



**ST. MICHAEL CATHOLIC CHURCH
BINGO - RAFFLE PARISH EVENTS
RULES AND REGULATIONS
(INCLUDING PARISH-LEVEL “ *HOUSE RULES* ”)**

(These instructions are consistent with and include the prescribed
State of Colorado Revised Statute Title 24, Article 21, Part 6
(the Colorado Bingo-Raffle Law Handbook); Code of Colorado Regulations:
Covering and Regulating Bingo and Raffle Games;
Applicable portions of the Diocese of Colorado Springs’ Finance Manual;
and the Catholic Mutual Insurance Group norms for such gaming-related activities)

(Revised: May 18, 2023)



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May 18, 2023

Greetings and blessings in the name of Our Risen Lord Jesus Christ!

Each Catholic parish church is the center of local, Christian fellowship around the world. The St. Michael Catholic Church is no exception. Since its inception and establishment within the Diocese of Colorado Springs on April 27, 1967, St. Michael has had many occasions to be a beacon of Christ's light to fellow Catholics, fellow Christians and non-Church goers.

These opportunities for extension to the local community, focus on the image of Christ's call for charity and fellowship. As we readily recall in Sacred Scripture, many of Jesus' teaching moments on how to live one's life so as to fulfill God's commandments were centered around meal and activity fellowship.

In this regard, in years past, the St. Michael Parish Church renovated the downstairs section to include a parish's kitchen, bathrooms and a social hall meeting area.

As part of the parish's mission and ministry call to fellowship with our Catholic and non-Catholic brothers and sisters in Calhan, and the neighboring communities, the St. Michael Parish Church will begin to schedule and facilitate BINGO-Raffle events, starting June 1, 2023. These charity gaming events will be in total compliance with the State of Colorado Secretary of State's BINGO-Raffles Law Handbook; CRS 24-21-6; the Code of Colorado Regulations – Rules Covering and Regulating Bingo and Raffle Games; and pertinent Diocese of Colorado Springs norms and directives.

May God bless each of us abundantly, as we continue our faith journey together with Christ.

Sincerely,

Fr. Bob Newbury Jr.
Pastor

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CHAPTER 1

INTRODUCTION AND GENERAL INFORMATION

1. **Purpose:** To consolidate multiple pertinent instructions and directives regarding the parish-level conduct of bingo-raffle (including pull-tab) events/activities.
2. **General Information:**
 - a. A person, firm, or organization within this state shall not conduct a game of chance without a bingo-raffle license issued by the state licensing authority.
 - b. Only an active member of the organization to which the bingo-raffle license is issued may hold, operate, or conduct games of chance under a license issued, and a person shall not assist in the holding, operating, or conducting of any games of chance under a bingo-raffle license except an active member or a member of an organization or association that is an auxiliary to the licensee, a member of an organization or association of which the licensee is an auxiliary, or a member of an organization or association that is affiliated with the licensee by being, with it, auxiliary to another organization or association.
 - c. A licensee shall incur or pay only bona fide expenses in a reasonable amount for goods, wares, and merchandise furnished or services rendered that are reasonably necessary for the holding, operating, or conducting of a game of chance.
 - d. Each bingo-raffle license must contain a statement of the name and address of the licensee and the place where bingo or lotto games or the drawing of the raffles is to be held. If the bingo-raffle licensee moves from the games or drawing location listed on its license, the bingo-raffle licensee must notify the licensing authority in writing prior to commencing bingo or conducting a raffle drawing at the new location.
 - e. A licensee shall conspicuously display, at the place where a game is being conducted, its license issued for the conduct of games of chance at all times during the conduct of the game and for at least thirty minutes after the last game has been concluded.
 - f. A person or licensee shall not permit any person under eighteen years of age to purchase the opportunity to participate in any game of chance or purchase pull tab games.
 - g. A person or licensee shall not permit any person under fourteen years of age to assist in the conduct of bingo or pull tabs.
 - h. A licensee shall not offer or give an alcoholic beverage as a prize in a game of chance.

- i. Food offered during the course of a volunteer duty shift and consumed on the premises where the game of chance is being conducted is not remuneration, if the retail value of the food offered does not exceed the maximum amount per volunteer set by rule.

[The St. Michael Parish Church, volunteer workers are permitted one meal and drink gratis for their stewardship of their time and talents during the parish's bingo-raffle events/activities.]

- j. The games managers shall supervise all activities on the occasion for which they are in charge and are responsible for making all required reports. The games managers, governing board of the licensee, and the individual acting in the role of a treasurer on behalf of the licensee must be familiar with all applicable provisions of state law, the rules of the licensing authority, and the license.
- k. At least one games manager shall be present on the premises continuously during the games and for a period sufficient to ensure that all books and records for the occasion have been closed and that all supplies and equipment have been secured.
- l. The officers of a bingo-raffle licensee shall designate an officer to be in full charge of and primarily responsible for the proper utilization of the entire net proceeds of any game in accordance with state law.

3. **Conduct of bingo and raffle games:**

- a. In the playing of bingo, only persons who are physically present on the premises where the game is actually conducted may participate as players in the game.
- b. A person shall not act as a caller or assistant to the caller in the conduct of any game of bingo, unless the person has been a member in good standing of the bingo-raffle licensee conducting the game or one of its licensed auxiliaries for at least three months immediately prior to the date of the game, is of good moral character, and never has been convicted of a misdemeanor involving gambling or any felony.

[Additionally, at the St. Michael Parish Church, the person who wishes to be a caller or assistance to the caller, or a game floor volunteer, must satisfactorily complete a training session, to ensure he/she is knowledgeable and capable of performing the required responsibilities and tasks of these important positions. As a minimum, the training must include the task items identified in Appendix R of this document.]

- [4. **Catholic Mutual Insurance Self-Inspection:** At least annually, the Pastor (in conjunction with the Game Manager/s) is to conduct and document for record a self-inspection of the parish's Bingo-Raffle activities and game room area/s. Please refer to Appendix B of this document.]

[5. **Licensee Quarterly Reports Required to the Colorado Secretary of State:**

Every bingo-raffle licensee in Colorado must file a quarterly financial report, even if no games of chance were conducted and no administrative fee is due.

Do we have to file a report, even if/when no activity occurred that quarter?

Yes. If you are e-filing the report, select "No activity" in all appropriate sections.

If you are filing on paper, file a "zero" or "no activity" report by entering zeros in all applicable fields.

You must also submit a Schedule A, Distribution of Proceeds.

Do I have to submit any additional information with my report?

In addition to the quarterly report, you must submit the following forms:

- *LE-21a, Addendum* (bank form).

If you are e-filing, you will be asked for this information during the online filing process - you don't need to upload it separately.

- *Schedule A, Distribution of Proceeds*

If playing progressive games, you must also submit the applicable form:

- LE-31a, Progressive pull tab summary
- LE-34a, Progressive jackpot bingo summary
- LE-34c, Progressive raffle summary

If requested, you may also be asked or prompted to provide the following:

- LE-31, Pull tabs identification & sales - pull tabs held at bingo or bar/club rooms
- LE-32, Bingo occasion activity summary
- LE-33, Summary of pull tab activity
- LE-34, Bingo door count & income per occasion
- LE-35, Special report (bingo disposable sheets)
- LE-36, Bingo payout report
- LE-37, Last sale pull tab

* These on-line, fillable .pdf LE forms can be found at:
https://www.sos.state.co.us/pubs/bingo_raffles/bingoForms.html

When are reports due?

Reports are due on the last day of the month following the end of each calendar quarter.

Quarter	Reporting for Months	Due date to the Colorado SOS
1 st	January/February/March	April 30
2 nd	April/May/June	July 31
3 rd	July/August/September	October 31
4 th	October/November/December	January 31

What will happen to us if we fail to file or miss a quarterly report filing due date?

The licensee's bingo-raffle license will be changed to delinquent (for failing to follow the established quarterly reporting status).

Additionally, the SOS may levy a fine against the St. Michael Parish Church and/or place our bingo-raffle license in a suspended or revoked status.

CHAPTER 2

Bingo-Raffle License

Bingo-Raffle Licensees

1. Initial Application:

- a. An applicant seeking a bingo-raffle license must submit a completed application, using the form prescribed by the State of Colorado Secretary of State, in addition to the following:
 - (1) The application fee;
 - (2) A list of all members of the organization, and all members of auxiliary and affiliate organizations who will participate in the operation of games of chance. If the organization has a large number of members, the applicant may submit a copy of the entire membership;
 - (3) The names, addresses, and titles of all officers and directors of the organization; and
 - (4) Proof that the organization has functioned for the five years immediately preceding the application date and that the organization has had members throughout this period. Proof of existence consists of:
 - (a) Articles of Incorporation dated more than five years from the date of application, stating that the organization has members;
 - (b) Copies of at least one bank statement per year for the five-year period; and
 - (c) Copies of minutes from at least one general membership meeting per year for the five-year period.
- b. The organization must qualify as one of the following types of organizations: religious, charitable, labor, fraternal, educational, volunteer fire, or veterans. The Colorado Secretary of State may require submission of supporting documentation.
- c. The 45-day period for approval or rejection of the application will start upon notification that the Colorado Secretary of State received the required information outlined in Colorado Bingo-Raffle Handbook Rule 2.1.1(a).
- d. The issued Bingo-Raffle **gaming license is valid for a period of one year** (expiring December 31) and must be renewed annually.

2. **Renewal Application:**

To renew a bingo-raffle license, a licensee must submit a complete renewal application, using the form prescribed by the Colorado Secretary of State, in addition to the following:

- a. The items listed in listed above for an initial license application; and
- b. If the organization changed names in the last year, evidence of the name change. For entities organized under Colorado law, articles of amendment or merger, or other documentation of changes filed with the Colorado Secretary of State qualify as evidence of the name change.

CHAPTER 3

STAFFING / VOLUNTEERS FOR GAME EVENTS / ACTIVITIES

1. **Game Room Volunteers:** (Please also refer to Appendix R)
 - a. A licensee may, as a membership condition or qualification, require all of its active members to assist with its charitable gaming operations. Members are considered bona fide volunteer workers when operating or assisting with the licensee's bingo-raffle activities if:
 - (1) The licensee does not provide any remuneration, including but not limited to, any fee, expense, travel, tuition, or other credit that is based on the amount of service or assistance rendered or time spent by a member in the course of operating any licensed bingo-raffle activity; and
 - (2) The licensee does not offer or give to any member an option to pay money or donate anything of value to the licensee nor offer or give a reduction in any member's benefits, privileges, or powers as an alternative to assistance with bingo-raffle activities.
2. **Games Managers:**
 - a. A licensee may not conduct any bingo, raffle, or other game of chance unless one of its designated games managers holds a current, valid games manager certificate issued by the Colorado Secretary of State.
 - (1) The Colorado Secretary of State may issue a games manager certificate to any individual who has successfully completed their games manager training program and passed a test.
 - (2) The Colorado Secretary of State may issue games manager certificates that are valid for the management of all licensed bingo-raffle activities or may issue a limited certificate valid only for licensed raffles.
 - (3) Each games manager must execute a games manager's oath on a form prescribed by the Colorado Secretary of State.
 - (4) A games manager certificate is **valid for a period of four years** from the date of issuance.
 - b. The on-duty (scheduled/designated) gaming manager **must be continuously present during and** for at least 30 minutes ***after*** a raffle drawing, a bingo occasion, or a bingo occasion related pull tab game.
 - c. [The gaming manager must ensure that cash boxes (with the appropriate amount of ready cash bills/coins) are available to volunteers staffing the welcome/sales table and kitchen.]

3. **Welcome and Front Sales Desk:** Should be staffed by at least two (2) volunteers, who will:
 - a. Warmly greet every gaming player;
 - b. Need to be skilled in counting money and operating a cash register;
 - c. Receive a \$5.00 entry fee per player (children 12 and below are free);
 - d. Give one Bingo entry ticket to every gaming player after receiving their entry fee; (such as example below)



(entry ticket color should change from week-to-week)

- e. Players must have purchased a minimum of one 3-on game packet for entry into the game area and to purchase additional cards, sheets, etc.

6	21	36	55	61
12	19	43	56	69
9	24	38	46	71
3	20	44	52	67
1	30	34	57	65
4	16	40	46	72
10	17	41	58	62
2	26	37	48	66
7	18	37	60	63
14	29	35	59	73
11	23	31	51	65
13	22	32	60	73
6	30	34	50	61
2	25	39	48	70
15	27	33	56	75

BINGO				
819493				
6	17	37	58	75
7	21	41	60	72
8	16	FREE 11001	48	61
10	25	35	49	67
11	30	36	54	69
4-1				

(Note: Each game half has bingo specials, which are one bingo sheets (as shown above))

- f. By state law: Gaming material purchases (i.e., Bingo packets, cards or sheets; raffle tickets; pull-tabs; etc.) **MUST be made by an adult (18 years of age or older).**

Valid Driver's License/ID card compliance checks before purchases is required.

- g. Sell to each gaming player any requested bingo, raffle or pull-tab gaming instruments, colored daubers, glue-stick, etc.;

The Colorado Bingo-Raffle Handbook requires that for every occasion when a Bingo pack, card or sheet sold, that the LE-34, Bingo Door Count & Income per Occasion (Appendix I) must be annotated for sales count and a record of the number of event participants.



