



CHARITABLE GAMING

JULY 2010

HIGHLIGHTS

VOLUME 23, ISSUE 2

Simplifying Raffle Ticket Sales

Many qualified organizations in Michigan have obtained a raffle license to help with raising funds. Others have sold raffle tickets under their millionaire party license. Last fiscal year non-profit organizations in Michigan used raffles to raise over \$29 million for their lawful purposes.

The two primary types of raffles tickets are the roll-type and the custom-printed raffle tickets. The roll-type (theater-style) tickets are used for a 50/50 in-house raffle where there is no presale of tickets and 50 percent of the revenue is paid to the winner. Typically the custom-printed raffle tickets are used when tickets are sold before the raffle drawing date. Custom-printed raffle tickets must contain a stub for the purchaser's name and contact information, be sequentially numbered, and contain other items as defined in the Raffle Rules.



sample roll-type tickets

THE ACCOUNTABILITY FORM

Use of the Raffle Ticket Accountability form is required. It is included with each raffle license but may also be accessed from our website. One or more copies are used to track the issuance of tickets to the sellers. As simple as that may seem, managing tickets can become a nightmare when this form is not used properly.

THE RECORD KEEPER

Determine who the record keeper will be. This person will have all available raffle tickets in their possession and will issue them to those who will be responsible for selling the tickets. This person will also be the one to maintain the Raffle Ticket Accountability form.

PRE-BUNDLING TICKETS

Tickets can easily become unmanageable. A time-saving suggestion that can reduce problems down the road is to bundle all tickets into manageable quantities, such as 30. If you are selling tickets at a packaged rate (pack of 3 for \$5), your bundle count should be divisible by the pack amount.

First, count raffle tickets into bundles and rubber-band them together. As they are being bundled, make sure the ending ticket numbers make sense. (For example: 30, 60, 90, and 120.)

Next, if you are selling by the pack, remove the rubber-band from a bundle and staple tickets into pack quantities (e.g., 3) then re-band them. Staple tickets at the end *opposite* the stubs. Repeat for each bundle. Doing this *after* the tickets have been bundled will catch errors of stapling the wrong quantity of tickets together—which is an easy mistake to make!

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ISSUING TICKETS TO SELLERS

Issue tickets to the ticket sellers by the bundled increments. More than one bundle can be issued at a time. While there is no place on the accountability form for ticket seller phone number, squeeze it in next to the seller's name because you will likely need it later. Enter the date tickets were issued, the beginning and ending raffle ticket numbers, and the number of tickets issued. Tickets should only be sold by the sellers who have tickets issued to them. Never log individual ticket sales on the accountability form.



sample custom-printed ticket

WHAT EACH TICKET SELLER SHOULD KNOW

Each ticket seller needs to be made aware of these items:

- The price of the tickets.
- If tickets are being sold by the pack, ticket sellers should not remove staples from the packs.
- As tickets are sold, purchasers must write their name and contact information on the stubs, tear them off the tickets, and immediately return the stubs to the seller. (Without doing this, the purchaser will not be in the raffle drawing.)
- All sold ticket stubs must be returned along with the money for those tickets plus any remaining unsold tickets by a specified date. (If there are pre-sales, it is best if the return date is at least a few days before the drawing to allow time to contact ticket sellers who have not yet returned their unsold tickets, ticket stubs, and money.)

BALANCING OUT THE SELLERS

For each ticket seller listed on the accountability form, log stubs returned and unsold tickets returned. Be sure the money submitted is correct for the number of ticket stubs returned. *There is no place on the accountability form to indicate money received but the amount still must be verified.*

If any tickets are not accounted for that had been issued to that seller, enter that quantity under “# of Tickets or Stubs Not Returned.”

After the ticket sellers due date, begin calling (or e-mailing) any ticket sellers that have not yet turned in their tickets, stubs, and money.

VARIABLE PRICING

If you are considering multiple pricing (individual—\$2 and discounted packs—3 for \$5), the different ticket denominations must be tracked on separate accountability forms and the tickets should be identified differently, such as printed on different color stock. This will double the effort needed to maintain accurate accountability.

HIGHLIGHT\$ is an official publication of the Michigan Lottery, Charitable Gaming Division. Articles from HIGHLIGHT\$ may be reprinted with prior approval of the Michigan Lottery.

All inquiries may be directed to:

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Total copies printed: 9,170; Total cost: \$2,854; cost per copy: \$0.311.

SUGGESTION:

Ticket stubs can be
printed to include
purchaser's e-mail
address.



Volunteering at a Texas Hold'em Event

Thousands of non-profit organizations in Michigan have found new sources of revenue through the popularity of Texas Hold'em, which can be played under a Millionaire Party License. Qualified organizations may have up to four millionaire party events each year.

