

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

DIVISION OF CHARITABLE GAMING
PERMIT AMENDMENT

Change requests shall be in writing at least 30 days in advance of the proposed effective date.

- A. Please use this form to notify the Division of a proposed change to your permit.
B. Complete the entire form. DO NOT LEAVE ANY BLANKS.
C. Place "N/A" if item is not applicable. Please type or print all answers. Do not use pencil.
D. If needed, attach additional documents or explanation sheets.
E. Ensure request change is signed and dated.
F. Enclose a non-refundable fee of \$50 payable to the Treasurer of Virginia, if applicable.
G. Retain a copy for your records.

ORGANIZATION INFORMATION

1. Organization Name: DCG No.
Mailing Address:
City: State: Zip Code:
Telephone No.: E-Mail:

PERMIT CHANGE INFORMATION

2. Permit No.: Issue Date: Expiration Date:

Check the one that applies

- [] Any change to a permit due to a change in dates, times, or locations not specifically listed as a "No Charge" below. \$50.00
[] Any permit change made by an exempt organization, i.e., volunteer fire department, volunteer rescue squad. No Charge
[] Any permit change made due to inclement weather, disasters or other circumstances outside the organizations control. No Charge

NEW GAME DATE NEW GAME TIME

a.

b.

3. Explanation of changes:

REQUESTED BY

Signature: Date:

Full Name: Position:

First Name Middle Name Last Name

MAIL COMPLETED FORM TO:

VDACS, Division of Charitable Gaming, Attention: Licensing, 101 North 14th Street, 17th Floor, James Monroe Building, Richmond, Virginia 23219

Formore information, please visit ourweb site at www.dcg.virginia.gov or contact the Division at (804) 786-1681.

“QUEEN OF HEARTS” GAME

1. The “Queen of Hearts” game (or the same game under a different name) is hereby defined to be a “raffle” within the definition of § 18.2-340.16 of the Code of Virginia. The “Queen of Hearts” game is allowed for charitable gaming by a qualified organization” as defined in § 18.2340.16 of the Code of Virginia.

2. “Queen of Hearts” games must be purchased from a company currently registered with the Department as a supplier pursuant to § 18.2-340.34 of the Code of Virginia, and which has obtained approval to sell the game.

3. “Queen of Hearts” game tickets may be sold only upon the premises owned or exclusively leased by the organization and at such times as the portion of the premises in which the “Queen of Hearts” game tickets are sold is open only to members of the organization.

4. Percentages of the gross receipts derived by a qualified organization from the conduct of the “Queen of Hearts” to be set as follows: Sixty percent (60%) to the winner, thirty percent (30%) to the organization, and ten percent (10%) to the state or parent association. Of the ten percent (10%) of state or national association, eight percent (8%) is to be donated to charities and two percent (2%) may be used for operating expenses. Proceeds from the “Queen of Hearts” game must be used for those lawful religious, charitable, community or educational purposes for which the organization is specifically chartered or organized. If the qualified organization is a subordinate of a National or State parent organization or association, this requirement will be deemed satisfied when the qualified organization donates or transfers the said minimum amount to its National or State parent organization or association to be used for the same purposes.

5. Any organization conducting “Queen of Hearts” games shall be subject to applicable provisions of the Charitable Gaming Law (§ 18.2-340.16 to § 18.2-340.37 of the Code of Virginia), including the record-keeping and reporting requirements of § 18.2-340.30 and § 18.2-340.31 of the Code of Virginia.

