

GAMING PROCEDURES FOR GROUP  
MEMBERS OF

BURLINGTON TOWNSHIP  
FOUNDATION  
A NJ NONPROFIT CORPORATION

INCORPORATED UNDER THE LAWS  
OF THE  
STATE OF NEW JERSEY

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## Introduction

The Federal Government provides tax benefits to nonprofit organizations recognized as Exempt from federal income tax under section 501(c)(3) of the United States Internal Revenue Code (26 U.S.C. Sec 501(c)(3)). The Burlington Township Foundation was Granted tax-exempt status from the federal government in August 2006. This allows the Burlington Township Foundation and our members to raise tax-free funds for our students and programs in Burlington Township, NJ.

The code requires that tax-exempt organizations must comply with Federal Law to maintain tax-exempt status and avoid penalties. Federal guidelines for public charities consist of record keeping, reporting to IRS returns and notices, required public disclosures and compliance rules for our mission and purpose as stated on our Federal Application, Federal Form 1023. Failure to comply could result in penalties and could put our 501(c)(3) status in jeopardy.

The State of New Jersey laws also govern the Burlington Township Foundation, a NJ NONPROFIT CORPORATION for charitable Fundraising. According to New Jersey Law, Title 13, Charitable Fundraising CHapter 48, code 13:48-12.1: "a charitable organization shall establish and exercise control over fund-raising activities conducted for its benefit and assure that the fundraising activities are conducted without coercion." Failure to comply with any of the laws that govern the Foundation can result in strict penalties. First offense of noncompliance is a \$10,000 fine, second offense \$20,000 and third violation is a cease and desist order.

Therefore, it is the responsibility of the Foundation to make sure all groups are compliant with our purpose to maintain our 501(c)(3) status. The FOundation Board of Directors' goal is to ensure that all group members are in compliance with Federal law, Federal guidelines and State of New Jersey laws. The Board of Directors supports all group members' fundraising efforts and will continue to support and provide all members with the appropriate information to carry out the mission of the Burlington Township Foundation.

Please help us protect our future and the ability to raise funds for the students and programs of Burlington Township.

*"Burlington Township Foundation, a nonprofit charitable education corporation is to foster excellence in education by funding Education, Athletics, Performing Arts and Special Education Programs that enhance the Burlington Township School District and community to stimulate student academic achievement and to enrich the learning environment"*

# **BURLINGTON TOWNSHIP FOUNDATION**

## **A NJ NONPROFIT CORPORATION**

### **GAMING PROCEDURES**

#### **I. General**

In General, the Foundation must keep accurate records to show that it complies with the New Jersey state laws of Legalized Games of Chance. The Foundation must be able to document the sources of all receipts and expenditures associated with games of chance. If an organization does not keep required records, it may result in suspension, revocation and or penalties.

13:47-2.10 SUSPENSION; REVOCATION; PENALTIES; OTHER SANCTIONS  
“Any person violating any provision of any law or regulation administered by the Control Commission shall in addition to any other sanctions provided in section 7 of P.L. 1954, c.6 (N.J.S.A. 5:8-57) be liable to a civil penalty of not more than \$7,500 for the first offense and not more than \$15,000 for the second and each subsequent offense.”

#### **II. Responsibility**

The Foundation shall designate a “member in charge” to conduct games of chance, 13:47-6.1 MEMBER IN CHARGE OF CONDUCT OF GAMES.

1. The officers of a licensee shall designate a bona fide, active member to be in charge of, and primarily responsible for, the conduct of the game of chance on each occasion.
2. The member in charge must be present for the entirety of the event and shall supervise all activities on the occasions for which he/she is in charge

and shall be responsible for the making of the required Report of Operations.

3. The member in charge shall be familiar with the provisions of the Bingo Licensing Law or the Raffles Licensing Law as the case may be and the rules and regulations of this Chapter.

### **III. Important Information**

Burlington Township Foundation is the License holder for Games of Chance. Therefore, all funds received for any gaming event needs to be deposited into the Foundation Allocated Account.

1. All funds received in written form need to be **made payable to “Burlington Township Foundation”**.
2. Funds **MUST** be turned into the Foundation Gaming Treasurer within 48 hours after the event is held.

#### **13:47-6.2 MEMBER IN CHARGE OF PROCEEDS; SEPARATE BANK ACCOUNT**

- a) The officers of a licensee shall designate an officer or member to be in full charge of, and responsible for, the proper utilization of the entire net proceeds of the games of chance in accordance with the law and the rules and regulations of this Chapter.
- b) Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution in which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.