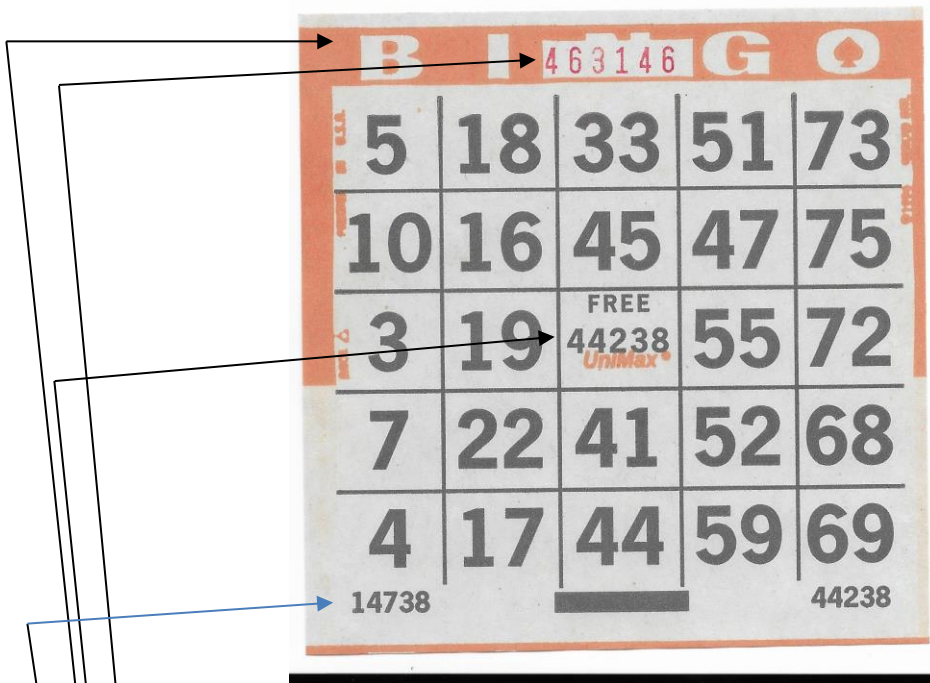
Again, sales of any bingo, raffle or pull-tab gaming instrument MUST BE to an adult (over 18 years of age).

Therefore, checking a valid state or federal government ID card or driver's license is required.

- h. **To enter the gaming area, the individual must purchase at least one, 3-on bingo sheet.**
- i. Each sale must be appropriately entered into the gaming event's cash register;
- j. Each gaming person (before entering onto the gaming floor) must be given their sales' cash register paper receipt. (A cash register receipt must be presented by the player to a gaming floor worker, when a winning bingo or raffle drawing is called by them; as required by Colorado law in the verification process.)
- k. Answers to questions or resolution of conflicts with gaming players are to be directed to the on-duty Game Manager.]
4. **Caller:**
- a. A person shall not act as a game event/activity caller or assistant to the caller in the conduct of any game of bingo, unless the person has been a member in good standing of the bingo-raffle licensee conducting the game or one of its licensed auxiliaries for at least three months immediately prior to the date of the game, is of good moral character, and never has been convicted of a misdemeanor involving gambling or any felony.

[Furthermore, the caller at the St. Michael Catholic Church shall be a registered, baptized Catholic, in good standing within the Roman Catholic Church, and not having anything whatsoever canonically impeding them from receiving the sacraments.]

- b. Where more than one room is used for any one game, the receptacle [main board and console] and the caller must be present in the room where the greatest number of players are present.
- c. All numbers announced must be plainly audible to the players in the aforesaid room and also audible to the players in the other room/s.
- d. The receptacle and the caller must be visible to all the players at all times except where more than one room is used for any one game, as noted previously.
- e. Obtain from the on-duty Gaming Manager that event's bingo cards/sheet series numbers, etc. These will be needed during the verification process of a winner.



[Security features are printed on every bingo card or sheet: (used in the verification process to determine if the card or sheet, was purchased by the player AT THIS event or occasion:

Serial Number: A number printed on the card by the manufacturer as a sheet identifier. This number can be and should be posted at each bingo session identifying the serial number that is being played. This identifies paper that a player may be using from another session or a different game. This number is the same on every face of every book within a collated set, which simplifies tracking.

Card Verification Number: The unique card face number on each bingo face. This card face number does not repeat and identifies the 24-face number configuration of the B, I, N, G, and O numbers printed. This number is found in the FREE space.

Border Color: Identifying the border color of the bingo paper of the game being played. Everyone should be playing the same game with the same-colored paper.

Series Number: Identifies the cards in play by the different range of 9,000 cards. For example, 1-9,000; 9,001-18,000; 18,001-27,000.... all the way up to 54,000-63,000.]

5. **Call and display of balls.** A caller must draw a ball from the receptacle and immediately display the letter and number on the ball to the players. The caller must loudly and clearly announce the letter and number on the ball, so that all players can hear.

a. The caller must make the announcement **twice** before drawing the next ball.

EXAMPLE: “B-15”. “B-ONE-FIVE”.

b. *The ball is not official until it has been properly called.*

c. [At the St. Michael Parish Church, *allow approximately 30 seconds between each call to give participants enough marking time. People need time to hear the combination, find it on their score sheets, and then mark it.*

PLEASE – Do not call out a new combination from the next drawn ball too quickly—wait approximately 30 seconds after you've called out a ball's letter and number to the people—to enable them to prepare for the next call.]

6. **Bingo-Raffle Game Floor Volunteer Roles and Responsibilities:** The following roles and responsibilities of volunteers ensure a meaningful contribution by assisting participants, the Game Manager and the designated caller.

a. Organizations may elect to bring additional volunteers above the two-person minimum to provide some flexibility in resourcing while ensuring at least two volunteers are actively on assignment at any given time. [At the St. Michael Parish Church, a minimum of two volunteers is required for game operations. Additional volunteers are welcome and always preferred.]

b. Scheduled or on-assignment gaming floor volunteers, at a minimum must:

(1) Circulate the gaming floor to provide assistance to game players. and welcome guests as they arrive and thank guests as they depart on behalf of their organization. [The St. Michael Parish Church.]

(2) Assist players with information on programs, events, games and promotions, if or as needed.

(3) Verbally announce and signal possible game winners to the caller and assist with the required verification process.

(a) Assist with calling back a winning ticket, card or sheet numbers for verification by the caller (to ensure a valid agreement between the possible winner and their ticket, card or sheet and the caller's information). *

[* The possible winner of bingos, raffles, etc. and a gaming floor volunteer are not to be related in any way (i.e., they are not related by family; marriage; etc.). This is to avoid any appearance or inference of a possible conflict of interest.]

First, the volunteer is required to bring the winning ticket, card or sheet to a nearby disinterested other player, while calling back the information to the caller, to provide another independent set of eyes in the winning verification process.

Second, the volunteer is to provide the caller with the card or sheet serial number and series number, before announcing the player's daubed or marked numbers making a bingo.

In other words, the gaming floor worker must call the numbers of the winning combination to the caller, or, in the case of a coverall or blackout bingo, the caller may announce the numbers that have not been called

- (b) **The winner MUST also present a valid cash register receipt for that day's game/s in order to validly claim their won prize or monies.**
 - (c) In the event a card cannot be verified and/or the participant has no valid cash register receipt for that day's game/s, volunteers are required to transfer the winning card to the on-duty Gaming Manager for a secondary verification check and final resolution of the matter with the game player.
- (4) Assist with keeping the game floor area clean (e.g., picking up used paper bingo products and empty containers) and eliminate any safety hazards.
 - (5) Redirect any positive and negative customer service issues to the on-duty Gaming Manager. During the active play of a gaming event/activity, the on-duty Gaming Manager is the final decision maker; in favor of the state's Bingo-Raffle Handbook, law and regulations.
 - (6) Participate and support all responsible gambling activities and initiatives as directed by the on-duty Gaming Manager.
 - (7) Report any observed suspicious or fraudulent player activities to the on-duty Games Manager.
 - (8) During the game floor intermission, may take a break in order to consume a meal, drink, etc. [At the front welcome/sales table, at least one person must remain at the table however].
- c. Scheduled or on-assignment gaming floor volunteers, **must not**:
- (1) Be under 14 years of age to assist in the conduct of bingo, raffle or pull-tabs.
 - (2) Purchase any gaming products or participate in any gaming activity.

- (3) Handle any gaming product (e.g., bingo cards) (except when making a call back to verify a winning ticket, card or sheet with the caller).
- (4) Play bingo cards or games for customers.
- (5) Purchase or possess any alcoholic beverages on the church's property—especially within the designated gaming area.
- (6) Participate in any game floor promotions or draws.
- (7) Participate in assignments while under the influence of alcohol or recreational drugs.
- (8) Use personal electronics (cell phone, tablet, etc.).
- (9) Smoke (including electronic cigarettes).
- (10) Act in a way that is disruptive or detrimental to the success of gaming occasion and its associated charitable organization.

- d. **Volunteer Services – Immunity:** All bingo-raffle volunteers are immune from civil actions and liabilities pursuant to section 13-21-115.5, which provides that volunteers are not personally liable for their acts or omissions if they are acting in good faith and within the scope of their official function and duty for a charitable organization, with respect to such organization's conduct of games of chance.

Bingo-raffle volunteers are not liable under this section if the harm is not caused by willful and wanton misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed. (cf: 24-21-625)

- [6. **Conflicts of Interest Norms:** These Conflict of Interest norms are established here in this document to give the parish and public community participants confidence in the integrity of our parish church's conduct in facilitating games-of-chance events or activities.

As this can be a very sensitive issue, licensee Gaming Managers must be vigilant in preserving any possibility of a potential or perceived conflict of interest.

Parish-Level Norms:

- No volunteer, staff member or Gaming Manager assisting in the conduct and management of a bingo-raffle event may have any monetary interest in any ticket, card or sheet, or have a chance to win in any game played in any way; and
- No volunteer, staff member or Gaming Manager assisting in the conduct and management of a bingo-raffle event may have any direct or indirect personal financial interest in the funds raised.

Some examples:

- Designated members-in-charge (including the on-duty Gaming Manager), prize donors and other persons or companies involved in the conduct of the raffle must not purchase tickets;
- Prizes must not be purchased from a business controlled by any of the designated members-in-charge of the licensed lottery event;

- A neutral third party should draw the winning ticket (i.e., a person who has not purchased a ticket);

- No one involved in the sale of Break Open Tickets (BOT) may purchase tickets or participate in gaming events held in conjunction with the BOT gaming event [Break open tickets are instant-win lottery tickets, which are made of cardboard and have perforated cover window tabs. The game is played by tearing off the cover tabs to reveal the symbols underneath. Other types of break open ticket games include seal card games and bingo event tickets].;

- Licensees may not permit their bona fide members or persons acting as volunteers or other capacities to play bingo while they are assisting in the conduct of the bingo or raffle game.]

CHAPTER 4

SET-UP BEFORE BINGO - RAFFLE EVENTS / ACTIVITIES

1. Materials and notices that a licensee must post:

Constitution, Statutes and Rules:

Each licensee must keep a current copy of the bingo-raffle constitutional provisions, statutes, and rules at the location and during the time that an activity is held. The licensee must show the law and rules to any person on demand.

- a. Before the start of the first bingo game, the licensee must inform the players in attendance, by posting or announcement, that the players may obtain copies of the Bingo and Raffles Law and rules from the State of Colorado Secretary of State's office. The notice must include the Colorado Secretary of State's address and phone number.
- b. The licensee must post a sign stating that the games manager has a copy of the Bingo and Raffles Law and rules available for inspection. The licensee must use at least 12-point font and post the sign in a conspicuous location.
- c. The licensee must post any material as required by the Colorado Secretary of State from time to time.

License: A licensee must post a copy of the license for all players to see until the conclusion of the occasion.

Occasion Rules: Each licensee must post a sign, in a conspicuous location and in at least 12-point font, that includes the following information:

- a. All house rules in effect during that occasion;
- b. That the games manager is the final authority in the event of a dispute; and
- c. The procedure for determining refunds and the amount of the refund in the event of a power failure.

Prize information:

- a. At the beginning of each occasion, the licensee must conspicuously post the number and amount of cash prizes and how the prizes may be won, including the cost to players.
- b. The licensee must either display the available merchandise prizes or post a list and complete description of the prizes and how the prizes may be won, including the cost to players. If the licensee designates an alternative cash prize in the case of multiple bingo winners, the licensee must post details about the alternative prize in accordance with Colorado Bingo-Raffle Handbook Rule 2.4.4(a).

- c. If the licensee offers prize payouts on the basis of number of players or gross amount of sales, the licensee must conspicuously post a statement to that effect.

Notice of Cancellation of Bingo Occasion: A licensee may only cancel a previously scheduled occasion by posting a notice of cancellation at the location of the scheduled game at least one hour prior to the scheduled beginning of the occasion.

- a. For occasions played at commercial bingo facilities, the scheduled beginning of the occasion is the occasion start time stated in the rental agreement.
- b. For occasions played at facilities owned by the licensee or used without charge, the start time is the time the licensee normally admits players into the facility.

A licensee may presell tickets in accordance with section 24-21-604(4), C.R.S., as follows:

- a. Preselling is limited to the non-electronic sale, not more than fourteen days in advance of a bingo gaming event, of a ticket evidencing a person's right to enter the event; and
- b. A licensee **may not** pre-sell or authorize reserving a:
 - (1) "Card," as defined in section 24-21-602(7), C.R.S.;
 - (2) "Pull tab," as used in section 24-21-602(36), C.R.S.; or
 - (3) Specific seat.

Beginning (starting) lockable, cash boxes (tills) cash balances:

Typically, there should be lockable cash boxes for the: welcome/check-in table; the kitchen area; and at the main board/console with the caller or Games Manager.

