



Millionaire Party Guide for Qualified Organizations (Charities)

Contents

- * Millionaire Party: Getting Started
- * Event Application
- * License
- * Licensing: By The Numbers
- * Licensing: Terms & Conditions, Event Cancellations or Changes
- * Responsibilities
- * Event Management
- * Dealers
- * Equipment
- * Location: Rent and Requirements
- * Charity Expenses
- * Playing The Game: Rules, Imitation Money & Chips
- * Millionaire Party Conduct
- * Documentation
- * Qualified Organization's Checklist
- * Summary
- * Certificate of Completion

Note: This presentation summarizes some of the important aspects of the Bingo Act and Millionaire Party rules that an organization will need to know in order to run a millionaire party. This presentation does not include all aspects of the Act and rules. All qualified organizations are responsible for knowing and following the Bingo Act and Millionaire Party rules. See the MGCB [website](#) for additional details on the Bingo Act and Administrative Rules.

Millionaire Party: Getting Started

What is a Millionaire Party?

It's a charitable gaming event where wagers are placed on games of chance customarily associated with a gambling casino and participants use imitation money or chips

Qualification Process

A charitable organization must become "qualified" before applying for a millionaire party license.

- * Submit a completed Qualification Information Form and the required documentation
- * Provide ample time for the MGCB staff to review your charity's corporate documents and financial records

You will receive a written notice of whether your charity qualifies to obtain a millionaire party event license

Event Application

Key Items

- * Must be completed and submitted by the charity
- * Include signed and dated rental agreements for the event location and supplier equipment and dealers, if applicable
- * Include a diagram of the proposed location showing the specific area where gaming will take place and how the area will be demarcated (Office of the Executive Director of the MGCB {henceforth MGCB}) must approve the demarcated area before a license is issued)
- * Charities using their own dealers must submit a completed [Dealer Information Form](#) and copy of the driver's license for each proposed dealer and an [Attachment B](#) listing the dealers
- * Include a list of the participating workers and chairperson who are bona fide members of the qualified organization (event application [Attachment A](#))
- * Include a check payable to the State of Michigan for the license fee (\$50 per day of gaming/\$200 for a four-day event)
- * Event application may be found on the MGCB [website](#) (Millionaire Party>Forms)

Please allow at least six weeks to process a millionaire party event license application and 20 days for an event change form

Applications

Drop off or Mail to: 3062 W. Grand Blvd., Suite L-700, Detroit, Michigan 48202-6062

License

- * Allows a charity to operate a millionaire party event featuring casino-style games as a charitable fundraiser at its own or a leased location for up to four consecutive days at the MGCB's discretion
- * Charity must obtain the license (not the location or supplier)
- * Lists the dates and times your charity may operate its event
- * A copy of the license and the application must be onsite and the license displayed in a conspicuous place during the event
- * Requires a charity to manage the event, submit gaming records and maintain gaming records for the current year plus three years

Licensing: By The Numbers

Millionaire Party License

- MGCB may issue a charity **up to four millionaire party licenses** in a calendar year
- MGCB may authorize each license for **up to four consecutive days**
- MGCB will approve the hours of the game, but a millionaire party may not begin before 8 a.m. or continue past 2 a.m.
- Chip sales are limited to \$20,000 per day
- An organization using its own location, equipment and dealers may calculate its daily chip limit by dividing \$80,000 by the number of event days. For example, if an organization were to hold a two-day event, its chip sales limit would be \$40,000 per day (i.e., $\$80,000/2$ event days).

