**From:** Tom Clay

**Sent:** Saturday, January 18, 2014 3:27 PM

**To:** Aces Gaming Supply

**Cc:** Hopkins Merlin ; Steinberg Mark ; Klco Gene

**Subject:** Re: Feb 10-12 Event Details - Poker Fundraiser

Heather-

Does this mean that Williamston Rotary has been downgraded to charity 3 status with a corresponding reduction in revenues?

Please let me know ASAP>

Thanks

Tom

On 1 14, 14, at 1:48 PM, Aces Gaming Supply <acesgamingsupply@comcast.net> wrote:

Hello,

Please have your first shift arrive each day at 3:30pm.

Attached are 4 documents that are important for your upcoming event:  Charity Checklist, What Every Charity Must Know, House Rules, and the Additional Chairperson List.  The Michigan Gaming Control Board (MGCB) inspectors are stopping in the poker room and inspecting charities on a regular basis.  Make sure your group is not in violation by reading this entire e-mail and reviewing the attachments.

**IMPORTANT INFORMATION – MUST READ!!!**

A **Chairperson** must be on site at all times.  The names of all chairpersons must be submitted to Gaming Control prior to your event.  Make certain that those individuals identified as chairpersons are fully aware of their status.

The Charity Checklist document has a lot of great information including all of the items you are required to bring to the event.  Items that are often missed, but necessary to remain in good standing with MGCB, are as follows:

* A copy of the ***original*** Millionaire Party License Application.
* If applicable, any supplemental \*Chairperson list.

Charity Workers/Chairpeople:  All workers must also be true members of your organization.  One of the two workers for each shift must also be identified as a chairperson;  A chairperson can be anyone that has been a member of your organization for at least 6 months.  NOTE:  A list of all chairpersons for an event must submitted to Gaming Control *BEFORE* the event takes place.  The Millionaire Party License Application Q12 has space to list 5 chairpersons.  If you wish to add more, you can do so up until the morning of your event by faxing the completed Additional Chairperson list (attached) to MGCB.  If one of the individuals on the list is not present in the room at all times, you will be in violation and may be closed down and lose the ability to host these events in the future.  TIP:  Submit a comprehensive list that includes all workers that have been members 6+ months.

Let me know if you have questions.

Happy Fundraising!

Heather Schuchaskie

Aces Gaming Supply

517-622-3067