- a. Welcome / Check-in Table (where entry fee is paid; where bingo cards, sheets, daubers, etc. can be purchased, etc.)
 - (1) \$500.00 total:
 - (a) \$1 bills – 50
 - (b) \$5 bills – 50
 - (c) \$10 bills – 20
- b. Bingo Kitchen
 - (1) \$100.00 total:
 - (a) \$1 bills – 25
 - (b) \$5 bills – 5
 - (c) \$10 bills – 4
 - (d) \$10 – one roll of quarters

c. Main board/console

(1) \$500.00 total:

(a) **First half of Bingo game:** 7 individually marked, prize/winner sealed money envelopes (All envelopes total: \$250.00)

(b) **Second half of Bingo game:** 7 individually marked, prize/winner sealed money envelopes (All envelopes total: \$250.00)

SAMPLE PAY-OUT CASH AVAILABLE ON-HAND FOR EACH BINGO GAME NIGHT

FIRST HALF OF BINGO GAME NIGHT:

1.	(BLUE):	\$20.00
2.	(ORANGE):	\$20.00
3.	(SPECIAL – BLUE):	\$35.00
4.	(GREEN):	\$20.00
5.	(SPECIAL – GREEN):	\$35.00
6.	(YELLOW):	\$20.00
7.	(PINK): BLACKOUT 55 NUMBERS (\$100.00)	<u>\$50.00</u>

\$200.00 (or \$250.00 for 55 or under numbers payout)

******* 15-MINUTE INTERMISSION *******

SECOND HALF OF BINGO GAME NIGHT:

8.	(GRAY):	\$20.00
9.	(PEA GREEN):	\$20.00
10.	(SPECIAL – ORANGE):	\$35.00
11.	(RED):	\$20.00
12.	(SPECIAL – BLUE):	\$35.00
13.	(PURPLE):	\$20.00
14.	(BROWN): BLACKOUT 55 NUMBERS (\$100.00)	<u>\$50.00</u>

\$200.00 (or \$250.00 for 55 or under numbers payout)

CHAPTER 5

CONDUCT OF BINGO GAMES IN GENERAL

1. A bingo game starts when the first numbered object, ball or number is selected at random or randomly generated by machine and called. The game continues until all the objects or balls have been returned to the receptacle or the machine has been cleared.

A game may have two or more parts with different winning patterns for each part, if the total amount of prizes offered or given for all parts of one game does not exceed, in amount or value, the maximum prize that may be offered or given in a single game of bingo.

2. **Authorized equipment and cards.** A licensee must keep authorized equipment and cards, including all bingo-related items, in good repair and sound working condition. The Colorado Secretary of State may order, in writing, any equipment, cards, or related items immediately repaired or replaced if they are found to be defective.
 - a. A licensee may not use balls with creases, holes or other damage during a bingo game.
 - b. Balls used during bingo games must be in the master board before each occasion, and at least one player must verify that all balls are present immediately prior to the first game of the occasion.

Licenses that use electronic random number generators must ensure that all numbers on the lighted board can be illuminated. [\[These are not utilized at the St. Michael Parish Church.\]](#)

- c. Once a ball is removed from the receptacle, it may not be returned until the conclusion of that game.
 - d. A licensee must select bingo game balls one at a time.
3. **Call and display of balls.** A caller must draw a ball from the receptacle and immediately display the letter and number on the ball to the players. The caller must loudly and clearly announce the letter and number on the ball, so that all players can hear. [\[At the St. Michael Parish Church, the use of an amplifying system or microphone and speaker is required.\]](#)

The caller must make the announcement twice before drawing the next ball.

The ball is not official until it has been properly called.

- a. If more than one room is used, the receptacle and the caller must be in the room with the greatest number of players.
- b. The caller may use a camera and monitor to display the letter and number. If the caller uses a monitor, the licensee must post a sign by each monitor that reads: “***Ball on TV is not official until called.***” [\[This is not utilized at the St. Michael Parish Church.\]](#)

4. **Master Board.** The master board is the only official scorer, unless the licensee is using a random number generator, in which case a lighted display board may serve as the official scorer. [\[A random number generator is not utilized at the St. Michael Parish Church.\]](#)
 - a. If a lighted display is used, the letter and number of the called ball must be lit immediately after the ball is called [and inserted into its respective board sensor holder].
 - b. If the caller discovers that the wrong letter or number was called, the caller must announce: ***“I am reading the correct number, please correct your card or sheet.”*** The caller must then correct the master board and the lighted display, if applicable, before continuing with the game.

5. **Closing a Bingo Game:**

Each bingo game must be closed in accordance with the following procedure:

- a. The licensee must stop the game after “Bingo” is signaled by a player or a worker.

A player is responsible for ensuring that a signaled “Bingo” is acknowledged by a floor worker, the bingo caller or both.
- b. The caller may not call the next ball removed from the machine or otherwise selected, until the signaled bingo [player’s card] is verified or invalidated.

If a bingo has been signaled and a worker acknowledges the player, but the caller was unaware and continues to call the next ball, the effect of the preceding ball is suspended pending verification or invalidation of the last [signaled] bingo.

If the signaled bingo is verified, the caller must return the ball to the machine, unless the verified bingo is part of a multi-part or continuing game.

- c. The last number called does not need to be part of the signaled bingo, unless the licensee has conspicuously posted a bingo occasion rule with this requirement.
- d. ***When a player or worker signals "Bingo", a worker on the floor must place the card or sheet in front of at least one other player at a different table to confirm the bingo.***
- e. ***The gaming floor worker must call the numbers of the winning combination to the caller, or, in the case of a coverall or blackout bingo, the caller may announce the numbers that have not been called, unless an electronic bingo number verification device is used to verify the bingo.*** [\[An electronic verification device is not used at the St. Michael Parish Church.\]](#)
- f. If an electronic verification device is used to invalidate a signaled bingo, the worker on the floor must announce the numbers of the winning combination so the caller can check the numbers against those actually called. [\[An electronic verification device is not used at the St. Michael Parish Church.\]](#)

- g. **The caller must then ask the players two times: “*Are there any other bingos?*”**

If no other player answers, the caller must announce: “*This game is completed.*”

6. Multiple bingo winners:

- a. If multiple bingos are announced and verified, and the prize is a cash prize, the licensee must divide the prize for that game or game part, so that each verified bingo player receives the appropriate amount, regardless of the number or identity of players involved. If a prize is divided, the licensee may round up the prize amount given to any player holding a verified bingo only to the nearest dollar.
- b. If the licensee is offering a merchandise prize, the licensee may designate an alternative cash prize in the case that more than one person achieves a valid bingo. The alternative cash prize must be equal to the current retail value of the merchandise prize and information on the alternative prize must be posted in accordance with Colorado Bingo-Raffle Handbook Rule 2.4.4. 3.1.7

7. Game Floor volunteers/Workers:

- a. **No individual who works or assists at a bingo occasion may play bingo or purchase or play any pull tabs or raffle tickets at the occasion which the individual volunteers or works.**
- b. A licensee must file with the Colorado Secretary of State a revised list of members who will work any bingo-raffle activities if the list submitted with the licensee’s application is changed by the addition of new members.
- c. An individual may not work or assist in the operation of licensed activities unless that individual is a member of the licensee or of an auxiliary as defined in Colorado Bingo-Raffle Handbook Rule 3.1.8 and the licensee has provided a list of members containing that individual’s name to the Colorado Secretary of State.
- d. An individual working or assisting at any bingo-raffle activity must present photo identification upon request of a representative from the Colorado Secretary of State.

- 8. Progressive Jackpot Bingo Games:** The following requirements apply specifically to progressive jackpot bingo:

Required Postings:

In addition to any postings otherwise required by these rules, a licensee that conducts a progressive jackpot game must also post, a sign in at least 12-point font stating:

- a. The amount of the progressive jackpot at the beginning of the bingo occasion;
- b. The percentage of gross sales of progressive cards that is contributed to the jackpot and whether the contribution amount is added to the jackpot during the present occasion or during the next occasion;

- c. The price and description, including color and design, of the cards for the progressive game;
 - d. The bingo pattern or number arrangement a player must complete to win the progressive jackpot prize, together with a clear diagram of the number arrangement, if any pattern other than a full card (“blackout” or “coverall”) is required to win;
 - e. The maximum number of calls in which a player must complete the required pattern in order to win the progressive jackpot prize;
 - f. The date, time, and location of the occasion at which the next game in the progression will be conducted, if the jackpot is not awarded;
 - g. The amount of the regular game prize if the licensee elects to continue a progressive game as a regular game when the progressive jackpot is not won; and
 - h. If the licensee is operating a progressive jackpot bingo game and is withholding 10% of the gross sales of progressive cards as a secondary jackpot, a statement to that effect.
9. **Number of Progressive Games Allowed:** A licensee may not conduct more than three progressive bingo games simultaneously, except that a licensee that conducts a members-only bingo occasion may conduct successive games of a progression during a single bingo occasion.
10. **Method of Play:**
- a. A licensee may start a single game of progressive bingo, in an amount not to exceed \$500 or the amount of the secondary jackpot from a prior progression, whichever is greater. A progressive game is won when a previously designated arrangement of numbers or spaces on a card or sheet is covered within a previously designated number of objects or balls drawn.
 - b. If the game is not won within the drawing of the previously designated number of objects or balls, the licensee must replay the game at the same location using the previously designated arrangement of numbers or spaces, until the game is won.
 - c. On the second and subsequent occasions, the jackpot amount increases by a percentage of the gross proceeds, not greater than 70%, collected from the sale of progressive bingo cards or sheets during that occasion or on the prior occasion. If a licensee is conducting a progressive jackpot bingo game with a secondary jackpot, 10% of the gross proceeds collected from the sale of progressive bingo cards or sheets at that occasion or the prior occasion must be set aside and segregated from the jackpot amount in the bingo-raffle account.
 - d. A progressive jackpot may not exceed \$15,000. Upon reaching \$15,000, the licensee must award the jackpot to the player completing the designated pattern regardless of the number of objects or balls called. If the jackpot reaches \$15,000, the licensee may award the jackpot on that or the following occasion.

- e. A licensee may impose a progressive jackpot maximum below the \$15,000 maximum ceiling set by rule. Upon reaching the self-imposed maximum, the licensee must award the jackpot to the player completing the designated pattern regardless of the number of objects or balls called. When the maximum is reached, the licensee may choose to stop contributing the set percentage of the proceeds to the jackpot (hard cap) or continue to contribute the same percentage until the jackpot prize is won (soft cap). The licensee must award the jackpot at the occasion during which the maximum was reached or at the following occasion. The licensee must post notice of self-imposed caps in accordance with Colorado Bingo-Raffle Handbook Rule 3.2.1.

11. **Members-only occasions:** A licensee must restrict a members-only occasion to bona fide members of the licensee, accompanying spouses, and guests of bona fide members.

The public may not access the premises where members-only bingo is conducted.

12. **Successive bingo occasions:** Once a progressive jackpot bingo game begins at a public bingo occasion, it must continue at each successive bingo occasion of the licensee at the same location until a player wins the jackpot. If a progressive is started at a members-only occasion, successive progressive games for that jackpot must occur at successive members-only occasions.

- **Card type:** The licensee must use the same type of progressive game card throughout all games in a progression.
- **Bingo pattern:** The licensee must require the same bingo pattern or number arrangement to win the progressive jackpot prize throughout all games in a progression.
- **Number of balls called during successive occasions:** For each successive game in a progression, the number of balls called may remain the same or increase. [At the St. Michael Parish Church, all games will remain a maximum of 75 balls.]
- **Percentage added to the jackpot:** For each successive game in a progression, the licensee must not change the percentage of gross proceeds added to the jackpot or the timing of when the amount is added.
- **Pre-game Announcements:** Immediately before drawing the first ball for any progressive game, the caller must clearly announce the maximum number of balls to be called in which a player must complete the pattern or number arrangement required to win the progressive jackpot prize, the jackpot prize amount, the card description, and the date and time of the next occasion if the jackpot prize is not awarded.
- **No winner of progressive:** If no player wins a progressive jackpot in the designated number of balls called, the entire jackpot prize amount, without deduction for consolation prizes, will carry over to the next game in the progression. After the designated number of balls is called, the licensee may either proceed to its next regular bingo game or continue the current game as its next regular game. If the game is continued as a regular game, the licensee must publicly announce the start of the regular bingo game, the pattern or arrangement required to win may not change, and

the prize amount is subject to the limitations in these rules.

- **Winner of progressive:** The caller, a floor worker, and a player other than the winning player must verify a winning card by manufacturer's identification number, series number, and balls called.
 - **Loss of license before award of jackpot:** If a licensee's license expires, is not renewed, is suspended, revoked, or surrendered, or if the licensee permanently terminates its bingo operations or terminates its operations at a particular location before a progressive jackpot is awarded, the licensee must determine a winner and award the jackpot prize and secondary jackpot, if any, on the licensee's last authorized bingo occasion at the location where the progression was started, regardless of the number of balls called.
13. **Inability to conduct occasion at regular licensed premises:** If a licensee cannot conduct the next game in the progression at the location where the progression started, the licensee must post a notice on the premises where the last game in the progression was conducted announcing the date, time, and location of the next game in the progression. If known at the time, the caller must make this announcement at the conclusion of the progressive jackpot game before the change in location.
14. **Multiple locations:** If a licensee regularly conducts bingo occasions at least weekly at each of two licensed commercial bingo facilities, the licensee may offer and continue one progressive jackpot bingo progression at each facility, as long as all games in a single progression are conducted at the location where the progression began except where the provisions of Colorado Bingo-Raffle Handbook Rules 3.2.13 or 3.2.14 apply.
15. **Disputed Games:** If the licensee discovers verifiable problems with the bingo balls, equipment or operation of the equipment, the games manager must settle the dispute in the following manner:
- a. Discovered before start of next game: If a problem is discovered before the start of the next game and if the error affected the outcome of the previous game, then the licensee must void and replay the previous game during the same occasion at no cost to players.
 - b. Discovered after occasion: If a problem is discovered after a bingo occasion is completed, then no games will be replayed.
 - c. If a game is voided and the number of bingo cards that each player was playing during the voided game can be determined, then each player must receive that same number of bingo cards for the replay. If the number of bingo cards played cannot be determined for all players, the licensee must give each player an equal number of bingo cards.
 - d. Mechanical defect of electronic bingo aid device: If the licensee discovers or is advised by a player that the player's electronic bingo aid device malfunctioned during a game, the licensee is not required to suspend the calling of new balls or numbers until the player replaces the malfunctioning device.