6. The “Queen of Hearts” game is to be conducted as follows:

a. The game consists of a board on which there are placed 54 standard playing cards or replicas thereof (including two jokers), the face of each card being placed against the board, secured and laminated, so as not to be visible to the person making the choice.

a. The winning card must be designated by the organization in advance by the face of the card, for example “Queen of Hearts,” “Jack of Spades,” etc. The designation shall be posted on the board.

b. Pre-numbered tickets to draw cards may be sold at the price per ticket established by the organization. The purchased tickets, which shall show sufficient information to identify the ticket buyer, are deposited in the receptacle for the drawing.

c. The time and place of the drawing shall be posted in a visible location. Tickets may be sold during a prescribed time period before the drawing.

d. At a designated time and place, all the sold tickets are placed in a receptacle and a single ticket is drawn by the moderator from all of the tickets sold during the prescribed time period. If that ticket holder is present, he is allowed to choose one of the cards from the board. If the ticket holder is not present, the moderator or designee would select a card on the ticket holder’s behalf if so authorized by the organization.

e. The holder of the first ticket selected (the winning ticket) is awarded a predetermined cash prize and in addition is given the opportunity to choose one playing card from the cards arranged on the board.

f. If the card chosen by the holder of the winning ticket is the “Queen of Hearts” (or other designated card), then the holder wins all the money in the prize fund.

g. If the card chosen by the holder of the winning ticket is not the “Queen of Hearts” (or other designated card), then the holder may still win another consolation prize as prescribed by the organization.

h. If the holder of the winning ticket does not choose the Queen of Hearts from the board of cards, then the remainder of the prize amount is retained for a subsequent drawing. A new set of tickets is sold (with all prior tickets being eliminated), and the prescribed percentage of the additional proceeds is added to the prize fund. At the time and place set for the next drawing of tickets, the procedures are repeated the same as for the previous drawing and the entire accumulated prize fund is available to be won.

j. The game continues with subsequent ticket sales and drawings until the winning card (“Queen of Hearts” or other designated card) is drawn.

Accounting procedures to report Queen of Hearts raffles activity to the Office of Charitable Gaming:

1. The organization must account for all Queen of Hearts ticket sales on the OCG form 104D (preferable) or the OCG form 110. If using the 104D, complete lines 1 thru 11. The information entries at the bottom of the form will assist in tracking the prize award when the Queen of Hearts is picked.
2. Since the Queen of Hearts raffle is held in Social Quarters only, you do not need to complete a form 103 (Session Reconciliation). You do need to deposit the receipts into your Charitable Gaming/Bingo account.

Note: You do not need to open a separate account for Queen of Hearts. However, if you also conduct bingo games, you must deposit funds into the same account as you would for bingo game deposits. If you do not conduct bingo games, you must deposit the raffle funds into a separate gaming account separate from you social quarters or general account and is used for Queen of Hearts raffles only. Organizations may also choose to open a gaming account only for Queen of Hearts receipts. If this is done, the organization would include the activity from this account plus all other charitable gaming accounts (for bingo sessions) on the financial reports. The beginning bank balance(s) and ending bank balance(s) are reported on lines 24 and 31a respectively.

3. On form 104D - Information Entries: the additions would be 60% of the raffle sales and added to the balance brought forward (beginning balance), less payout for drawing the Queen of Hearts, and this would calculate the carry over balance for the next time tickets are sold.
4. At this point, the receipts are deposited into a gaming account, the organization has identified the balance of the raffle payout (for pulling Queen of Hearts only).
5. Gross receipts (total for quarter) are reported on line 9 Raffle and other Outside Gaming Sales on the quarterly report (Form 102). Prizes paid out is reported on Line 12e, cost of the raffle board is reported on line 15 - Payments to Registered Suppliers, costs of other raffle expenses are reported on either line 17 - raffle supplies or line 20 - other gaming expenses; and the check issued to State Headquarters (10% of gross receipts) is reported on line 21b - UOP- Charitable Donations.
6. Organizations are required, per the rules of play, to remit 10% of the gross receipts to the State Moose Headquarters. This issued check is considered UOP-Charitable Donation. On your annual report, these checks issued for the 10% remittance to State Moose Headquarters are added to the other UOP disbursements. Total UOP disbursements must be at least 10% of total Gross Receipts. It is not necessary to report your Queen of Hearts Ujpp separately on the financial reports.