Licensing: Terms & Conditions, Event Cancellations or Changes

Terms & Conditions

The charity shall agree:

- * To not assign or transfer the millionaire party license
- * To maintain current and accurate records of all millionaire party operations
- * To conduct the millionaire party only during the hours and dates stated on the license
- * To immediately report to the MGC B in writing any change in the information stated on or attached to the millionaire party license application
- * To make [game records](#) and all supporting documents available onsite and after the event for MGC B representatives to review for up to three years following the event
- * If an event is cancelled, the charity must notify the MGC B immediately and return the original license to the MGC B if already issued

For more detailed information, see the [Bingo Act](#) and Millionaire Party [administrative rules](#)

License change form

- * Submit a change [form](#) if necessary, after the application is submitted

Responsibilities

Principal Officer

- Ensures the millionaire party is conducted in accordance with the Bingo Act, the millionaire party rules, directives and any local, state and federal laws and regulations
- Must be 18 years of age or older

Chairperson

- Designated by the charity's officers
- Ensures the millionaire party is conducted in accordance with the act, the millionaire party rules, directives and any local, state and federal laws and regulations
- A bona fide member of the charity for at least six months
- Serves as a millionaire party chairperson for only one charity in a calendar year unless otherwise approved by the MGCB
- Must be on the premises during the entire event
- Must wear a badge with their name, the title "Chairperson," and the name of the charity

Event Management

The Bingo Act requires the charity to manage the event. The rules say the MGCB sets the number of members required to manage an event, which shall **not be less than two bona fide members** (including the millionaire party chairperson). The charity must submit the worker names on the Attachment A – Worker List with the license application:

- * Bona fide member means a member who participates in the qualified organization to further its lawful purposes and the spouse of such member.
- * Members must be *present at all times* and wear distinctive apparel, buttons or vests identifying them as members of the charity
- * A bona fide member acting as a dealer does not count toward required staffing numbers

Only bona fide members may:

- * Count, distribute, handle, sell or redeem chips
- * Receive, handle or count cash
- * Collect the house rake
- * Complete millionaire party game records and financial statement
- * Ensure only authorized persons are in the demarcated area
- * Monitor the games and verify all games are conducted according to the rules
- * Verify the age of players (18 years of age or older)
- * Perform any other duty assigned by the MGCB

[See Bingo Act](#), Section 432.110, regarding event management

If fewer than two bona fide members are present:

Call the MGCB immediately at (313) 456-4940 or send a detailed email to Millionaireparty@michigan.gov

A charity may be required to cease conducting the licensed millionaire party.

Dealers

The charity is responsible for the actions of the dealers, including compliance with the Bingo Act, the administrative rules, directives and any other local, state or federal laws and regulations

Who May Or May Not Be A Dealer?

- * Only the persons authorized by the MGCB may be dealers at a millionaire party event.
- * Bona fide members of the charity may serve as dealers or the charity may hire dealers
- * A dealer **may not** be an employee of the location owner or lessor
- * A dealer may not play Millionaire Party games at the location where he or she works or assists
- * A charity using its own dealers must submit a completed [Dealer Information Form](#) and a copy of the driver's license for each proposed dealer
- * A charity using its own dealers must submit an [Attachment B – Dealer List](#) for each event
- * A charity using a licensed supplier is not required to submit any information regarding dealers

Equipment

Rented Equipment

- * A charity may rent equipment from a supplier licensed by the MGCB (see [website](#) for a list)
- * A charity may not rent equipment from the location's owner or lessor

Equipment

- * May only use equipment in good repair and sound working condition
- * The equipment must be stored in an inoperable manner when not in use

Location: Rent and Requirements

Rent

All terms and conditions of location rental, including the fee, must be in a written agreement approved by the MGCB. The charity may not make any other payments to a location other than rent as approved by the MGCB.

Requirements

- * The charity must ensure demarcated area access is controlled
- * The charity may hire security officers
- * Security services provided by the location, if any, must be part of the approved rental agreement
- * At events where alcoholic beverages are served, persons ages 18-20 shall wear an identifying mark to indicate age and identity were verified

Charity Expenses

Expense Limit

- * Shall not exceed 45 percent of the gross profit (defined as total revenue less chip redemptions and prizes; excludes the license fee)
- * Final total expenses shall be the preapproved expenses or up to 45 percent of the gross profit, whichever is less

Expenses must be

- * Approved in writing by the MGCB before the millionaire party event is licensed
- * Incurred through the conduct of the millionaire party event
- * Necessary and reasonable
- * Itemized

Playing the Game: Rules, Imitation Money & Chips

Rules of the Game

Only approved games are allowed and they must be posted.