- e. Mechanical failure of electronic bingo system: If the licensee discovers or is advised by a player that the computer system controlling radio frequency signal transmission to electronic bingo aid devices has failed, the games manager must either:
 - (1) Instruct players using electronic bingo aid devices to manually daub the numbers of the balls called;
 - (2) Provide packs or sheets to players using electronic bingo aid devices and continue the occasion if the failure of the bingo aid system does not render the blower and master board inoperative; or
 - (3) Terminate the occasion and refund all or a portion of the pack and sheet sales and rental of electronic bingo aid devices.
 - f. Player has no right to prize: If the licensee discovers after the start of another game that a winner does not have the right to claim a previous game's prize, the licensee must replay the disputed game.
 - g. Prize money payment in disputed game: In a disputed game, the licensee may not pay any prize money until the dispute is resolved in accordance with Rule 3.
 - h. Payment exceeds occasion limit: If prize payment exceeds the maximum prize limit permitted by these rules, the licensee must note the cause of the over-payment in the game records and corresponding financial report for that time period. The Colorado Secretary of State may consider repeated or excessive overpayments of this nature a violation of these rules.
 - i. Loss of electrical power: If electrical power is lost during an occasion, the games manager must wait a minimum of 30 minutes but no more than one hour before terminating an occasion. Reimbursement for games not played or for the rental of electronic bingo aid devices will be as set forth in the occasion rules posted prior to the game.
 - j. Colorado Secretary of State: While investigating disputed prizes, the Colorado Secretary of State may instruct a licensee to pay a disputed prize if the preponderance of the evidence is in favor of the player.
16. **Games Manager's Log**. The games manager must keep a written log of all disputed games. The entries must include the occasion date, the game played, a short description of the dispute, the names and addresses of players involved in the dispute if the dispute involves a called bingo, and the resolution determined by the games manager.

CHAPTER 6

CONDUCT OF SALE, USE AND REDEMPTION OF BINGO CARDS, PACKS AND SHEETS

1. **Sales:** Player payment method: A licensee may not extend credit to a player.
 - a. When accepting payment, the licensee must:
 - (1) Collect the consideration for playing a game of chance in full, in advance, by check, cash, or debit or credit card. [Only cash is accepted as a means of payment at the St. Michael Parish Church's Bingo-Raffle events.]
 - (2) Directly deposit all proceeds into the licensee's segregated checking or savings account. The licensee may not commingle proceeds with funds in a general account or other account. [cf: Section 24-21- 622(3)(a), C.R.S.]
 - b. A licensee accepts all risks and losses associated with credit and debit card payment cancellations and returned checks. A licensee may not subtract these losses from its gross proceeds.
 - c. A licensee may pay fees to a check guarantee service or debt collection firm for recovery of bad checks or cancelled credit charges from the licensee's segregated checking or savings account.
2. **Premises only sales:** All sales of cards, packs, and sheets must take place on the licensed premises during the bingo occasion.
 - a. **Set price:** A licensee:
 - (1) Must sell all cards, packs, and sheets at a set price.
 - (2) May offer discounts on the basis of criteria available to all players, such as quantity purchased.
 - (3) Must set a price for the purchase, lease, or use of an electronic bingo aid device and that price must not change throughout the bingo occasion. [These devices are not rented, sold, available or utilized at the St. Michael Parish Church.]
 - (4) Must charge identical fees for electronic and non-electronic bingo card faces.
 - (5) Must post the price of each card, pack, or sheet, including discounts offered, and the charge, if any, for the purchase, lease, or use of each electronic bingo aid device, during the occasion, and before players may purchase items.

3. **Sales of individual sheets and cards:** At all bingo occasions where individual disposable cards or sheets are sold, the following procedures apply:
 - a. The licensee must issue individual disposable cards or sheets and a change fund to the workers. The licensee must record the exact number of disposable cards or sheets issued using the form prescribed by the Colorado Secretary of State.
 - b. After the cards or sheets for a game are sold, the games manager or other designated individual must count the amount on hand, subtract the change fund, and compare cards or sheets sold against the money received.
 - c. The licensee must record and retain the exact number of cards or sheets that are removed from inventory, sold, and returned to inventory using the form prescribed by the Colorado Secretary of State.
 - d. Sellers of individual disposable cards or sheets may not use proceeds from sales to pay prizes.

4. **Progressive bingo cards and sheets.** The following procedures and requirements, in addition to those for bingo operations generally, apply to the sale and use of progressive jackpot bingo cards and sheets:
 - a. The licensee must sell only disposable paper cards and must only lease electronic bingo aid devices where card faces are distinguishable by a color or design that the licensee does not use for any other game.
 - b. Each card or face sold for a progressive game must contain five rows of five squares with 24 preprinted numbers, or 48 preprinted numbers in the case of double action games, from the range of 1-75, a free center space, and the letters **B I N G O** printed in order over the five columns.
 - c. A licensee must determine a set card price before the first game in a progression. Discounts, free cards or faces, price changes, and variable pricing are prohibited.
 - d. A licensee must sell progressive bingo cards prior to the drawing of the first number for the game, except that, if the progressive game is a pre-draw concealed face game, the licensee may sell cards after the first drawing of numbers and before the game resumes.
 - e. A licensee must sell and account for progressive cards separately from other cards, sheets, or packs sold or used at a bingo occasion. A licensee may, by house rule, make purchase of a pack or door card a prerequisite for purchase of a progressive card.

5. **Use:**

- a. **Packs.** A licensee must collate each pack sold for use at a bingo occasion from a series of consecutively numbered sheets, and each sheet must contain its individual consecutive series number and the identification number assigned by the manufacturer to that series.

Nothing in [Colorado rules] requires a licensee to sell packs in any particular order.

- b. **Tally cards.** A licensee must provide a tally card or cash receipt to anyone who purchases cards or packs at the door.

At a minimum, the tally card or cash receipt must show the date of purchase and the total number of cards or packs purchased.

A licensee must only award a prize when the purchaser provides the tally card or cash receipt.

- c. **Manufacturer's identification number.** Prior to starting any game using disposable sheets or packs, the bingo caller must have the manufacturer's identification number and/or card number and the series number of the set of cards sheets or packs offered for sale for that particular occasion.

When a player completes a bingo, the worker on the floor checking the bingo must read the manufacturer's identification number and/or card number and the series number of each winning sheet.

A Winner's Payment may not be made unless both numbers were among those offered for sale for that particular game.

CHAPTER 7

CONDUCT OF SALE, USE AND REDEMPTION OF PULL TABS

1. **Price:**

A licensee may not sell a pull tab ticket for a price different than the price stated on the deal's flare.

2. **Pull tab construction:** A licensee may not sell a pull tab ticket, unless it has a pull tab or seal to be opened by the purchaser.

3. **Reservation of pull tabs:** A licensee may not reserve pull tabs for any person.

4. **Prohibition against information to players:** No person selling pull tabs or managing or working at any bingo game or other place where pull tabs are sold may state, imply or in any way indicate to the purchaser the number or type of tickets that have been redeemed or that remain in the container.

5. **Defective pull tabs:** A licensee may not permit the display, sale or operation of a defective pull tab.

a. The following are types of defective pull tabs:

(1) A pull tab that is marked, defaced, tampered with or otherwise placed in a condition that may deceive the public.

(2) A series or deal of pull tabs that consists of more than one serial number, color code or ticket name.

(3) A pull tab that contains printer or manufacturer mistakes or misstatements that adversely affect the gross receipts and/or profit of the pull tab series or deal.

b. The licensee must immediately remove a defective pull tab deal or series from display and refund the purchase price of all presented winning tickets and all unopened tickets in the players' possession.

c. The licensee must notify the Colorado Secretary of State in writing within 72 hours of discovering a defective series or deal of pull tabs.

d. The licensee must return the defective pull tabs in the licensee's possession, including all returned, redeemed and unopened tickets to the manufacturer, no earlier than the thirtieth day after discovery or the inspection of the defective deal or series by the Colorado Secretary of State, whichever comes first.

6. **No commingling:** A licensee may not commingle pull tab deals or display or sell a commingled deal. A commingled series or deal of pull tabs is one containing two or more serial numbers of the same form number.

7. **Identical form and serial numbers:** A licensee may not knowingly obtain or allow a deal of pull tabs or portion thereof with the same serial number, form number, and color code combination as another deal of pull tabs or portion thereof, in the possession or on the premises of the licensee.
8. **Removal of deal from play:** A licensee may not remove any deal or series of pull tab tickets or any unsold portion thereof from display or sale after the first ticket from the deal or series is sold unless the Colorado Secretary of State or any law enforcement authority orders the removal or when the deal is unsalable.
 - a. A ticket or portion of a pull tab deal or series is unsalable if it was displayed and openly offered throughout the duration of at least two consecutive bingo occasions at the same location. Pull tabs at bar and clubrooms are unsalable if they were displayed and offered for sale for a two-week period without any pull tab tickets from that deal or series being sold.
 - b. The licensee must keep any unsold or unsalable pull tab tickets unopened for a period of six months following the end of the quarter, in which the tickets were removed from sale, unless the pull tabs were removed from sale because of defects.
 - c. The licensee must destroy, after the time specified in Colorado Bingo-Raffle Handbook Rule 5.1.8(b), all pull tabs that were removed from sale.
9. **Defacing winning pull tabs:** Before the end of the bingo occasion, the licensee must ensure that the winning combination of every winning pull tab ticket is defaced, so that the winning ticket combination is identifiable, however, cannot be altered or used again.
 - a. A licensee that conducts pull tabs only on its premises, must deface the winning pull tab tickets daily.
 - b. The licensee must keep all redeemed winning tickets of \$20 or more and all opened flares and sign-up sheets for seal pull tabs for six months following the end of the quarter in which the tickets were redeemed.
10. **Paying pull tab prizes:**
 - a. The licensee may not redeem a ticket from a seal or pull tab for any other prize than the prize on the flare for the symbol combination on the winning ticket.
 - b. The licensee must award a prize only upon presentation, verification, and redemption of a ticket showing a winning combination, except when the deal of pull tabs is a last sale deal as designated by the manufacturer of the pull tab deal.
 - c. If pull tab tickets are sold at a bar or clubroom, the licensee may maintain a separate cash fund in a secure container on the premises to track proceeds and pay out pull tab prizes. This cash fund may not exceed \$2,000.

11. **Seal Pull Tab Operations:**

- a. **Number of deals in play:** A licensee may not operate, sell or put into play more than one seal pull tab deal of the same game name, form number and serial number at one time.
- b. The licensee must post the flare for the deal with the deal's serial number at the location of the seal game. The flare must be posted out of reach of purchasers and participants. However, fully visible to any player, and must contain a correct and accurate record of all holders of redeemed tickets that offer a chance on the seal tab prizes, as well as the potential winning combination of each ticket redeemed.
- c. **Hold tickets:** The licensee must deface and return to the purchaser those tickets redeemed for a chance to win the seal pull tab prize.
- d. **Sign-up sheet:** The licensee must maintain a separate list of redeemed ticket holders' addresses to contact them, if they are not present when the winning combinations are revealed.
- e. **Small deals:**
 - (1) The licensee is not required to maintain a list of names and addresses of those winners entitled to a chance to win the seal pull tab prize, if the game consists of 600 or fewer tickets and is reasonably anticipated to sell out in the course of a single bingo occasion or in one day at a licensee's bar or club room.
 - (2) Small deals, sign-up sheet required: The licensee must prepare a complete and accurate sign-up sheet and address record for any small deal pull tab game that does not sell out as anticipated in a single occasion or day.
- f. **Opening seal tab:** A player who is eligible to win the seal tab prize must break or tear open the seal tab for the deal in plain view of all individuals present when tickets from a seal pull tab deal are sold or when the deal is declared unsalable.
- g. **Announcements and Posting:** The licensee must announce the winning combination(s), the specific form number, the name of the game, the serial number of the deal, and the date the seal tab was opened and must post the information at the game. The licensee must record the name and license number of the licensee on the flare.
- h. **Unsold deals:** The licensee must announce and post the game name, form number and serial number of any seal pull tab deal that is not sold out before the end of a bingo occasion or the closing time for a bar or clubroom where the deal was offered for sale. The licensee shall also announce and post the date, time, and place of the next scheduled pull tab operation and advise the players to retain potential winning tickets until the flare is opened.

- i. **Notification of winner:** If the winning ticket is not redeemed upon the opening of the seal, the licensee must, within 15 days of seal opening, send written notice to the holder of the winning ticket at the address shown on the sign-up sheet. The notification must give the game name, form number and serial number of the deal, and state that the winner must present the winning ticket for verification to receive the prize.
- j. **Unclaimed prizes:** The licensee may retain a seal pull tab prize if the prize goes unclaimed for 15 days after sending notification to the winner.
- k. **Redemption of pull tabs:** The licensee must redeem and retain seal flare prize winning tickets in the same manner as other winning pull tab tickets.

12. **Last Sale Pull Tab Operations.**

- a. Upon opening a last sale deal of pull tabs for sale, a licensee must display and make available for sale all pull tabs contained in the deal. If the pull tab deal exceeds 5,000 tickets, the licensee is not required to display all pull tabs, however, must post a conspicuous notice upon the receptacle indicating whether all unsold tickets in the deal are contained in the receptacle.
- b. If the licensee uses a mechanical pull tab dispensing device, the licensee must post a conspicuous notice upon the machine indicating whether all unsold tickets in the deal are loaded in the machine.
- c. Licensee may sell or pay in full any pull tab deal that offers a prize for the last sale in the deal, if the licensee:
 - (1) Completes the forms required by the Colorado Secretary of State for last sale pull tab prizes and retains the forms for four months after the end of the quarter in which the prize was paid.
 - (2) Verifies the identification of the winner of the last sale pull tab prize, regardless of amount, including name, address, and driver's license number or Colorado identification number.

No last sale prize may be paid without such verified information.

CHAPTER 8

RENTAL AND USE OF ELECTRONIC BINGO AID DEVICES

The usage of electronic bingo aid devices is **not permitted or available** for rental, use or sale at the St. Michael Parish Church's BINGO-Raffle events/activities.