Because events may last up to four days and often run from 2 p.m. to 2 a.m., finding volunteers may be difficult. Assigning a volunteer to work your organization's millionaire party event without previous training or experience or to work by themselves can result in big errors.

While the floor manager can be extremely helpful and is familiar with the game forms, it is important the licensed organization understands all rules and regulations and takes the steps needed to reduce paperwork errors.

1. A chairperson must be present at all times during the event; therefore, when the Millionaire Party Application is completed, list everyone that might take the role as a chairperson. The chairperson must be a bona fide member of the organization.
2. Ideally, anyone who might be working at a millionaire party should attend an area training meeting. (See www.michigan.gov/cg and select "Training Sessions.") Experienced workers should show new workers how chips are counted by trays or stacks.
3. Rotate volunteers as needed. Typically two or three shifts are assigned.
4. At least two volunteers should be scheduled to work at a time throughout the event. Because these volunteers will be handling cash, chips, and records, they must be a member of the organization. At any given time, at least one of the workers on site must be listed on the application as a chairperson. It is preferable that the chairperson has had previous experience working a millionaire party.
5. For each set of volunteers working, determine who will do what jobs—issuing and redeeming chips, receiving and paying cash, and recording transactions.
6. The person recording the transactions is moving between forms so this is a task that requires focus. (Some work teams assign one person the job of recording and a second the job of making the cash and chip transactions.)
7. Count chips and cash out loud and in the player's view. The person recording the transaction should repeat back the total amount being recorded.
8. Never turn your back on the chips or cash.
9. Don't put cash in the drawer until the player is issued their chips. Don't put redeemed chips away until the player has been paid.
10. If there are no more than two volunteers, collecting the rake should be done when no players are at the counter. One person collects the rake and counts it. The count should be verified by a second worker and then recorded.
11. For the last hour or two of the event, a third person (and fresh mind) is often appreciated.
12. Don't let players rush you. It may be 2 a.m. and your players all want to cash out and get home; however, the workers' focus should be on accurate counting and accurate recording.
13. Record the transactions as they occur. Don't manipulate records after the fact. Keep a copy of the game records at the end of the event for the organization.



Volunteers from Lakeshore Optimist Club, Hamtramck Moose, and Cardinal Mooney Catholic High were successful in raising funds for their organizations.



Players that come to this popular location know they can count on a friendly greeting and familiar faces.

Fish Fry at Bingo: Sit and Sell

Do you sell tickets from a machine? Do you have charity game ticket sellers that “sit and sell?” If so, then Fish Fry can be a fun way for your organization to generate interest and variety. If this game is being sold by hand at a bingo, there are two issues to consider:

1. Because the last ticket sold from the deal is an instant winner, if you have a seller wandering around with the last few bundles, your worker will be stalked and players will fight over the last ticket. To avoid any problems, have one worker **SIT AND SELL** the tickets, especially once they start to get near the end of the deal. Players may line up to buy as many tickets as they’d like then move to the back of the line. As someone purchases the final ticket in the deal, the seller must mark it as such.
2. News spreads quickly. Once the top prize is won, ticket sales will come to a screeching halt. This issue can be avoided by playing Fish Fry using this method:
 - Sell the entire deal of tickets.
 - Allow players that find a Fish Fry ticket to select a window on the Prize Board.
 - Do not open the window, but instead write the player’s name next to it and write the corresponding window number on their ticket.
 - After all the tickets are sold, open the windows and award the prizes.



Upon purchasing the game, please read the directive carefully.



Bingos who have successfully sold Fish Fry also enjoy I Sank Your Battleship, which is played in the same manner as Fish Fry.

How Is Your Bingo or Club Surviving the Smoking Ban?

Now that Michigan law no longer allows smoking in most public facilities, how is your bingo or club? Have you tried new ideas to attract players who previously steered clear of bingo or your local club because it was too smoky? Please send your ideas, photos, or thoughts to: **HIGHLIGHT\$, Charitable Gaming Division, PO Box 30023, Lansing, MI 48909.**





The Challenges of Carry-overs

Beat the Odds and Bingo Bug have not yet gained the success of Lucky Bingo Balls, however, they are the next two favorites at bingo. Each deal contains a small number of tickets for a good reason—once a deal has been opened, it must be sold out before the big winner can be determined.

Analyze the time remaining and the number of players before determining to open a new game. Most players don't want to wait until the following week before they find out if they are a winner or not. In fact, when a partially sold deal is carried over to the next week, issues often arise.

There may be a time, however, when a partially sold deal must be carried forward to the following week. Should this happen, follow these guidelines in order to minimize the chance of miscommunication and disappointing your players.

