

Planning a Raffle or Bingo or other type of Gambling event?

If this is a new event, the first thing to do is determine if you need a license.

Bona fide charitable or bona fide nonprofit organizations organized primarily for purposes other than the conduct of such activities are hereby authorized to conduct bingo, raffles, and amusement games, without obtaining a license to do so from the commission but only when:

- (1) Such activities are held in accordance with all other requirements of this chapter, other applicable laws, and rules of the commission;
- (2) Said activities are, alone or in any combination, conducted **no more than twice each calendar year** and over a period of **no more than twelve consecutive days** each time, notwithstanding the limitations of RCW [9.46.0205](#): PROVIDED, That a raffle conducted under this subsection may be conducted for a period longer than twelve days;
- (3) Only bona fide members of that organization, who are not paid for such services, participate in the management or operation of the activities;
- (4) **Gross revenues to the organization from all the activities together do not exceed five thousand dollars during any calendar year;**
- (5) All revenue therefrom, after deducting the cost of prizes and other expenses of the activity, is devoted solely to the purposes for which the organization qualifies as a bona fide charitable or nonprofit organization;
- (6) The **organization gives notice at least five days in advance of the conduct of any of the activities to the local police agency** of the jurisdiction within which the activities are to be conducted of the organization's intent to conduct the activities, the location of the activities, and the date or dates they will be conducted; and
- (7) The organization conducting the activities **maintains records for a period of one year** from the date of the event which accurately show at a minimum the gross revenue from each activity, details of the expenses of conducting the activities, and details of the uses to which the gross revenue therefrom is put.

ALSO – if there is either no cost to enter OR no prizes given, then it is not considered gambling. (E.g. if a group just played bingo and didn't charge anyone for the playing, but still gave out prizes, this does not require a gambling license.)

If after reading the above, you DO need a gambling license:

#1 - contact Sarah Diama in the Parish Financial services office at sarah.diama@seattlearch.org for the required 'permission to gamble' letter from our corporate counsel.

#2 – we have met with the head of the State Gambling Commission in the past, and here are the directions for filling out the forms:

Notes/Comments to Gambling Commission Forms

1. EZ Form

Section 1: The form asks if you have ever applied for a gambling permit before. If yes, and you have previously been issued a permit, there is no reason why you should ever be denied future permits.

If asked for a UBI number, use your parish federal tax ID number.**

Section 3: The PAA should be the Proposed Activity Manager

Section 6: Use the date parish was formed.

Section 7: (a) provide information based on parish/finance council meetings; (b) number of members = number of parishioners, (c) all members do not vote, there is only one voting member – the pastor, so list the number of parishioners and then add the following annotation: “A subset of the active members. Not all members vote.” ** JUST CHECK 15 MEMBERS per advice from chair of state gambling commission.

Section 8: Supply the Group Ruling letter from USCCB, a copy of the parish listing in the OCD. In answer to (g), answer on a separate sheet of paper the following:

ABC Catholic Church is characterized under Washington law as an unincorporated association of the Corporation of the Catholic Archdiocese of Seattle, a corporation sole (RCW 24.12). ABC Catholic Church is a 501(c)(3) tax exempt entity based upon the attached IRS Group Ruling and corresponding listing in the Official Catholic Directory.

Oath Elected President: The PAA or pastor can sign.

2. Other Forms

If you are filling out any of the other forms that ask for Elected Organization Officers, use the parish/finance council member information for president and treasurer, the pastor or PAA should be the Board Chair.

** If you file electronically you are not asked to provide this information.

If you still run into difficulty, contact the Parish Financial Services office. Sometimes not all Gambling Commission staff are familiar with our situation.