CHAPTER 9
CONDUCT OF SALE, USE AND REDEMPTION OF
RAFFLE EVENTS/ACTIVITIES

1. **General Requirements:** Licensees that conduct raffles shall comply with the following:

a. **Selling Tickets:**

- (1) Except as provided in the state's laws or handbook, only members of the licensee may sell tickets for entry into a raffle drawing. Members may not receive remuneration for selling raffle tickets and may not sell raffle tickets, while they are receiving compensation for performing regular duties for the licensee.
- (2) A licensee must sell tickets for entry in a raffle drawing at a stated price and each ticket must constitute a separate and equal chance to win.
- (3) A licensee must provide any conditions that may affect the stated price of a raffle ticket to the public prior to the sale of the first raffle ticket. If any of the following apply, then the licensee must provide the information to the ticket purchaser at the time of sale:
 - (a) The date or dates that the price of an individual ticket or group of tickets may increase or decrease.
 - (b) Any discounted price that is based on the purchase of a minimum number of tickets.
 - (b) The method of determining the number of tickets at a set price, such as in a stretch raffle.
- (4) A licensee may sell raffle tickets at bingo occasions, if:
 - (a) The proceeds from raffle ticket sales are recorded separately from bingo sales; and
 - (b) *The purchase of a raffle ticket is not conditioned on the purchase of bingo cards or faces, pull tabs or payment of an admission fee to play bingo.*

- (5) Licensees may contract with a call fulfillment center to process raffle ticket orders, if:
- (a) The call fulfillment center only receives incoming calls from ticket-purchasers and process ticket-purchaser information;
 - (b) The call fulfillment center does not process payments for raffle tickets and does not make outgoing calls to solicit purchases or encourage incoming callers to purchase additional raffle tickets; and
 - (c) The licensee submits a form prescribed by the Colorado Secretary of State that contains details of the agreement between the licensee and the call fulfillment center prior to the sale of raffle tickets through the call fulfillment center.

[The St. Michael Parish Church does not contract with a call fulfillment center to process any of its raffle tickets sold.]

- b. **Format of tickets:** All tickets must be discrete from every other ticket sold and may be identified by symbols, numbers, color, design or combination thereof.
- c. **Ownership of prizes:** The licensee must fully own merchandise offered as a raffle prize except as provided in Rules 8.2, 8.3, and 8.4. The raffle prize must be free of debt, lien and encumbrance prior to the sale of raffle tickets.

[All raffle prizes at the St. Michael Parish Church shall be under \$2,000.00.]

- d. **Cancellation:** A licensee may not cancel a raffle after the first raffle ticket is sold unless the licensee demonstrates to the Colorado Secretary of State that it will provide notice of cancellation to all ticket purchasers and refund the purchase amount to every purchaser.
- e. **Postponing or altering a drawing:** A licensee must not alter or postpone a raffle after the first raffle ticket has been sold unless the licensee can demonstrate to the Colorado Secretary of State that purchasers of raffle tickets will not be adversely affected by a substitution of prizes, a change of time or location and that the information concerning the raffle specifically states that a purchaser need not be present at the drawing to win.
- f. A licensee may not conduct more than one regular (non-progressive) raffle drawing at a bingo occasion.

2. Specific types of raffles:

- a. **Key raffles:** Licensees may conduct a key raffle where the purchaser receives a key that may open the particular prize being raffled, such as an automobile, if:
- (1) The licensee conducts a raffle where the keys are sold only to participants at an event sponsored by the licensee; and
 - (2) The purchaser selects the key from a receptacle containing all of the keys being sold; and
 - (3) The licensee provides a separate paper ticket to the purchaser that contains a stub with the name, address and telephone number of the purchaser and each stub sold is placed in a separate receptacle containing all stubs sold. The receptacle must be designed so that each stub has an equal chance of being drawn.
 - (4) In the event that not all keys are sold, and none of the keys that are sold will open the prize, the licensee will determine the winner by drawing a ticket stub from the receptacle containing all stubs sold.
- b. **Card raffles:** A licensee may conduct a card raffle where the purchaser receives a card containing numbers, symbols, colors or a combination thereof, where one-half of the card is torn off and placed in the receptacle from which the winning card will be drawn, if:
- (1) The portion of each card deposited into the receptacle is approximately the same size and shape as all other portions deposited; and
 - (2) Each card sold is distinct from every other card sold, although multiple decks of playing cards may be used if the decks are of different colors or design.
- c. **Bucket raffles:** A licensee may conduct bucket raffles using *theater style tickets only* if *the total retail value of the prizes* offered for a specific receptacle in which raffle tickets are placed *does not exceed \$1,000*.

If the total retail value of the *prizes* offered for a specific receptacle in which raffle tickets are placed *exceeds \$1,000, the licensee must print a ticket conforming to Colorado Secretary of State Bingo-Raffle Handbook*.

The licensee must either display merchandise prizes or display descriptions of merchandise prizes offered for each receptacle.

- d. **Sporting event raffles:** A licensee may conduct raffles where the winner is determined on the basis of scores from sporting events if and only if the licensee can demonstrate to the Colorado Secretary of State that each ticket sold has an equal chance to win with every other ticket sold.

- e. **Wheel raffles:** A licensee may conduct a wheel raffle, where the winning ticket is determined by spinning a wheel until a pointer lands in one of the discrete segments marked on the wheel.
 - (a) The number of raffle tickets must be less than or equal to the number of discrete numbers or symbols on the wheel, and each ticket sold matches only one of the numbers or symbols on the wheel.
 - (b) If fewer tickets than the number of segments are sold, the licensee must continue to spin the wheel until there is a winner.
 - (c) A licensee may use a wheel containing symbol(s), 0, or 00 only if it offers to sell tickets for those segments.

- f. **Stretch raffles:** A stretch raffle is a raffle where the number of raffle tickets purchased for a set price is determined by a specific measurement method.

For example, a stretch raffle may use a raffle participant's arm span to determine how many raffle tickets may be purchased for a set price. A licensee may conduct a stretch raffle only if the same measurement method is used to determine the number of tickets for all purchasers.

- 3. **Progressive Raffles:** In addition to all other applicable raffle requirements, a licensee that conducts a progressive raffle must comply with the following:
 - a. Progressive raffle games are restricted to members-only progressive drawings and playing card progressive raffles as follows:
 - (1) Members-only progressive drawings:
 - (a) Licensee members are given the opportunity to buy raffle tickets.
 - (b) At the drawing, the licensee places the names of all members or a subset of members into a pool and selects one name. The names of each member who bought a progressive raffle ticket for a specific drawing must be included in the pool for that drawing.

- (b) If the member whose name is drawn purchased a ticket for that drawing, that member wins the raffle prize amount, consisting of the prize money accumulated since the last winning draw.
- (c) If the member whose name is drawn did not purchase a ticket for that drawing, there is no winner, and the prize amount is added to the jackpot for the next drawing.

(2) Playing card progressive raffles:

- (a) A licensee may conduct a playing card progressive raffle game by selecting a Jackpot Prize Card from either:
 - (1) A specifically designed prepackaged game purchased from a licensed supplier; or
 - (2) A standard deck of 52 cards or a standard deck of 52 cards plus two joker cards (for a total of 54 playing cards).
- (b) If using a prepackaged game:
 - (1) The board must have a serial number and the licensee must retain the used board for at least six months after the final game.
 - (2) The licensee must post the Jackpot Prize Card for the raffle with the board's serial number at the location of the progressive raffle game. The licensee must post a Jackpot Prize Card so that it is out of the reach of all players but also fully visible to all players.
 - (3) The licensee must break or tear open the Jackpot Prize Card's window in plain view of all individuals present.
- (c) If using a playing card deck with envelopes or other containers:
 - (1) The licensee must place the cards from the deck in identical separate envelopes or other containers, one card per container, through which the card is not visible. The container must be sealed so that the licensee must tear, break, or rip a portion of the container in order to access the card.
 - (2) Before sealing cards in the containers, the games manager and at least one other licensee member must verify that all cards are present.

- (3) The licensee must shuffle the envelopes containing the cards before putting them on public display.
- (4) Once the licensee places the envelopes on display, the licensee must keep them in a locked container at all times except during drawings. *Only the games manager and licensee officers are allowed access to the keys for the container.*

(d) For both methods of playing card progressive raffles:

- (1) After selling raffle tickets, the licensee must hold a drawing with the pool containing all tickets purchased for that drawing.
- (2) The purchaser of the drawn ticket is given the opportunity to select one or more of the windows or envelopes. The number of windows or envelopes selected per draw must remain constant throughout the progression.
- (3) If the ticket purchaser selects the window or envelope containing the Jackpot Prize Card, the ticket purchaser wins the raffle prize amount, consisting of the prize money accumulated since the last winning draw.
- (4) If the ticket purchaser's selected window or envelope does not contain the Jackpot Prize Card, there is no winner, and the prize amount is added to the jackpot for the next drawing.

(3) **Additional rules for both methods of playing card progressive raffles:**

- (a) *A ticket holder must be present at the drawing* in order to claim a progressive raffle prize. If the winning ticket purchaser is not present at the drawing, the licensee must continue to draw tickets until selecting a ticket purchaser who is present.
- (b) If the window or envelope selected by the drawing winner does not contain the Jackpot Prize Card, the licensee must display the selected card at all future drawings until the licensee awards the jackpot prize.
- (c) The licensee must determine the amount of the jackpot based on a percentage of gross raffle ticket sales from each raffle in the progressive sequence, not to exceed 70%.

- (d) The licensee may offer a cash consolation prize for a winning ticket purchaser that does not select the Jackpot Prize Card.
 - (1) Consolation prizes do not count against the \$15,000 maximum progressive raffle prize limit.
 - (2) Before conducting a progressive raffle offering a consolation prize, the licensee must designate the consolation prize as either a specified amount or a specified percentage of the gross proceeds collected from the sale of raffle tickets for a particular drawing.

The licensee may conduct a maximum of one playing card progressive raffle and one members-only progressive raffle simultaneously.

b. Progressive Raffles Ticket Sales:

- (1) If the licensee only sells progressive raffle tickets to licensee members, Colorado Secretary of State Bingo-Raffle Handbook Rule 8.1.4 requirements do not apply.
- (2) Tickets sold for a specific drawing are void and ineligible for future drawings.
- (3) The licensee must determine ticket prices before selling progressive raffle tickets and must not change ticket prices for any drawing in that progressive sequence

c. Progressive Jackpot Prizes:

- (1) A progressive raffle jackpot prize must not exceed \$15,000. When the jackpot prize reaches \$15,000, the licensee must award it in the following manner:
 - (a) In a members-only drawing, the licensee must continue to draw member names until a member who purchased a ticket is drawn. The licensee must award the progressive prize to that member.
 - (b) In a playing card progressive raffle, the licensee must either:
 - (i) Award the jackpot to the ticket purchaser whose ticket is first drawn after the prize limit is reached; or
 - (ii) Determine the winner by drawing raffle tickets and allow ticket holders to select envelopes until a drawing winner selects the jackpot prize card.

- (c) The licensee may retain any proceeds from raffle tickets sold after the progressive prize reaches the \$15,000 prize limit.
 - (d) A licensee may impose a progressive raffle jackpot maximum below the \$15,000 maximum set by rule. Upon reaching the self-imposed maximum, the licensee must award the jackpot according to procedures listed above.
 - (i) The licensee must post notice of self-imposed maximums in accordance with Rule 8.4.6.
 - (ii) A licensee may seed a single progressive raffle with an amount not to exceed \$500.
- e. **Required Postings.** In addition to any postings otherwise required by these rules, a licensee that conducts a progressive raffle must also post a sign in at least 12-point font stating:
 - (1) The amount of the progressive raffle jackpot and any consolation prizes;
 - (2) The percentage of gross sales of progressive raffle tickets that will be contributed to the jackpot;
 - (3) If applicable, the maximum number of progressive raffle drawings without a jackpot winner or the maximum jackpot amount before the licensee will automatically award the prize according to procedures listed in Rule 8.4.5(a);
 - (4) If the jackpot is not awarded, the date, time, and location of the occasion at which the next drawing will occur; and
 - (5) In a playing card progressive raffle, the Jackpot Prize Card and the number of envelopes to be selected per drawing.
- f. If a licensee's license expires, is not renewed, is suspended, revoked, or surrendered, or if the licensee permanently terminates its operations or terminates its operations at a particular location before awarding a progressive raffle jackpot, the licensee must determine a winner and award the jackpot prize on the last posted drawing date at the location where the progression was started.
- g. **Games not classified as raffles.** The games of chance commonly known as "Animal Plop Bingo," "Golf Ball Drops," plastic or rubber "Duck Races," "Coin Flip Games," and variations of these games are not raffles as defined by section 24-21-602(38), C.R.S., and are not raffles as authorized by subsections (2) to (4) of Section 2 of Article XVIII of the Colorado Constitution.

Therefore, these games of chance are not licensed or regulated by the Colorado Secretary of State.

In certain circumstances, these games of chance may be considered unlawful gambling.

Licensees or other organizations who wish to conduct these games should contact law enforcement authorities or legal counsel to determine how to comply with Colorado law.

4. **If the total retail value of the raffle prize or prizes in a single raffle exceeds \$1,000.00**, a licensee must satisfy the following requirements:
 - a. **When ticketholder's presence is required to win:**
 - (1) The licensee will print a paper ticket with the following:
 - (a) License number;
 - (b) Licensee name (exactly as it appears on the license);
 - (c) Date, time and place of the drawing;
 - (d) Ticket cost;
 - (e) Adequate description of the major prize/s offered;
 - (f) Date/s when the ticket price will increase or decrease (if/as appropriate);
 - (g) Cost of tickets purchased as a package;
 - (h) The word "RAFFLE";
 - (i) A statement indicating that the ticketholder must be present to win prize; and
 - (j) An attached ticket stub provided for the entry of the ticketholder's name and mailing address; if raffle tickets are sold on any day or at any location other than the day and location of the drawing.
 - (2) **Before the sale of any tickets, file a voided ticket for the raffle with the Colorado Secretary of State.**
 - (3) Provide a reasonable time, not to exceed 30 minutes, for winner(s) to claim prize(s).
 - (4) If winner(s) fail to claim a prize, the licensee MUST continue drawing tickets until the prize is claimed.
 - (5) Retain all raffle ticket stubs and unsold tickets for 6 months following the quarter in which the raffle was held.

b. When ticketholder's presence is not required to win:

(if/when licensee notifies winners by mail)

- (1) The licensee will print a paper ticket with the following:
 - (a) License number;
 - (b) Licensee name (exactly as it appears on the license);
 - (c) Date, time and place of the drawing;
 - (d) Ticket cost;
 - (e) Adequate description of the major prize/s offered;
 - (f) Date/s when the ticket price will increase or decrease (if/as appropriate);
 - (g) Cost of tickets purchased as a package;
 - (h) The word "RAFFLE";
 - (i) A statement indicating that the ticketholder **NEED NOT** be present to win prize; and
 - (j) An attached ticket stub provided for the entry of the ticketholder's name and mailing address.
- (2) Before the sale of any tickets, file a voided ticket for the raffle with the Colorado Secretary of State.
- (3) Within 30 days of the drawing, notify all winners who have not claimed their prizes by U.S. Postal Service Certified Mail, with return receipt requested.

