

Social Gambling: Responsibilities

Organization Responsibilities

- Complete and return the Social Gambling Request Form A at least 15 days prior to event
- Create and display signs at each sales location that clearly state:
 - The name of the game
 - The price to play the game
 - The complete rules of the game
 - The sign must be 30x30 with 3" lettering at the top of sign must read "The Rules of The Game"
- Execution of all ticket sales
 - Only cash, check, money order, or debit card accepted- **NO credit cards**
- Collection of payment and giving sales **as is** directly to UW Staff member
 - Money from social gambling events **cannot** be deposited by the company and given to UWECl in the form of a check.
- Complete and return the following forms within 7 days following the event
 - Form B
 - Volunteer Form
 - Winners Listing

UW Staff Responsibilities

- Deliver Social Gambling License to company before raffle begins
- Provide physical raffle tickets to the organization putting on the event (if event is a raffle)
- Collect Social Gambling Payments **as is** in a campaign report envelope
- To be present at time of **any** sort of drawing, must execute drawing
- Pick up Social Gambling License and extra raffle tickets after event



Social Gambling: Checklist of Responsibilities

Has the Organization...

- Completed and returned Social Gambling Request Form A at least 15 days prior to event?
- Created signs to display at each ticket sales location that clearly state:
 - The name of the game
 - The price to play the game
 - The complete rules of the game
 - The sign must be 30x30 with 3" lettering at the top of sign which reads "The Rules of The Game"
- Clearly displayed those signs.
- Executed all ticket sales?
 - Did they only accept cash, check, money order, or debit card?
- Collected payment and gave sales **as is** directly to UW Staff member?
- Completed and returned the following forms within 7 days following the event
 - Social Gambling: Form B
 - Social Gambling Volunteer Form
 - Social Gambling Winners Listing

Has UW Staff...

- Made sure that the Social Gambling Request Form A was given to Sarah Peters once it is completed by organization prior to the event?
- Retrieved social gambling license from Jacki's office to display at event?
- Recorded the retrieval on license check-out sheet?
- Ensured that the social gambling license was displayed for the duration of the event?
- Provided physical raffle tickets to the organization putting on the event? Only if event is a raffle.
- Collected payment **as is** from the organization?
- Been present at time of **any** sort of drawing?
- Did UW staff execute drawing?
- Returned the social gambling license to Jacki's office?

