

Tamaqua Area Booster Board (TABB)
Procedures for Small Games of Chance (SGOC) License Use – Revised June 2014

Good Standing; A member that is not on notice for violating the TABB by-laws, procedures, SGOC state statute, and pays the operational fee. The operational fee will be the cost of the license and incidental expenses. The operational fee will be determined yearly at the June TABB meeting.

License Use:

Application to Use License: Each TABB member, in good standing who wishes to run SGOC, will submit a request to use the TABB SGOC license during the current license year.

Meeting Requirement: A member of your organization must be present at the TABB meeting prior to your respective season in order to utilize the SGOC license.

Event Supporters: The primary supporter is the group that supports the reason for the event.
i.e. basketball boosters at basketball games

Out of Season Uses: Each TABB in good standing must submit a request to use the SGOC license to the TABB for events other than primary event supporters.
For example, but not limited to, a basket raffle or meat tray raffle.

Ticket Demographics:

Raffle Tickets: Ticket must include sequential numbers on stub and receipt, license number, and TABB heading. Receipt stub retained by organization must have name and address lines for completion by winner(s). Tickets must be ordered through TABB. Each user must provide labels for the raffle tickets for each event and must contain the following information: the event name, date, time & location of drawing, user name, price, and prize information. All booster organizations must get their raffle tickets through the Athletic Director at a cost of \$0.05/ticket. Payment is expected upon receipt of the tickets.

50/50 Roll Tickets: Each booster organization is required to purchase their own roll of tickets to be used for their own 50/50 drawing. The required recording as described in the financial section of this document must be submitted to the treasurer with their deposit from the drawing. A receipt of the purchase of the roll tickets must be given to the treasurer or a note that the tickets were donated. The 50/50 winning ticket must be drawn on the date of the sale.

Raffle Ticket Distribution:

User must make request for distribution to the President of the TABB at least seven (7) calendar days before the distribution. Note, it is suggested that the request be for a season-long amount. If more are needed near the end of the year, make another request for additional tickets. Unused tickets must be returned to the Athletic Director. The financial reporting form will be given with the ticket distribution. Cost will be determined each license term.

Event Procedures:

One group use per event.

Forfeiture of Use:

Event sponsor has initial opportunity to use the license to conduct SGOC at their respective event.

If the sponsoring group elects to forfeit the use of the license for the single event, they must inform the TABB, in written or email form to the TABB President, of their decision at least fourteen (14) calendar days before the event beginning. A different group from TABB in good standing can request to use the SGOC license at that particular event.

Subsequent User at an Event (when primary user forfeits use):

If any other groups/organizations want to use the SGOC license at an event they are not the primary sponsor of, the procedure is the following:

1. Contact the TABB President in written/email form at least 10 calendar days before the event with their request to get authorization to use the license at this event.
2. TABB President notifies the primary sponsor group of the request.
3. TABB President polls the TABB officers for their opinion on the request.
4. The TABB President then contacts via email the liaison of the Tamaqua Area School District about the request for submission to the Superintendent or Assistant Superintendent for a decision to allow or not allow the request.
5. The TABB President notifies the applying organization of the decision.

Financial:

Reporting to Treasurer:

Each activity using the SGOC license will report all information required as listed in a simple form acceptable to the TABB. Information will be headlined in the form.

Simple Form: Information needed to report includes event date, group name, event, first ticket sold, last ticket sold, gross income, prize description, value, expenses, and description of expenses. Prizes under \$100 need not gather winner information. Prizes valued at or above \$100 must be reported with winner(s) name and address.

Time Limits: Complete reports are due to the Treasurer within 72 hours of the completion of the event by the license user, and money collected from the fundraiser involving the SGOC license.

Distribution of Funds: Distribution of funds must be made in written or email form directly to the treasurer a minimum of 72 hours. The dollar amount and reason for use must be included in the request.

Annual Report: Due February and will follow the reporting procedures of the PA state statute.

Secretarial:

Application for license annually or as defined in the PA SGOC legislation.

Administrative:

Election of officers done annually.

General Topics:

Any procedure or event not covered in this document will be at the discretion of the TABB. If necessary, approval/disapproval to be given by the office of Superintendent or Assistant Superintendent.