

## Charity 3 Checklist

### Items that must be onsite during the entire event

- Millionaire Party License (Original)
- Millionaire Party License Application and supplemental chairpersons list.
- House Rules: House Rules will be e-mailed to the Charity Contact prior to the event.
- Start Cash (see below).
- Worker Service Record - one for each event day. The Worker Service Record is part of the game records received with the Millionaire Party License.
- Flash Drive to copy Game Records.

#### Start Cash:

- Bring \$500 each day broken down in increments of 150ea \$1 bills and 70ea \$5 bills.
- Assign a person to be responsible for start cash to ensure it is brought to the event each day in the correct increments, and to ensure it is brought home at the end of each event day.
- Start cash must remain on-site for all hours of operation. Start cash may be used to cover losses. If there is an overall net loss on blackjack at the end of the event, Aces Gaming Supply will cover 100% of the net loss.
- Make a separate deposit for Start Cash; do not commingle it with event proceeds.

### Charity Workers & Shift Assignments

- Organization must have two (2) bona fide members (including Chairperson) onsite at all times, from 3:30pm-2am daily.
- A chairperson must be assigned to each shift. Note to Schools: A chairperson must be faculty.
  - A list of chairpersons must be submitted to Gaming Control prior to the licensed gaming event.
  - Only true (bona fide) members of the organization may work an event. The term “member” is defined in your organizations bylaws.
- Shifts should be a minimum of 4 hours; No shift changes should occur between 6pm – 8pm.
- **Recruit only unpaid members!** Per Aces Contractual Agreement, charity workers cannot receive any compensation for working these events. Compensation is anything of value including, but not limited to, any of the following: a) cash or check, b) credit toward dues, tuition, or any other items of value, c) food or beverages, d) travel expenses.

#### Important rules Charity Members are required to enforce:

- Only members of the charity can sell or redeem poker chips. Aces Gaming Supply personnel will never touch your cash chips while the event is in progress.
- Aces Gaming Supply personnel can never handle your cash. Only members of the charity can touch your cash.
- Only members of the charity can complete event forms issued by the Michigan Gaming Control Board.
- Total sales (Master Control Sheet) cannot exceed \$15,000 per event day.
- Players and charity members must be at least 18 years of age.

### End of Night Procedures: Documents & Proceeds

At the end of each evening the game records will be printed and signed by the chairperson and record keeper working the last shift. These documents must be kept onsite for the duration of the event.

Event proceeds and start cash will leave with charity personnel each evening. We recommend that you wait to deposit your proceeds until after your entire event is completed.

## Post Event Procedures

### Gaming Proceeds Deposit:

Proceeds from the licensed gaming event must be deposited in the organizations bank account within 2 business days of the last day of the event. We recommend you wait to deposit all proceeds after the event is complete. Start cash should be deposited separately. Never comingle gaming deposits with start cash or other charity deposits.

### **NEW** Game Records Submission to Gaming Control:

A copy of the completed Game Records packet must be submitted to Gaming Control no later than the 10<sup>th</sup> business day of the month following the last day of the licensed event. The Game Records packet includes the spreadsheet completed onsite during the event, the Worker Service Record, and the Financial Statement. You can e-mail the electronic game records Excel spreadsheet, along with a scanned copy of the signed Worker Service Record and the signed Financial Statement to [millionaireparty@michigan.gov](mailto:millionaireparty@michigan.gov).

The Financial Statement is the last spreadsheet in the Electronic Game Records. You will need to modify the Financial Statement by completing the Expenses section, items 12-21. Note, Aces Gaming Supply's invoice is line # 15 – Equipment and Supply Rental.

### Preservation of Game Records:

The State requires that the charity keep all game records, a copy of application, the original license, checks, deposit slips, etc., for the calendar year plus 3 additional years. Audits are done at random and are not uncommon.

### Aces Gaming Supply Contacts

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