The notification must indicate the prize won, a contact person's name, telephone number and a time and location where the winner may claim the prize(s).

If a winner fails to claim a prize within 30 days of receiving notification, the licensee may retain the prize or offer it in another raffle.

- (6) Retain all raffle ticket stubs and unsold tickets for 6 months following the quarter in which the raffle was held.

MINI RAFFLE TICKETS

No 0001	Name _____ Address _____ Phone _____	Our Lady of the Rosary Catholic Church <i>5th Avenue • NYC</i>	No 0001
		- ANNUAL RAFFLE -	
		1st Prize \$500.00	
		2nd Prize \$300.00	
		3rd Prize \$200.00	
		<i>Drawing: Sunday, October 14, 2010 at 5 PM</i>	
		Donation \$1.00	
		<i>Winner need not be present to win</i>	

c/r ticket image area 2 3/4 x 1 3/4

(SAMPLE RAFFLE TICKET FOR PRIZES WHOSE RETAIL VALUE IS \$1,000 OR MORE)

5. **If the total retail value of the raffle prize or prizes in a single raffle is \$1,000.00 or less,** a licensee must satisfy the following requirements:

a. **When ticketholder's presence is required to win:**

- (1) The licensee may sell normal "RAFFLE" roll-style tickets:
 - (a) Date, time and place of the drawing;
 - (b) Ticket cost;
 - (c) Adequate description of the major prize/s offered;
 - (d) Date/s when the ticket price will increase or decrease (if/as appropriate);
 - (e) Cost of tickets purchased as a package;
 - (f) The word "RAFFLE";
 - (g) A statement indicating that the ticketholder must be present to win prize; and
 - (h) An attached ticket stub provided for the entry of the ticketholder's name and mailing address; if raffle tickets are sold on any day or at any location other than the day and location of the drawing.
- (2) Provide a reasonable time, not to exceed 30 minutes, for winner(s) to claim prize(s).
- (3) If winner(s) fail to claim a prize, the licensee **MUST** continue drawing tickets until the prize is claimed.
- (4) Retain all raffle ticket stubs and unsold tickets for 6 months following the quarter in which the raffle was held.

b. **When ticketholder's presence is not required to win:**
(if/when licensee notifies winners by mail)

- (1) The licensee will print a paper ticket with the following:
 - (a) License number;
 - (b) Licensee name (exactly as it appears on the license);
 - (c) Date, time and place of the drawing;
 - (d) Ticket cost;
 - (e) Adequate description of the major prize/s offered;
 - (f) Date/s when the ticket price will increase or decrease (if/as appropriate);
 - (g) Cost of tickets purchased as a package;
 - (h) The word "RAFFLE";
 - (i) A statement indicating that the ticketholder **NEED NOT** be present to win prize; and
 - (j) An attached ticket stub provided for the entry of the ticketholder's name and mailing address.
- (2) Before the sale of any tickets, file a voided ticket for the raffle with the Colorado Secretary of State.
- (3) Within 30 days of the drawing, notify all winners who have not claimed their prizes by U.S. Postal Service Certified Mail, with return receipt requested.

The notification must indicate the prize won, a contact person's name, telephone number and a time and location where the winner may claim the prize(s).

If a winner fails to claim a prize within 30 days of receiving notification, the licensee may retain the prize or offer it in another raffle.

- (4) Retain all raffle ticket stubs and unsold tickets for 6 months following the quarter in which the raffle was held.

CHAPTER 10

PRIZE AMOUNTS AND PAYMENT OF PRIZES

1. **Maximum occasion prizes:** The total value of prizes offered during a bingo occasion may not exceed \$2,000.
2. **Maximum game prize:** Licensees may award any amount as a prize for any single game of bingo, so long as the total value of prizes offered at the bingo occasion does not exceed \$2,000.
3. **Progressive prizes:**
 - a. **Progressive bingo:** The maximum progressive jackpot prize may not exceed \$15,000.
 - b. **Progressive pull tab games:** The maximum progressive pull tab prize may not exceed \$5,000.
 - c. **Progressive raffle:** The maximum progressive raffle prize may not exceed \$15,000.
4. **Redemption/Payment of prizes:** (Bingos) Payment to players with verified winning cards or sheets will be paid on the spot; following the verification process.
5. **Redemption/Payment of prizes:** (Pull tabs)
 - a. Pull tab prize payment: Licensees must award all pull tab prizes immediately upon determination of a winner.
 - b. Time to redeem pull tab. If a ticket holder presents a pull tab ticket more than 21 days after the licensee closes the pull tab deal, the ticket is void and irredeemable except as otherwise provided in these rules and unless the licensee's house rules provide an alternative redemption deadline.
 - c. Method of payment. Licensees must award all pull tab prizes in cash, by check, or in merchandise, except that winning pull tab tickets may be exchanged for an equivalent amount in new tickets of the same deal and serial number.
 - (1) All progressive prizes in excess of \$500 must be paid by check.
 - (2) A progressive prize need not be paid immediately upon the determination of a winner if:

- (a) The prize amount exceeds \$500;
 - (b) The prize amount is paid in full within 48 hours after the winner was declared;
- (3) The prize amount is paid at a location and in a manner acceptable to the winner; and
- (4) The winner is presented with a voucher or promissory note for the full amount of the jackpot prize before the end of the occasion during which the winner was declared.

The licensee's games manager and one other member of the licensee must sign the voucher or promissory note. The voucher or note must state the following:

- (i) The name and license number of the licensee;
- (ii) The date, time, and location of verification of the winning card;
- (iii) In the case of progressive bingo and progressive pull tabs, the manufacturer's serial and identification numbers of the winning card;
- (iv) The identification of the winner of the prize; and
- (v) The date, time, place and manner in which the check for the prize amount will be delivered to the winner.

6. **Payment of prizes:** (Raffles)

- (1) Raffle prize payment: Licensees must award all raffle prizes immediately upon determination of a winner.
- (2) Method of payment.
 - (a) Licensees must award all raffle monetary prizes in cash, by check, or in merchandise.
 - (b) Licensees must award all raffle gift prizes promptly to the winner/s.

CHAPTER 11
ACCOUNTING OF RECEIPTS AND DEPOSITS

1. Maintenance of records - Retention period.

- a. Each licensee conducting charitable gaming activities must maintain records on forms prescribed or approved by the Colorado Secretary of State. These forms must cover bingo occasions, bar and club room sales and raffles. The records must be retained for a period of two years following the calendar year in which bingo, pull tabs or raffles were conducted. [Refer to the Appendices of these instructions for sample Colorado Secretary of State Bing-Raffle forms and preparation instructions.]

NB: On or before April 30, July 31, October 31, and January 31 of each year, every bingo- raffle licensee shall file with the licensing authority, forms prescribed by the licensing authority a duly verified statement covering the preceding calendar quarter showing the amount of the gross receipts derived during said period from games of chance, the expenses incurred or paid, and a brief description of the classification of such expenses, the net proceeds derived from games of chance, and the uses to which such net proceeds have been or are to be applied.

- b. Each licensee must record the following receipts:

- (1) Gross receipts collected for all cards, packs and sheets sold for each occasion.
- (2) Gross receipts collected for all pull tabs sold for each occasion and in bars and clubrooms.
- (3) Gross receipts collected for all raffle tickets sold.

- c. **Progressive games:**

- (1) All receipts from the sale of progressive games must be accounted for separately within the licensee's bingo-raffle checking or savings account created in accordance with CRS 24-21-622(3)(a), and
- (2) C.R.S. (b) All receipts from the sale of progressive games must be deposited in the bingo-raffle account by means of separate deposit slips. Deposit slips for progressive bingo and progressive pull tab games must indicate the serial numbers of the progressive bingo cards sold and the serial numbers of the progressive pull tabs sold. Deposit slips for progressive raffles must contain the words "Progressive Raffle." All deposits must be made no later than the close of the business day after the occasion at which the progressive took place.

- (3) Unless the licensee starts a progressive jackpot bingo game with a secondary jackpot amount, the licensee must continuously hold an amount equal to at least the accrued progressive jackpot prize in the licensee's bingo-raffle checking or savings account for the entire duration of the progression. No part of this amount may be expended, transferred, or otherwise removed from the account prior to the payment of the progressive jackpot to a winner.
- (4) If the licensee has started a progressive jackpot bingo game with a secondary jackpot amount, the licensee must continuously hold an amount equal to at least the accrued primary and secondary jackpots in the licensee's bingo-raffle checking or savings account for the entire duration of the progression. No part of this amount may be expended, transferred, or otherwise removed from the account prior to the payment of the progressive jackpot to a winner.
- (5) If the licensee conducts a progressive pull tab game or a progressive raffle, the licensee must maintain an amount in the bingo-raffle account sufficient to pay out the total of all prize amounts in the game.
- (6) If the licensee fails to maintain account balances in accordance with this rule or uses such balances for unlawful purposes, the failure or action is prima facie evidence of fraud.

2. Method of Accounting

- a. Accrual method. The licensee must use the accrual accounting method and must report all bingo-raffle related expenses incurred on the licensee's quarterly financial statement. The licensee must report these expenses regardless of whether the expense is paid when incurred or at a later date. The licensee must not report a payment that was reported in a previous quarter as an expense to be paid.
- b. **Segregated bank accounts:**
 - (1) The licensee must document on forms provided by the Colorado Secretary of State, the financial institution and account numbers for all segregated bingo-raffle checking or savings accounts.
 - (2) The licensee must notify the Colorado Secretary of State in writing if the licensee changes the financial institution it uses to maintain the segregated checking or savings accounts or if the licensee closes an account or starts anew account.

3. **Accounting for prizes and payouts:** The licensee must maintain prize and payout records on forms prescribed or approved by the Colorado Secretary of State covering each occasion, bar and club room sales, and each raffle.

The licensee must retain the records for a period of two years following the calendar year in which bingo, pull tabs or raffles were conducted.

The records must disclose the following information:

- (a) The amount of the prizes paid to winners in cash or in merchandise for each bingo game at each occasion;
 - (b) The amount of the prizes paid to all pull tab winners at each occasion and bar and club room;
 - (c) The amount of prizes paid to raffle winners for each raffle conducted; and
[At the St. Michael Parish Church, conducted raffles will be 50/50 winner payout (50% cash prizes and 50% remains with the St. Michael Parish Church).]
 - (d) The cost of all merchandise given as prizes in any bingo game, pull tab game, or raffle.
7. **Records:** The licensee must maintain administrative records on forms prescribed or approved by the Colorado Secretary of State covering each occasion, bar and club room sales, and each raffle. The licensee must retain the records for a period of two years following the calendar year in which bingo, pull tabs or raffles were conducted.

The records must disclose the following information:

- (a) The name, address and signature of each games manager for the licensee at each bingo occasion, bar and club room or raffle; and
 - (b) The full name of each member working the occasion.
8. **Availability of Records:** The licensee must have available on its premises all required daily records for the current quarter and the quarter immediately preceding on forms prescribed or approved by the Colorado Secretary of State.

A licensee must be able to print records maintained on a computer upon request of the Colorado Secretary of State or their authorized representative.

9. **Pull tab records.** Each licensee that sells pull tabs must record sales and prize payout information on forms prescribed or approved by the Colorado Secretary of State, including a current summary of such sales. The licensee must retain the records for a period of two years. The licensee must maintain the records for the current and immediately preceding quarter on the premises where the pull tabs are sold and must make them available to the Colorado Secretary of State or authorized representatives upon request.

10. **Submission of bank statements to the Colorado Secretary of State.** Any licensee that relinquishes its license, has had its license suspended or revoked or for whatever reason ceases to conduct charitable gaming activities after it has opened a segregated Bingo-Raffle checking or savings account, or both, must send a copy of the bank statement for each account to the Colorado Secretary of State within 30 days after the licensee ceased Bingo-Raffle operations.

11. **Allowable expenses limitations**
 - a. **Bookkeeper:** A licensee must not pay more than \$100 per occasion for bookkeeper or accountant services. The licensee must notify the Colorado Secretary of State in writing, signed by an officer of the licensee, if it remunerates its games manager for performing bookkeeping or accounting services.

 - b. **Security:**
 - (1) A bingo-affle licensee must not pay more than \$100 per occasion for security unless:
 - (a) Security is provided by one or more off-duty law enforcement officers; or
 - (b) The occasion requires additional security, for example, a large number of people or a large amount of money will be present on the premises.

 - (2) If a bingo-affle licensee uses off-duty law enforcement officers, the licensee must notify the Colorado Secretary of State and list the names and badge numbers of those officers who perform security duties prior to paying more than \$100 per occasion

 - (3) If a bingo-affle licensee uses security other than off-duty law enforcement officers, and payment will exceed \$100 for a single occasion, the licensee must notify the Colorado Secretary of State and provide a reason for the increase before making the payment.

 - c. **Janitorial.** A licensee must not pay more than \$100 per occasion for janitorial services. The licensee may only pay for janitorial services in facilities owned by the licensee or in its sole control, or which it uses rent-free.

- d. **Advertising.** A licensee must not pay more than the amount customarily charged by the medium used for advertisements of the same size and duration of publication.