1. Announce that the game has not sold out.
2. Mention when the game will be concluded.
3. Ask all who have a numbered hold ticket to show them to a designated worker.
4. The worker verifies the serial number, records the player's signup number, name, and phone number on a list or the seal card, has the player verify the information, and in case a player might not be around at the time the game is finished, offer the player to provide a window preference and make a note of it. NOTE: The player keeps his ticket!
5. If the remainder of the deal will be sold and potentially played prior to the first bingo game the following week, notify the players of this ahead of time.
6. Tell players to hold onto their ticket until they have verified that the winner(s) have been determined and all prizes have been claimed.

Communication is key. When anything is being handled differently than usual, it is better to error on the side of being redundant than to have players who don't know what's going on. Keep your players knowledgeable and they will feel more a part of your bingo family.



Federal Income Tax

Organizations that sell charity game tickets may be subject to Federal taxes. For information on Unrelated Business Income Tax (UBIT), stamp tax, and excise tax, visit our website at www.michigan.gov/cg and select the link on the right menu for "IRS Federal Tax Information."

Charitable Gaming Rule Changes

As of June 30, 2010, changes to Charitable Gaming administrative rules were implemented that impact suppliers and those who work at a millionaire party location. Additionally, location sign requirements specified in Directive 1.03.03 "Advertising Licensed Gaming Events by Locations" became administrative rules. Check the rules posted on our website (www.michigan.gov/cg) for the most current and more specific language.

Advertising an Event

A supplier may now advertise a licensed gaming event. Information must be current and accurate and must be discontinued once the license has expired. Advertising restrictions can be found in Supplier Rule 814.

Operating Games at a Millionaire Party

Anyone assisting in the operation of an event (dealers, pit bosses, tournament directors, and floor managers) must be employed by or an agent of the location, the lessor, or the supplier. Operation is anything other than handling cash, chips, or game records (which must be handled by a bona fide member of the organization).

Bingo Location Signs

To request permission for a sign at your bingo location that does not contain the licensee name, license number, and purpose for which the proceeds will be used, send a request with the proposed sign description to the Charitable Gaming Division, PO Box 30023, Lansing, MI 48909.

For a FUN way to design ANY kind of sign online,
check out www.buildasign.com.



Charitable Gaming Conducts Poker Forum

In a continuing effort to maintain an open dialogue with poker room suppliers and operators, the Charitable Gaming Division conducted a meeting in Lansing on May 4, 2010, with approximately 65 people attending. Judy Herriff, Executive Director of the Michigan Association on Problem Gambling, led an informative discussion of the perils faced by problem gamblers and the resources available for help.

Representatives of the Charitable Gaming Division described the qualification and licensing process and shed light on common recordkeeping problems. The panel also discussed new initiatives undertaken by the Charitable Gaming Division including a revised and improved version of electronic millionaire party game records, the issuance of one generic poker directive replacing all existing poker directives, and the feasibility of a standard point-of-sale system for all poker rooms.





Administrative Actions

MILLIONAIRE PARTY LICENSES REDUCED

Organization Name	Location	Effective Dates
ABBOTT MIDDLE SCHOOL	Kicker's All American Grill	1/1/10 - 12/31/10
CHRIST THE GOOD SHEPHERD USHERS CLUB	Garden Lanes	1/1/10 - 12/31/10
EBELING ELEMENTARY PARTNERS IN EDUCATION PTA	Rounders Poker Room	1/1/10 - 12/31/10
ORCHARD LAKE MIDDLE SCHOOL	Town & Country Lanes, Northville Downs, & Kicker's All American Grill	1/1/10 - 12/31/10
WEST BLOOMFIELD HIGH SCHOOL	Town & Country Lanes	1/1/10 - 12/31/10
VFW 3023	VFW 3023	1/12/10 - 12/31/10
EAGLES 3465	Limberlost Poker Room	1/13/10 - 12/31/10
MOOSE 1162	Limberlost Poker Room	1/19/10 - 12/31/10
MARINE CITY CHAMBER OF COMMERCE	Snookers Pool & Pub	1/25/10 - 12/31/10
AMERICAN LEGION 16 SONS	Mavericks Poker Room	2/3/10 - 12/31/10
K OF C 3057 4TH DEGREE	Snookers Pool & Pub	2/8/10 - 12/31/10
K OF C 10501	Snookers Pool & Pub	3/1/10 - 12/31/10
ST. EDWARD ON THE LAKE SCHOOL	Mavericks Poker Room	3/17/10 - 12/31/10
ROTARY CLUB OF MARINE CITY	Snookers Pool & Pub	3/26/10 - 12/31/10
HURON RIVER YELLOW JACKETS	N/A	5/10/10 - 12/31/10
ELKS 736	Ramada Inn of Ludington	5/20/10 - 12/31/10
QUALITY LIVING SYSTEMS MANAGEMENT CORPORATION	Lucky's Poker Room	5/26/10 - 12/31/10
ST. MARY'S ROSARY MAKERS	Lucky's Poker Room	5/28/10 - 12/31/10
ROTARY CLUB OF WOODHAVEN- BROWNSTOWN	Taylor Lanes & Woodhaven Lanes	6/3/10 - 12/31/10
ROTARY CLUB OF ROYAL OAK	Fairlanes Bowl	6/7/10 - 12/31/10
EAGLES 2250 AUXILIARY	Roundtree Bar & Grill	6/17/10 - 12/31/10
K OF C 2251	Snookers Pool & Pub	6/17/10 - 12/31/10
MILAN MIDDLE SCHOOL	Roundtree Bar & Grill	6/17/10 - 12/31/10
FOP 187	Snookers Pool & Pub	1/1/11 - 12/31/11