### **IV. Timeline in Preparation of Gaming Events**

#### **1. Plan ahead**

- 1.1. One application for each License (ie.: Bingo, Raffle, 50/50)

1.2. Link for Foundation's NJ Gaming License Use Request Form:

[Burlington Township Foundation's NJ Gaming License Use Request](#)

1.3. Allow ample time, **submit requests at least 90 days prior to the event.**

**Please note: requests do not mean the event has been approved.**

1.4. It can take up to 60 days to get approval from the State of NJ and Burlington Township. Extra time is advisable due to the possibility that corrections need to be made and the application(s) need to be resubmitted.

1.5. Everyone listed on the application MUST be fingerprinted and approved by the local police department where the event is to take place.

1.6. Event MUST take place in the state of New Jersey.

## **2. Application submission**

1. Contact the Foundation Gaming Treasurer with ANY and ALL requests and information (The Burlington Township Board of Education is a separate entity and does not hold a NJ Gaming License so they are not familiar with the rules/regulations or the process of filing any applications).
2. There are NJ State and Township fees for each application.
3. Check with the Foundation Gaming Treasurer for the total amount of fees that need to be submitted for each application. Each application submitted will require a \$65 application fee.
4. A check must be written to the Burlington Township Foundation for the total amount of the fees.
5. The Burlington Township Foundation will retain 10% of all proceeds for each event.

## **3. During Event**

3.1. All funds received for any gaming event must be deposited in the Foundation Allocated Account.

3.2. Any funds received in a check form MUST be made out to “Burlington Township Foundation”, NOT to the group requesting to use the license.

3.3. All funds must be turned into the Foundation Gaming Treasurer in the form, which it was received.

3.4. All funds must be turned into the Foundation Gaming Treasurer within 48 hours.

3.5. Do NOT deposit funds into your group’s account.

3.6. Keep Track

3.6.1. Track all winners and prize won for each gaming event.

3.6.2. Keep track of beginning and end of tickets from roll.

3.7. Any person holding, operating or assisting with a game of chance cannot participate in said game of chance.

3.8. Any person participating in a game of chance MUST be 18 yrs. of age or older and present valid ID.

3.9. Any person participating in a game of chance where alcohol is present, MUST be 21 yrs. of age or older and present valid ID.

#### **4. After Event**

4.1. All proceeds are deposited into the Foundation Allocated Account by the Gaming Treasurer.

4.2. A Report of Operations must be filled out by the Foundation Gaming Treasurer and filed with the State of NJ Gaming Commission within 10 days after the event was held. All sales and proceeds information must be included in the report so again, please keep track of event sales, ticket numbers and winners.

4.3. Sample tickets that were used for the event must be submitted with the Report of Operations.

4.4. Please contact the Foundation Gaming Treasurer with any questions regarding raffle applications and event rules/regulations.

## V. Description of Games

1. **“Bingo”** means a specific kind of game of chance played for prizes with cards bearing numbers or other designation five or more in one line, the holder covering numbers, as objects, similarly numbered, are drawn from a receptacle and the game being won by the person who first covers a previously designated arrangement of numbers on such cards, by selling tickets or rights to participate in such games.

2. **“Draw raffle”** means a raffle in which the winners are determined by drawing from a container having counterparts of all tickets sold.

3. **“Non-draw raffle”** means a raffle conducted by means other than drawing from a container having therein the counterparts of all tickets or rights to participate, that is, any wheel or game approved by the Control Commission to be licensed as an allotment of a prize(s) by chance.

4. **“Off-premises draw raffle”** means a raffle conducted by a drawing, for a merchandise prize(s), with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present.

5. **“Off-premises 50/50 raffle”** means a raffle conducted by a drawing for a monetary prize(s), with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win, the prize(s) equaling 50% of the amount received for all tickets or rights to participate.

6. **“On-premises draw raffle”** means a raffle conducted by a drawing for a merchandise prize(s) with respect to which all tickets are sold only to a person(s) present at the place of the drawing, the winner(s) determined and the prize(s) awarded to person(s) present at the drawing.

7. **“On-Premises 50/50 raffle”** means a raffle conducted by a drawing for monetary prize(s), with respect to which all tickets are sold only to persons present at the place of the drawing, the winner(s) determined and the



prize(s) awarded equaling 50% of the amount received for all tickets or rights to participate.

**8. “Special door prize raffle”** means a raffle for a door prize(s) of donated merchandise, the total retail value of which shall not exceed \$50, for which no extra charge is made, at an assemblage where no other game of chance is held, operated or conducted, and the net proceeds of which are devoted to an authorized purpose.