- e. **Call Fulfillment Center.** A licensee may pay a reasonable amount to contract a call fulfillment center for call reception and data entry only.
[\[Not utilized at the St. Michael Parish Church's Bingo-Raffle events/activities.\]](#)

- f. **Legal Services.** A licensee may only pay for legal services directly related to an administrative action brought by the Colorado Secretary of State or the Colorado Department of Law or for legal advice relating to the interpretation of the Bingo and Raffles Law or these rules.

CHAPTER 12

BINGO-RAFFLE DEFINITION OF TERMS

1. Definitions:

a. The following terms are defined for the purposes of these rules and regulations:

- (1) "**Bingo**" means a game of chance played, with or without the aid of an electronic device, for prizes using cards or sheets containing five rows of five squares bearing numbers, except for the center square which is a free space. Traditional bingo also requires that the letters "**B I N G O**" appear in order over each column. The holder of a card or sheet matches the numbers on such card or sheet to numbers randomly drawn. The game is won when a previously designated arrangement of numbers on such card or sheet is covered.
- (2) "**Bingo aid computer system**" means a computer system that interfaces with and controls the use of electronic devices used as aids in the game of bingo. [\[Not used at the St. Michael Parish Church Bingo-Raffle events/activities.\]](#)
- (3) "**Bucket raffle**" means an event where a licensee conducts many small raffles at the same time. Ticket purchasers may deposit one or more of the purchased tickets into various receptacles from which a winner or winners will be drawn for a prize or prizes.
- (4) "**Bingo-raffle licensee**" means any qualified organization to which a bingo-raffle license has been issued by the licensing authority.
- (5) "**Bingo-raffle manufacturer**" means a person, other than a bingo-raffle licensee, who makes, assembles, produces, or otherwise prepares pull tabs, bingo cards or sheets, electronic devices used as aids in the game of bingo, or other equipment or parts thereof for games of chance. "Bingo-raffle manufacturer" does not include a person who prints raffle tickets, other than pull tabs, for and at the request of a bingo-raffle licensee.
- (6) "**Bingo-raffle supplier**" means a person, other than a bingo-raffle licensee, who sells, distributes, or otherwise furnishes pull tabs, bingo cards or sheets, electronic devices used as aids in the game of bingo, or other games of chance equipment. "Bingo-raffle supplier" does not include a person who prints raffle tickets, other than pull tabs, for and at the request of a bingo- raffle licensee.
- (7) "**Board**" means the Colorado bingo-raffle advisory board created by law.
- (8) "**Card**" means either a disposable and nonreusable paper bingo card identified by color, serial number, and card number, or a reusable bingo card intended for repeated use, including but not limited to a hard card or shutter card. "Card" does not include an electronic representation or electronic image of a bingo card.

- (9) "**Charitable gaming**" means bingo, pull tab games, and raffles [facilitated at non-profit, religious or other charitable organizations recognized by the federal IRS or Colorado Department of Revenue as a charitable organization.]
- (10) "**Charitable organization**" means any organization, not for pecuniary profit, that is operated for the relief of poverty, distress, or other condition of public concern within this state and that has been so engaged for five years prior to making application for a license.
- (11) "**Chartered branch or lodge or chapter of a national or state organization**" means any such branch or lodge or chapter that is a civic or service organization, not for pecuniary profit, and authorized by its written constitution, charter, articles of incorporation, or bylaws to engage in a fraternal, civic, or service purpose within this state and that has been so engaged for five years prior to making application for a license.
- (12) "**Commercial bingo facility**" means premises rented by a bingo-raffle licensee for the purpose of conducting games of chance.
- (13) "**Commercial landlord**" means any person renting or offering to rent a commercial bingo facility to any bingo-raffle licensee.
- (14) "**Concealed face card**" means a non-reusable bingo card containing five rows of five squares with a free center space, one number preprinted on each of the remaining 24 spaces, and the letters **B I N G O** printed in order over the five columns. No part of the card's face is detectable or discernible until the card is purchased and opened by the player.
- (15) "**Deal**" means each separate package or series of packages of pull tabs with the same name, form number, serial number, and color code.
- (16) "**Double Action Game**" means a bingo game that uses a bingo card containing the letters "**B I N G O**" placed horizontally over a five-by-five matrix of squares with the center square blank, where each of the other squares contains two numbers in the range of one to 75.
- (17) "**Dues-paying membership**" means those members of an organization who pay regular monthly, annual, or other periodic dues or who are excused from paying such dues by the bylaws, articles of incorporation, or charter of the organization and those who contribute voluntarily to the corporation or organization to which they belong for the support of such corporation or organization.
- (18) "**Educational organization**" means any organization within this state, not organized for pecuniary profit, whose primary purpose is educational in nature and designed to develop the capabilities of individuals by instruction and that has been in existence for five years prior to making application for a license.

- (19) **"Equipment"** means: With respect to bingo or lotto, the receptacle and numbered objects drawn from it, the master board upon which such objects are placed as drawn, the cards or sheets bearing numbers or other designations to be covered and the objects used to cover them, the board or signs, however operated, used to announce or display the numbers or designations as they are drawn, public address system, and all other articles essential to the operation, conduct, and playing of bingo or lotto; or, with respect to raffles, implements, devices, and machines designed, intended, or used for the conduct of raffles and the identification of the winning number or unit and the ticket or other evidence or right to participate in raffles. "Equipment" includes electronic devices used as aids in the game of bingo.
- (20) **"Exempt organization"** means an organization:
- (a) That is exempt from taxation under section 501 (c)(3) of the federal "Internal Revenue Code of 1954", as amended;
 - (b) Of the type commonly known as a community chest, which organizes and carries out intensive, limited-time, and community-wide fund drive campaigns by volunteer workers soliciting charitable contributions from a broad base of citizens and businesses in the community with the objective of providing financial support to other organizations that are exempt from taxation under section 501(c)(3) of the federal "Internal Revenue Code of 1954", as amended, and that provides charitable, educational, civic, health, or human services within the same community and that has the further objective of minimizing the necessity for multiple, overlapping, and competing fund drives by such recipient organizations to enable them to deliver such services;
 - (c) That assists in acquiring noncash prizes donated by participating private businesses or government agencies as an ancillary means of creating interest in a charitable fund-raising drive held by such business or agency;
 - (d) That collects voluntary contributions and distributes more than eighty percent of such contributions to other organizations that are exempt from taxation under section 501(c)(3) of the federal "Internal Revenue Code of 1954", as amended, and that provide charitable, educational, civic, health, or human services;
 - (e) On behalf of whose fund-raising drives drawings are held by participating private businesses or government agencies, which drawings are open only to the employees of such businesses or agencies and are not open to the general public;
 - (f) Whose fund-raising drives are jointly planned and managed by the participating private businesses and government agencies; and

- (g) Whose fund-raising drives include only the awarding of noncash prizes by the participating private businesses or government agencies.
- (21) “**Face**” means a bingo card.
- (22) “**Flare**” means a piece of heavy paper stock or other material accompanying a pull tab deal that shows at minimum the following about the matching deal:
- The name and form number of the game;
 - The manufacturer name or logo;
 - The number of tickets in the deal and the cost per play; and
 - The prize structure, including the number of winning tickets by denomination and their respective winning symbol combinations.
- (23) “**Fraternal organization**” means any organization within this state, including college and high school fraternities, not for pecuniary profit, that is a branch, lodge, or chapter of a national or state organization and exists for the common business, brotherhood, or other interests of its members and that has so existed for five years prior to making application for a license. “Fraternal organization” also includes a graduate or alumni division or branch of a college fraternity, which division or branch holds a charter issued by the state of Colorado and that meets all other criteria set forth by the State of Colorado. “Fraternity” includes a sorority.
- (24) “**Game of chance**” means that specific kind of game of chance commonly known as bingo or lotto in which prizes are awarded on the basis of designated numbers or symbols on a card conforming to numbers or symbols selected at random and that specific kind of game of chance commonly known as raffles that is conducted by drawing for prizes or the allotment of prizes by chance, by the selling of shares or tickets or rights to participate in such a game.
- (25) “**Gross receipts**” means receipts from the sale of shares, tickets, or rights in any manner connected with participation in a game of chance or the right to participate therein, including any admission fee or charge, the sale of equipment or supplies, the sale or lease of electronic devices used as aids in the game of bingo, and all other miscellaneous receipts.
- (26) “**House rules**” means the licensee’s rules governing the conduct of games, consistent with the Colorado constitution, the Bingo and Raffles Law, and these rules.
- (27) “**Labor organization**” means any organization, not for pecuniary profit, within this state that exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work and Colorado Revised Statutes that has existed for such purpose and has been so engaged for five years prior to making application for a license.

- (28) "**Landlord licensee**" means the holder of a current, valid commercial landlord license.
- (29) "**Lawful purposes**" means the lawful purposes of organizations permitted to conduct games of chance, as provided in section 2 of article XVIII of the state constitution.
- (30) "**Lawful use**" means the devotion of the entire net proceeds of a game of chance exclusively to lawful purposes.
- (31) "**License**" means any license or certification issued by the licensing authority pursuant, including, without limitation, the certification of a games manager pursuant to 24-21-610, C.R.S.
- (32) "**Licensed Premises**" means the premises owned, leased by, or controlled by a licensee and used for games of chance, and that are not leased to other licensees for the conduct of games of chance.
- (33) "**Licensed agent**" means an individual who holds a current, valid agent's license for a bingo-raffle manufacturer or supplier.
- (34) "**Licensee**" has the same meaning as set forth in section 24-21-602(3), C.R.S.
- (35) "**Licensee**" means the holder of any license or certification issued by the licensing authority pursuant to law. "Licensee" includes the former holder of such license or certification for purposes of investigation of activities that took place during the period in which such license or certification was effective.
- (36) "**Licensing authority**" means the Colorado Secretary of State or his or her duly authorized deputy.
- (37) "**Manufacturer's agent**" means an individual who represents a manufacturer in any of its activities in connection with the presales, driver sales, or distribution with excess stock of pull tabs, bingo cards or sheets, electronic devices used as aids in the game of bingo, or other games of chance equipment; except employees of commercial delivery services.
- (38) "**Manufacturer licensee**" means the holder of a current, valid Colorado manufacturer license.
- (39) "**Master Board**" means the rack in which a bingo ball is placed after it is taken from the receptacle. If a master board is electronically connected to a lighted display board with an electronic random number generator that calls numbers, the lighted display board is the master board.

- (40) "**Member**" means an individual who has qualified for membership in a qualified organization pursuant to its bylaws, articles of incorporation, charter, rules, or other written statement.
- (41) "**Net proceeds**" means the receipts less such expenses, charges, fees, and deductions as are specifically authorized under this part 6.
- (42) "**Occasion**" means a single gathering or session at which a series of successive bingo games is played.
- (43) "**Pack**" means a collation of disposable paper bingo cards or sheets.
- (44) "**Person**" means a natural person, firm, association, corporation, or other legal entity.
- (45) "**Premises**" means any room, hall, enclosure, or outdoor area used for the purpose of playing a game of chance.
- (46) "**Progressive Jackpot ("Progressive") Bingo Game**" means a bingo game in which a prize amount is carried over to the subsequent game in the progression if no bingo is achieved within a specified number of balls drawn and called.
- (47) "**Pull tab game**" means a type of game of chance commonly known as a pickle, breakopen, jar raffle, last sale ticket, or seal card for which tickets are preprinted with markings distinguishing winners and nonwinners, each ticket so made that its markings and winning or nonwinning status cannot be known or revealed until the ticket is broken or torn apart.
- (48) "**Qualified organization**" means: (a) any bona fide chartered branch, lodge, or chapter of a national or state organization or any bona fide religious, charitable, labor, fraternal, educational, voluntary firefighters', or veterans' organization operating without profit to its members that has been in existence continuously for a period of five years immediately prior to the making of an application for a license under this part 6 and that has had, during the entire five-year period, a dues-paying membership engaged in carrying out the objects of said corporation or Colorado Revised Statutes. (b) "**Qualified organization**" includes, without limitation: (I) A political party; and (II) The Colorado state fair authority.
- (49) "**Raffle**" means a game in which a participant buys a ticket for a chance at a prize with the winner determined by a random method as determined by rules of the licensing authority, or a pull tab ticket as described state law. The term "raffle" does not include any activity that is authorized or regulated by the state lottery division pursuant to article 40 of title 44 or the "Limited Gaming Act of 1991", article 30 of title 44.

- (50) "**Religious organization**" means any organization, church, body of communicants, or group, not for pecuniary profit, gathered in common membership for mutual support and edification in piety, worship, and religious observances or a society, not for pecuniary profit, of individuals united for religious purposes at a definite place, which organization, church, body of communicants, group, or society has been so gathered or united for five years prior to making application for a license.
- (51) "**Remuneration**" means a payment given to a member of an organization in return for that member's participation in the operation of charitable gaming.
- "Remuneration" includes, but is not limited to:
 - Cash;
 - Reduced-price or free packs;
 - Reduced dues based on the number of volunteer hours that the member works in the operation of charitable gaming;
 - Meal vouchers;
 - Reimbursement of travel expenses when other members who do not participate in the operation of charitable gaming are not reimbursed for travel;
 - Non-competitive scholarships where the selection of the scholarship recipient is based on the amount of time volunteered in charitable gaming operations, whether by the recipient or a member of the organization related to the recipient; or
 - Tips received from a player as a result of the member's participation in charitable gaming operations.
 - "Remuneration" does not include food offered to volunteers in accordance with section 24-21-617(6), C.R.S., when the retail value of the food does not exceed \$10.00 per volunteer-duty shift.
- (52) "**Sheet**" means a leaf of paper upon which is printed one or more disposable bingo cards.
- (53) "**Stub**" means the portion of a raffle ticket kept by the licensee.
- (54) "**Supplier's agent**" means an individual who represents a bingo-raffle supplier in the course of the bingo-raffle supplier's presales, driver sales, or distribution with excess bingo supplier stock, electronic devices used as aids in the game of bingo, or chance equipment on hand; except that the term does not include employees of commercial delivery services.
- (55) "**Supplier licensee**" means the holder of a current, valid Colorado supplier license.

