per day.

Workers Service Record – This form is used to verify the payment or non-payment of workers at a gaming event. If no workers have been compensated, indicate "0" in the Amount Paid column.

NOTE: All workers must sign a Workers Service Record form each day whether or not they are paid.

Special Bingo Financial Statement – This form is used to report financial activity related exclusively to the special bingo event. Financial statements are due by the 10th day of the month following the final event date. A prefilled financial statement is included in your license packet.



Charitable Gaming Division
 101 E. Hillsdale, Box 30023
 Lansing, Michigan 48909
 (517) 335-5786
 www.michigan.gov/cg

SPECIAL BINGO ACCOUNTABILITY

For 50/50 or Carnival Style Bingo Only

Name of Organization	Date	Recordkeeper's Name	Date
----------------------	------	---------------------	------

Name of Two Players Verifying the Bingo Balls	
1. _____	2. _____

Game No.	Amount Collected	Accumulated Amount Collected	Prize Amount	Accumulated Prize Amount	Game No.	Amount Collected	Accumulated Amount Collected	Prize Amount	Accumulated Prize Amount
1					26				
2					27				
3					28				
4					29				
5					30				
6					31				
7					32				
8					33				
9					34				
10					35				
11					36				
12					37				
13					38				
14					39				
15					40				
16					41				
17					42				
18					43				
19					44				
20					45				
21					46				
22					47				
23					48				
24					49				
25					50				

COMPLETION: Required.
 PENALTY: Failure to complete this form may result in administrative action.

Game No.	Amount Collected	Accumulated Amount Collected	Prize Amount	Accumulated Prize Amount	Game No.	Amount Collected	Accumulated Amount Collected	Prize Amount	Accumulated Prize Amount
51					76				
52					77				
53					78				
54					79				
55					80				
56					81				
57					82				
58					83				
59					84				
60					85				
61					86				
62					87				
63					88				
64					89				
65					90				
66					91				
67					92				
68					93				
69					94				
70					95				
71					96				
72					97				
73					98				
74					99				
75					100				

Total prizes may not exceed \$3,500 per day.



Charitable Gaming Division
 101 E. Hillsdale, Box 30023
 Lansing, Michigan 48909
 (517) 335-5786
 www.michigan.gov/cg

WORKERS SERVICE RECORD

Complete this form for your records. Do not mail in.

All rules governing worker compensation shall be adhered to when completing this form. Review the following rules to ensure compliance: Bingo Rule 326 and 327; Millionaire Party Rule 412 and 413; Raffle Rule 516; and Charity Game Ticket Rule 617.

Organization Name	License Number
-------------------	----------------

Signature	Print Name	Worker Title e.g., chairperson, recordkeeper, or worker	Amount Paid	Date Worked
		Total		

Signature of Chairperson	Date
--------------------------	------

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.