

# ADMINISTRATIVE POLICIES AND PROCEDURES

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**SUBJECT:** GAMES OF CHANCE PROCEDURES

**NUMBER:** 435

**AUTHORIZING BODY:** BOARD OF TRUSTEES

**RESPONSIBLE OFFICE:** VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT

**DATE ISSUED:** JULY, 1987

**LAST UPDATE:** APRIL, 2003

## RATIONALE:

**POLICY:** Bingo, Millionaire Parties, Charity Games and Raffles are forms of gambling and are illegal activities for all organizations and individuals except as authorized by law. State law provides that Michigan colleges and universities may conduct certain Games of Chance under certain circumstances. Games of Chance that are not in behalf of the University may not be conducted on University property. It is University policy that a Game of Chance on behalf of any University program or activity will not be conducted by any employee, student, volunteer, or other agent of the University unless it is held for the direct institutional benefit of the University or its activities and is in compliance with State law and the procedures set forth below.

## SCOPE AND APPLICABILITY:

### DEFINITIONS:

**Bingo** means Game of Chance commonly known as Bingo in which prizes are awarded on the basis of designated numbers of symbols on a card conforming to numbers or symbols selected at random.

**Charity Game** means the random resale of a series of Charity Game tickets.

**Millionaire Party** means an event at which wagers are placed upon Games of Chance customarily associated with a gambling casino through the use of imitation money or chips that



have a nominal value that is equal or greater than the value of the currency for which they can be exchanged.

**Raffle** means an event for which Raffle tickets are sold, a winner or winners are determined either by randomly selecting stubs from all of the Raffle tickets sold for an event or by an alternative method that is approved by the bureau, and at which a preannounced prize is awarded.

## **PROCEDURES:**

### **I. Authorization of Games of Chance**

A. The Vice President for University Advancement has been designated by the President as the authorizing officer for all Games of Chance, regardless of prize amount. All requests for the approval of Bingo, Millionaire Parties, Charity Games or Raffles shall be submitted in writing as provided in these procedures to the Vice President for University Advancement. A decision by the Vice President for University Advancement not to authorize a Game of Chance shall be final and binding.

B. The following guidelines will be considered when a Game of Chance application is being evaluated:

1. A limited number of Games of Chance will be authorized each year with the total number to be determined by the President in conformance with State law and the regulations of the Bureau of State Lottery.
2. Games of Chance will be conducted concurrently only in rare instances.
3. The probable participants and their relationship to the University shall be evaluated.
4. Net proceeds must be used for direct institutional benefit.
5. The sponsoring entity must be a recognized unit or program of Oakland University.

### **II. Application Procedures**

A. The sponsoring group shall complete the Application for Game of Chance Approval, Exhibit A. Prizes to be obtained through solicitation must be identified, along with the names of the possible donors and the value of the prizes. No acquisition of prizes may occur prior to the authorization of the event. A University department shall be responsible for the supervision of the event and recordkeeping.

B. In the case of non-student groups, the application form is to be submitted through the department head to the Vice President with jurisdiction of the sponsoring unit, and thence, if recommended by that Vice President, to the Vice President for University Advancement.

C. In the case of the student groups, the application form is to be submitted to the Coordinator of Student Organizations. The Coordinator will review the request for

compliance with the Center for Student Activities and Leadership Development policies and make a recommendation to the Director of Center for Student Activities and Leadership Development. The Director, after consultation with the Dean of Students, may recommend the event to the Vice President for Student Affairs. If approved by that Vice President, the applications shall then be forwarded to the Vice President for University Advancement.

D. The Vice President for University Advancement shall be responsible for: (1) advising the sponsoring entity of final approval or disapproval of any Game of Chance; and (2) preparing and submitting any State licensing requests or registration forms.

E. In case of a Game of Chance which involves a State licensing or registration fee, a check in the appropriate amount made payable to the State of Michigan shall accompany the application. Funds for such check shall be provided by the sponsoring University entity.

### **III. State Licensing or Registration Requirements**

The Vice President for University Advancement shall be responsible for preparing and submitting any state licensing requests or registration forms. Fees change from time to time and are set by the State of Michigan Charitable Gaming Division, Act 382 of the Public Acts of 1972, as amended.

#### **A. Bingo**

1. There are two types of regular licenses. Only one regular license may be obtained per organization. For large Bingo, a license can entitle a qualified organization to conduct Bingo on the same day each week from the date of issuance through the last day of February. Prizes shall not exceed the sum of \$500 in any single game of Bingo, and the aggregate amount of all prizes offered or given on all games played shall not exceed \$2,000 for the occasion or, for a lower fee, a license for small Bingo can entitle a qualified organization to conduct Bingo games on the same day each week from the date of issuance through the last day of February. The aggregate retail value of all prizes or merchandise awarded on a single day shall not exceed \$300, with the total value of all prizes awarded for a single Bingo game not to exceed \$25 value.

2. There is also a special Bingo license available. A qualified organization need not hold a regular license to apply for a special license. A special Bingo license entitles an organization to hold Bingo games up to seven consecutive days. Special Bingo means a single or consecutive series of Bingo occasions during which the total value of all prizes awarded through Bingo at a single occasion does not exceed \$2,000 and the total value of all prizes awarded for a single Bingo game does not exceed \$500.

#### **B. Millionaire Parties**

A Millionaire Party License which entitles an organization to conduct a Millionaire Party up to four consecutive days that is valid for 1 location and may be issued for up to 4 consecutive days.

### C. Raffles

1. it is sponsoring a single gathering,
2. it conducts a Raffle before which there is no presale of tickets and
3. the total aggregate retail value of the prize or prizes to be awarded that day is \$100.

### D. Charity Games

Charity Game tickets may be purchased only by organizations that have been issued Bingo or Millionaire Party licenses and may be sold only at scheduled licensed events.

## IV. Compliance with Rules and Regulations of the Bureau of State Lottery

All Bingo games, Millionaire Parties, Charity Games and Raffles shall be conducted in accordance with the rules and regulations of the Charitable Gaming Division of the Bureau of State Lottery and State law, P.A. 1972, No. 382, being MCLA 432.102 et seq. The Vice President for University Advancement shall be aware of the pertinent rules and regulations and shall make available, to those to whom approval to conduct a Game of Chance has been granted, copies of the pertinent provisions. Rules and Directives along with license forms and fee amounts are available on-line at [www.michigan.gov/cg](http://www.michigan.gov/cg).

## V. Record Keeping

The sponsoring organization shall keep a record of the receipts and expenditures related to the Game of Chance for the current calendar year plus three years, including an accounting, in the form prescribed by the Michigan Charitable Gaming Division, of all Raffle receipts and expenditures including the name(s) and address (es) of the winner(s) and prizes won. Other supporting documents, such as canceled checks, deposit slips, unsold tickets, and payment invoices shall also be retained by the sponsoring organization for the current calendar year plus three years. This information shall be made available for University and Bureau of State Lottery audit or inspection.

## VI. Change in Procedure

This procedure is subject to change or revocation by the President, or by written authority, his designee.

## **RELATED POLICIES AND FORMS:**

### **APPENDIX:**

[Exhibit A](#)