ANNUAL CHARITY GAME TICKET LICENSE SUSPENDED

Organization Name	City	Effective Dates
VFW 2052	Romeo	1/24/10 - 1/30/10
AMERICAN LEGION 443	Sanford	2/14/10 - 3/13/10
MUSKEGON RECREATION CLUB	Muskegon	2/14/10 - 3/13/10
VFW 7910	Dearborn Heights	2/28/10 - 3/13/10
AMERICAN LEGION 47	Comstock Park	3/14/10 - 4/24/10

BINGO LICENSE SUSPENDED

Organization Name	City	Effective Dates
AMERICAN LEGION 65	Alpena	2/28/10 - 3/13/10
KELLOGGSVILLE ROCKET BOOSTERS	Wyoming	6/13/10 - 6/26/10
NEWAYGO COUNTY SPORTSMENS CLUB	Newaygo	7/4/10 - 7/31/10

SUPPLIER LICENSE SURRENDERED

Organization Name	City	Effective Date
CHARITY POKER GUYS	Sterling Heights	1/31/10

SUPPLIER LICENSE SUSPENDED

Organization Name	City	Effective Dates
CHARITABLE SERVICES (SPECTRUM LANES LOCATION)	Grand Rapids	6/23/10 - 6/26/10

MILLIONAIRE PARTY LOCATION VIOLATION CLOSURES

Location Name	City	Effective Dates
FISHER HALL POKER ROOM	Flint	Permanent
HOUGHTON LAKE POKER ROOM	Houghton Lake	Permanent
COOPS	Ypsilanti	Permanent
ROUNDERS	Clinton Township	3/8/10 - 3/11/10
BENNY'S CHARITY POKER ROOM	Shelby Township	5/7/10 - 5/9/10 & 5/20/10 - 5/27/10
SNOOKERS POOL & PUB	Utica	8/1/10 - 8/10/10

RIGHT TO OBTAIN LICENSES SUSPENDED

Organization Name	City	Effective Dates
DOWNTOWN COACHES CLUB	East Lansing	3/12/10 - 9/12/10

Unlawful Gaming Product

A pull tab look-alike (Ad-Tabs) has recently resurfaced in charitable gaming locations. In 2006, the Michigan Court of Appeals decided that Ad-Tabs are an illegal lottery and do not fit within the promotional exception found in MCL 750.372(2) of the Penal Code. Although the manufacturer (FACE Card Promotions) claims that Ad-Tabs are legal under a federal patent, the Michigan courts have unequivocally stated that the sale of Ad-Tabs in Michigan is illegal. Therefore, beware that selling Ad-Tabs may not only jeopardize your charitable gaming license, but could result in criminal penalties.





TEXAS HOLD'EM AREA TRAINING MEETINGS

The Charitable Gaming Division conducts training sessions to provide the most current information to our licensed organizations. Organizations conducting Texas Hold'em are strongly encouraged to attend one of the following sessions, which are scheduled noon-4 p.m.

July 21, 2010
American Legion Post 102
330 Rockford Park Drive NE
Rockford

September 14, 2010
Eagles 1282
626 N Main Street
Cheboygan

November 10, 2010
American Legion 54
1125 E Columbia Avenue
Battle Creek

August 5, 2010
Taylor Lanes
24800 Eureka
Taylor

October 13, 2010
American Legion 449
299 Huron Boulevard
Marysville

December 8, 2010
Knights of Columbus 2659
3555 E Grand River Avenue
Howell

Compulsive gambling can be treated. If you, a family member, co-worker, or a friend need help or would like to learn more about problem gambling and the programs available, please call the Michigan 24-hour Help Line at 1-800-270-7117.