

**Pre-Approval Procedures**

The Superintendent/Designee shall receive from any school-affiliated group or organization requesting gaming approval the CSD Fundraising Activity Request Form, which includes:

1. A description of the gaming activity (type of game, e.g., raffle, bingo, pull-tabs, contest of skill);
2. The anticipated date(s), time(s), and location(s) of the gaming activity;
3. The name(s) of the permittee organization, primary member-in-charge, alternate member-in-charge, and gaming manager (if required);
4. Bank account information showing the account is titled appropriately (with “Gaming” in the title as required by the state);
5. A copy of the policies/administrative regulations (and dissolution clause) of the organization showing distribution of net proceeds consistent with state law;
6. A description of how net proceeds will be used (educational, civic, charitable, or school-affiliated purpose);
7. A statement verifying compliance with state gaming limitations (e.g., no use of prohibited devices, no under-19 participation in bingo); and
8. A copy of the state permit application or renewal (15 AAC 160.020) showing timely submission.

The Superintendent/Designee shall review the proposal for completeness and compliance and provide final approval prior to the organization submitting the state permit application or engaging in the activity.

**Banking and Financial Controls**

1. The bank account set up for gaming activities must:
  - a. Have a title that includes the word “Gaming;”
  - b. Have at least two authorized signers (not related) to approve disbursements; and
  - c. Be distinct from other organizational or operational accounts.
2. All revenues, prizes awarded, administrative expenses, and net proceeds must be documented, with supporting receipts and ledger entries.
3. The group must retain records of the gaming activity for a minimum three years (15 AAC 160.020(d)).
4. The group must submit to the Superintendent/Designee an annual report of the gaming activity, including net proceeds, prize payout amounts, administrative costs, and how net proceeds were dedicated to their intended purpose.

**Prize Structure and Limits**

1. The group must ensure that prize amounts and distributions comply with state limitations under AS 05.15.180(d)-(g) (e.g., limitations on door prizes, total annual prize value).
2. Students under age 19 shall not participate in bingo games.
3. Any equipment or methods used must be authorized under the state’s list of permitted gaming types (e.g., raffles, pull-tabs, contests of skill) and not prohibited devices (AS 05.15.180(a)).

## **AR 3455 (b) CHARITABLE GAMING ACTIVITIES**

### **Operator/Vendor Contracting**

1. If a third-party operator or vendor is engaged to conduct the gaming activity, the contract must be reviewed and approved by the Superintendent/Designee and include:
  - a. The operator's state license (if required) under 15 AAC 160.190;
  - b. Clear terms regarding revenue splits, prize administration, responsibilities for record-keeping and state reporting;
  - c. Assurance that the vendor will adhere to all state law/regulation and District policy.
2. The District or affiliated group must notify the state within 10 days of designation of a new gaming manager if required. (15 AAC 160.365)

### **Compliance, Monitoring, and Reporting**

1. The Superintendent/Designee shall maintain a log of all approved gaming activities, including permit numbers, dates of activity, associated organizations, and outcomes.
2. The Board may annually receive a summary of all fundraising gaming activities conducted in the District or by affiliated organizations, including net proceeds and allocation of funds.
3. The District reserves the right to request the affiliated organization produce documentation (bank statements, receipts, permit copies) for audit or review.
4. If at any time the state gaming permit is suspended, revoked, or not renewed, the affiliated organization must notify the Superintendent immediately, and the District will suspend further gaming activities under the policy.
5. Any violation of state law or District procedure may result in revocation of approval, requirement of remedial audit, and disqualification of future fundraising gaming activities.

### **Distribution of Net Proceeds**

1. Net proceeds (i.e., revenues minus prizes and administrative expenses) must be used for the purposes set forth in the approved proposal and in compliance with AS 05.15.150(a).
2. The affiliated group must provide to the Superintendent/Designee a post-event report showing how the net proceeds were spent, with financial detail and supporting documentation.
3. If the organization dissolves, any remaining net proceeds must be distributed to one or more existing permittees (other than a multiple-beneficiary permittee) as required by 15 AAC 160.020(a)(5).

### **Training and Certification**

1. The primary member-in-charge and alternate member-in-charge of the affiliated organization must pass the state "permittee gaming test" before conducting gaming activities (as required by state permit instructions).
2. The organization shall provide the superintendent/designee with evidence of passing the test and of any other required training.

## **AR 3455 (c) CHARITABLE GAMING ACTIVITIES**

### **Dissolution of Charitable Gaming Activities**

#### **Scope of Dissolution**

This section addresses the dissolution or termination of charitable gaming operations conducted by the Cordova School District under Alaska Statutes Title 5, Chapter 15 (Charitable Gaming).

#### **Charitable Gaming Proceeds**

In the event that the District ceases charitable gaming operations, any net proceeds derived from charitable gaming activities conducted under AS 05.15 shall be distributed to a qualified permittee licensed under AS 05.15, other than a multiple-beneficiary permittee, as required by law. The recipient permittee must be an entity authorized to conduct charitable gaming within the State of Alaska and whose purposes are consistent with the educational or charitable purposes of the District.

#### **Remaining Gaming Assets**

Any assets purchased or maintained with charitable gaming proceeds that remain upon termination of gaming operations, and which are not subject to the Charitable Gaming Proceeds section above, shall be transferred exclusively for public educational purposes within the State of Alaska, either within the District or to another governmental unit, or to an organization organized and operated exclusively for educational or charitable purposes and qualifying as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

#### **Prohibited Distributions**

No part of the net proceeds or assets from charitable gaming shall inure to the benefit of, or be distributed to, any individual, Board Member, or District employee.

This administrative regulation will be reviewed as needed to reflect changes in state law or administrative regulations.

*Legal Reference:*

#### UNITED STATES CODE

[Section 501\(c\)\(3\)](#) - Internal Revenue Code

#### ALASKA STATUTES

[05.15.150](#) – Limitation on use of proceeds

[05.15.180](#) – Limitation on authorized activity

#### ALASKA ADMINISTRATIVE CODE

[15 AAC 160.020](#) – Permit application

[15 AAC 160.190](#) – Operator's license required

[15 AAC 160.365](#) – Manager of gaming

*CSD ADOPTED: XXXXXXXX*