- (56) **“Ticket”** means a slip of paper or any other object that is discreet from every other object sold, which evidences that the person to whom it is issued, or the current holder, is entitled to some right or privilege as indicated by the licensee.
- (57) **"Veterans' organization"** means any organization within this state or any branch, lodge, or chapter of a national or state organization within this state, not for pecuniary profit, the membership of which consists of individuals who were members of the armed services or forces of the United States, that has been in existence for five-years prior to making application for a license under law.
- (58) **"Voluntary firefighters' organization"** means any organization within this state, not for pecuniary profit, established by the state or any of its political subdivisions that has been in existence for five years prior to making application for a license under this part 6 of the Colorado Bingo-Raffle laws.

APPENDIX A

CHECK GAMING ROOM SET-UP (BEFORE THE SCHEDULED BINGO GAME BEGINS)

- The State of Colorado Secretary of State BINGO/Raffle License (Rule 2.4.2).
- The rules for the specific BINGO occasion (Rule 2.4.3).
- A statement that the Games Manager is the final authority, if there is a dispute.
- Refund procedures.
- Information regarding the number of prizes, the amount of prizes, and how these prizes are won (Rule 2.4.4).
- A sign with the address and telephone number of the Colorado Secretary of State's office, where players may obtain a copy of the state's bingo laws (Rule 2.4.1)
- Post a sign or make an announcement that your organization has a copy of the State of Colorado's BINGO/Raffle law and rules from the Colorado Secretary of State's Office that players can request to review (Rule 2.4.1)
- [Welcome/sales desk and kitchen cash boxes are available on the downstairs area of the church.
- Handbooks or folders of instructions are available at the welcome/sales desk and caller positions.]

APPENDIX B

**CATHOLIC MUTUAL INSURANCE GROUP
BINGO EVENT SELF-INSPECTION CHECKLIST**

APPENDIX C

LE-21, QUARTERLY REPORT

APPENDIX D

**LE-21A, SCHEDULE A
(DISTRIBUTION OF PROCEEDS)**

APPENDIX E

LE-31, PULL TAB ID AND SALES

APPENDIX F

LE-31A, PROGRESSIVE PULL-TAB SUMMARY

APPENDIX G

LE-32, BINGO OCCASION ACTIVITY SUMMARY

APPENDIX H

LE-33, SUMMARY OF PULL-TAB ACTIVITY

APPENDIX I

LE-34, BINGO DOOR COUNT AND INCOME PER OCCASION

APPENDIX J

LE-34A, PROGRESSIVE JACKPOT BINGO SUMMARY

APPENDIX K

LE-34C, PROGRESSIVE RAFFLE SUMMARY

APPENDIX L

LE-35, SPECIAL REPORT BINGO DISPOSABLE SHEETS

APPENDIX M

LE-36, BINGO PAYOUT REPORT

APPENDIX N

LE-37, LAST SALE PULL-TAB

APPENDIX O

**LIST OF COLORADO
APPROVED BINGO-RAFFLE SUPPLIERS**

Name

License #

Name: ALL AMERICAN BINGO INC

License # 2022-17628

Name BLUE MOON PARTNERS LLC

License # 2022-17546

1512 Larimer St #800, Denver, CO 80202

Name: QUALITY BINGO SUPPLY COMPANY

License # 2022-17533

3201 W Hampden Ave, Englewood, CO 80110

Name: ROCKY MOUNTAIN BINGO SUPPLY LLC

License # 2022-17629

(St. Michael Catholic Church

has an existing account with this supplier)

2300 S. Tejon Englewood, CO 80110

800-443-1395

303-727-8777



APPENDIX P

**PLANNING A RAFFLE
(PRIZES/GIFTS VALUED OVER \$1,000.00)**

APPENDIX Q

PLANNING A PROGRESSIVE RAFFLE

APPENDIX R

TRAINING NORMS OF THE GAME CALLER AND GAME FLOOR VOLUNTEER

BINGO-RAFFLE CALLER:

1. **General - Roles and Responsibilities:** Should arrive at least 30-minutes before the scheduled starting time of the Bingo-Raffle event.
 - a. *Before the game begins*, obtain from the Game Manager the following: the bingo cards'/sheets' (in play for that occasion): Serial Number; Card Verification Number; and Series Number.
 - b. Does not need to be a trained and certified State of Colorado Game Manager.
 - c. A person shall not act as a game event/activity caller or assistant to the caller in the conduct of any game of bingo, unless the person has been a member in good standing of the bingo-raffle licensee conducting the game or one of its licensed auxiliaries for at least three months immediately prior to the date of the game, is of good moral character, and never has been convicted of a misdemeanor involving gambling or any felony.

[Furthermore, the caller at the St. Michael Catholic Church shall be a registered, baptized Catholic, in good standing within the Roman Catholic Church, and not having anything whatsoever canonically impeding them from receiving the sacraments.]
 - d. Where more than one room is used for any one game, the receptacle [main board and console] and the caller must be present in the room where the greatest number of players are present.
 - e. *Before the first Bingo game begins*, the caller **MUST** have one of the participants come forward and verify that all the Bingo balls are in the console/receptacle.
 - f. All numbers announced must be plainly audible to the players in the aforesaid room and also audible to the players in the other room/s.
 - g. The receptacle and the caller must be visible to all the players at all times except where more than one room is used for any one game, as noted previously.
 - h. Once the caller becomes aware of the existence of a Bingo called, he/she **MUST STOP** the further withdrawal and calling of new balls and address the called Bingo player to begin the verification procedures.
 - i. If a bingo has been signaled and a worker acknowledges the player, but the caller was unaware and continues to call the next ball, the effect of the preceding ball is suspended pending verification or invalidation of the last [signaled] bingo.

- j. When a bingo has been acknowledged by the caller, the caller must verify with the game floor assistant the following on the possible game winning Bingo card or sheet: **Serial Number; Card Verification Number; Series Number;** and the corresponding **Color** for that game in-play.
- k. The caller may not call the next ball removed from the machine or otherwise selected, until the signaled bingo [player's card] is verified or invalidated.
- l. If the signaled bingo is verified, the caller must return the ball to the machine, unless the verified bingo is part of a multi-part or continuing game.
- m. If multiple bingos are announced and verified, and the prize is a cash prize, the licensee must divide the prize for that game or game part, so that each verified bingo player receives the appropriate amount, regardless of the number or identity of players involved. If a prize is divided, the licensee may round up the prize amount given to any player holding a verified bingo only to the nearest dollar.
- n. If the licensee is offering a merchandise prize, the licensee may designate an alternative cash prize in the case that more than one person achieves a valid bingo. The alternative cash prize must be equal to the current retail value of the merchandise prize and information on the alternative prize must be posted in accordance with Colorado Bingo-Raffle Handbook Rule 2.4.4. 3.1.7
- o. **The caller must then ask the players two times:**

“Are there any other bingos?”

If no other player answers, the caller must announce:

“This game is completed.”

- 2. **Call and display of balls.** A caller must draw a ball from the receptacle and immediately display the letter and number on the ball to the players.
 - a. The caller must make the announcement **twice** before drawing the next ball.

EXAMPLE: “B-15”. “B-ONE-FIVE”.
 - b. ***The ball is not official until it has been properly called.***
 - c. [At the St. Michael Parish Church, ***allow approximately 30 seconds between each call to give participants enough marking time. People need time to hear the combination, find it on their score sheets, and then mark it.***

PLEASE – Do not call out a new combination from the next drawn ball too quickly—wait approximately 30 seconds after you've called out a ball's letter and number to the people—to enable them to prepare for the next call.]

BINGO-RAFFLE GAME FLOOR VOLUNTEER:

1. General - Roles and Responsibilities:

Should arrive at least 15-20 minutes before the scheduled starting time of the Bingo-Raffle event.

The following roles and responsibilities of volunteers ensure a meaningful contribution by assisting participants, the on-duty Game Manager and the designated caller.

- a. [At the St. Michael Parish Church, a minimum of two volunteers is required for game operations. Additional volunteers are welcome and always preferred.]
- b. When a player or worker signals "Bingo", a worker on the floor must place the card, or sheet in front of at least one other player at a different table to confirm the bingo, before verifying the numbers with the caller.
- c. **No individual who works or assists at a bingo occasion may play bingo or purchase or play any pull tabs or raffle tickets at the occasion which that individual volunteers or works.**
- d. An individual working or assisting at any bingo-raffle activity must present photo identification upon request of a representative from the Colorado Secretary of State.

2. Types or Categories of Needed Volunteers:

- a. Welcome and Front Sales Desk: Should be staffed by at least two (2) volunteers, who will:
 - (1) Warmly greet every gaming player;
 - (2) Need to be skilled in counting money and operating a cash register;
 - (3) Receive a \$5.00 entry fee per player (children 12 and below are free);
 - (4) Give a Bingo entry ticket to every gaming player after receiving their entry fee;
 - (5) Sell to each gaming player any requested bingo, raffle or pull-tab gaming instruments, colored daubers, glue-stick, etc.;

The Colorado Bingo-Raffle Handbook requires that for every occasion when a Bingo pack, card or sheet sold, that the LE-34, Bingo Door Count & Income per Occasion (Appendix I) ***must*** be annotated for sales count and a record of the number of event participants.

Sales of any bingo, raffle or pull-tab gaming instrument MUST BE to an adult (over 18 years of age).

Therefore, checking a valid state or federal government ID card or driver's license is required.

(6) **To enter the gaming area, the individual must purchase at least one, 3-on bingo sheet.**

(7) Each sale must be appropriately entered into the gaming event's cash register;

(8) Each gaming person (before entering onto the gaming floor) must be given their sales' cash register paper receipt. (A cash register receipt must be presented by the player to a gaming floor worker, when a winning bingo or raffle drawing is called by them; as required by Colorado law.)

(9) Answers to questions or resolution of conflicts with gaming players are to be directed to the on-duty Game Manager.

b. Gaming Floor Assistants:

(1) Refer to paragraph 3 below for instructions.

(2) Answers to questions or resolution of conflicts with gaming players are to be directed to the on-duty Game Manager.

3. **Qualified, scheduled or on-assignment gaming floor volunteers, as a minimum, must:**

a. Circulate the gaming floor to provide assistance to game players and welcome guests as they arrive and thank guests as they depart on behalf of their organization.

[The St. Michael Parish Church.]

b. Assist players with information on programs, events, games and promotions, if or as needed.

c. Verbally announce and signal possible game winners to the caller and assist with the required verification process.

(1) Assist with calling back a winning ticket, card or sheet numbers for verification by the caller (to ensure a valid agreement between the possible winner and their ticket, card or sheet and the caller's information). *

[* The possible winner of bingos, raffles, etc. and a gaming floor volunteer are not to be related in any way (i.e., they are not related by family; marriage; etc.). This is to avoid any appearance or inference of a possible conflict of interest.]

First, the volunteer is required to bring the winning ticket, card or sheet to a nearby disinterested other player, while calling back the information to the caller, to provide another independent set of eyes in the winning verification process.

Second, the volunteer is to provide the caller with the card or sheet serial number and series number, before announcing the player's daubed or marked numbers making a bingo.

In other words, the gaming floor worker must call the numbers of the winning combination to the caller, or, in the case of a coverall or blackout bingo, the caller may announce the numbers that have not been called

- (2) **The winner MUST also present a valid cash register receipt for that day's game/s in order to validly claim their prize gift or monies.**
 - (3) In the event a card cannot be verified and/or the participant has no valid cash register receipt for that day's game/s, volunteers are required to transfer the winning card to the on-duty Gaming Manager for a secondary verification check and final resolution of the matter with the game player.
 - d. Assist with keeping the game floor area clean (e.g., picking up used paper bingo products and empty containers) and eliminate any safety hazards.
 - e. Redirect any positive and negative customer service issues to the on-duty Gaming Manager. During the active play of a gaming event/activity, the on-duty Gaming Manager is the final decision maker; in favor of the state's Bingo-Raffle Handbook, law and regulations.
 - f. Participate and support all responsible gambling activities and initiatives as directed by the on-duty Gaming Manager .
 - g. Report any observed suspicious or fraudulent player activities to the on-duty Games Manager.
 - h. During the game floor intermission, may take a break in order to consume a meal, drink, etc. [At the front Welcome/Sales table, at least one person must remain at the table however].
3. **Qualified, scheduled or on-assignment gaming floor volunteers, must not:**
- a. Be under 14 years of age to assist in the conduct of bingo, raffle or pull-tabs.
 - b. Purchase any gaming products or participate in any gaming activity.
 - c. Handle any gaming product (e.g., bingo cards) (except when making a call back to verify a winning ticket, card or sheet with the caller).
 - d. Play bingo cards or games for customers.
 - e. Purchase or possess any alcoholic beverages on the church's property—especially within the designated gaming area.
 - f. Participate in any game floor promotions or draws.
 - g. Participate in assignments while under the influence of alcohol or recreational drugs.

- h. Use personal electronics (cell phone, tablet, etc.).
 - i. Smoke (including electronic cigarettes).
 - j. Act in a way that is disruptive or detrimental to the success of gaming occasion and its associated charitable organization.
4. **Volunteer Services – Immunity:** All bingo-raffle volunteers are immune from civil actions and liabilities pursuant to section 13-21-115.5, which provides that volunteers are not personally liable for their acts or omissions if they are acting in good faith and within the scope of their official function and duty for a charitable organization, with respect to such organization's conduct of games of chance.

Bingo-raffle volunteers are not liable under this section, if the harm is not caused by willful and wanton misconduct, gross negligence, reckless misconduct or a conscious, flagrant indifference to the rights or safety of the individual/s harmed. (cf: C.R.S. 24-21-625)

5. **Volunteer Community Service Hours:** Qualified volunteers seeking community service hours for such social activities, as: Boy Scouts, Girl Scouts, Confirmation preparation, etc., are encouraged and welcomed to participate as gaming floor volunteers after the appropriate training.