The MGCB may withdraw approval of a game or change the rules of a game.

Imitation Money & Chips

- * Required for use during the event for wagering or redemption by participants
- * Sold only by the charity
- * May not be used for tipping or other purchases (e.g., food, raffle tickets, charity game tickets, numeral game tickets, non-gaming items)
- * May not be redeemed for more than the amount sold by the charity that day
- * \$20,000 daily chip sale limit (An organization using its own location, equipment and dealers may calculate its daily chip limit by dividing \$80,000 by the number of event days. For example, if an organization were to hold a two-day event, its chip sales limit would be \$40,000 per day (i.e., \$80,000/2 event days))
- * Not more than \$20,000 in imitation money or chips is permitted in a demarcated area
- * Chips must remain within demarcated area
- * The MGCB may set the maximum amount of chips or imitation money a charity may sell to an individual at a millionaire party

Millionaire Party Conduct

Do:

- * Determine all winners and award all prizes as prescribed by the Bingo Act, administrative rules and directives

Don't:

- * Allow participants to place a wager on a game, contest, athletic event or activity other than an approved game taking place at the location within the hours stated on the license

Documentation

Handling Game Records

Only the charity may:

- * Access
- * Enter
- * Amend
- * Store
- * Submit

The supplier or the location owner/lessor may not alter the records.

Game records may only be maintained by computer if they:

- * Cannot be remotely accessed
- * Are maintained in accordance with the Bingo Act, administrative rules and directives

Game records (including financial statement) must be maintained for the current calendar year plus three years or as directed in writing by the MGCB.

Financial Records

The charity must retain:

- * **Cancelled checks** or copies of checks from the charity's checking account into which millionaire party proceeds are deposited (exclusive control required)
- * **Invoices or receipts** with the date, vendor's name and item or service description for all expenditures made from the charity's checking account into which proceeds are deposited
- * **Documents** including, but not limited to, invoices and receipts supporting expenditures

All millionaire party proceeds must be deposited into the charity's checking account within two business days of the millionaire party.

The charity must **submit the event financial statement and all game records to the MGCB by the 10th day of the month following the last day of the event.**

Qualified Organization's Checklist

- [Millionaire Party Event Application](#)
- Certificate of Completion (see page 19)
- [Attachment A – Worker List](#)
- [Attachment B – Dealer List](#) (if supplying your own)
- [Dealer Information Form](#) (if supplying your own)
- Signed/Dated Rental Agreements (if applicable) Gaming
- Area Demarcation Diagram
- Check Payable to the State of Michigan
- [Game Records and Financial Statement Forms](#) (after event)

All forms available on [MGCB website](#)

Summary

Qualified organizations are required by the Bingo Act and administrative rules to manage their charity fundraising events. This presentation helps qualified organizations by outlining their basic responsibilities. If you require further assistance, please contact the MGCB:

By telephone: 313-456-4940

By email: Millionaireparty@michigan.gov

Additional information also is available at our website:

<http://www.michigan.gov/mgcb/0,4620,7-351-79128---,00.html>

Note: This presentation is not inclusive of all rules and requirements. See the MGCB [website](#) for additional details on the Bingo Act and Administrative Rules or call 313-456-4940 and a licensing technician will be happy to answer your questions.

Certificate of Completion



You must print and submit this certificate of completion with your event application to the MGCB. If you require further explanation before submitting this form, please call 313-456-4940 for assistance. Please submit whenever the principal officer changes in addition to a Qualified Organization Information Change form.

The Michigan Gaming Control Board shall ensure the conduct of fair and honest gaming to protect the interests of the citizens of the State of Michigan.

I certify that I, _____, of
(print name and title of principal officer)

_____,
(print name of charity)

a qualified organization, have reviewed the **Millionaire Party Guide for Qualified Organizations** presentation in its entirety. I also have read and understand the Bingo Act and the Millionaire Party administrative rules.

Signature: _____

Date: _____ Organization ID No. _____

Please submit by:

Email: Millionaireparty@michigan.gov

Fax: 313-456-3405

Mail: 3062 W. Grand Blvd., Suite L-700, Detroit, MI 48202