

*Ordinance Governing Charitable Gaming*  
(04.02)

**Chapter I Purpose, Rules of Construction and Definitions**

**Section 1.01 Purpose**

The purpose of this ordinance is to establish the structure, guidelines, and respective responsibilities for management and decision making authority for the Tribe's charitable gaming operations.

**Section 1.02 Rules of Construction**

- (a) This ordinance shall not be construed or implemented in violation of the Indian Civil Rights Act, or the Sitka Tribe of Alaska's Constitution and by-laws as determined by the Sitka Tribal Court.
- (b) When the computation of any period of time procedurally required by this code would result in a day falling on a weekend or holiday, the following working day shall apply.
- (c) This code is to be interpreted consistent with the Code Governing Tribal Court Rules and Civil Procedure. The Judges of the Sitka Tribal Court shall have broad discretion in interpreting this code, and where tribal custom provides, may issue verbal order or otherwise take necessary action consistent with the spirit of Tribal law.
- (d) Nothing in this Code shall be interpreted as waiving the tribal sovereign immunity of the Sitka Tribe of Alaska or requiring or permitting the application of the laws of the State of Alaska or any other jurisdiction.

**Section 1.03 Delegation of Authority**

Under the terms of this ordinance, the Tribal Council delegates certain decision-making authority to the Gaming Committee. Where any power of decision-making authority has not been expressly delegated to the Committee, that authority shall remain with the Tribal Council.

**Section 1.04 Definitions**

For the purposes of this ordinance, the following words and phrases shall have the meanings respectively ascribed to them:

- (a) "Adjusted Gross Income" means gross receipts minus prizes awarded and all applicable taxes paid or owed on the income.
- (b) "Allowable purpose" means a political, educational, civic, patriotic, social welfare or religious purpose. The meaning of this term includes the work of organizations that benefit persons by serving one or more of the above purposes or to supplement governmental programs or to erect, acquire, improve, repair, lease or maintain public buildings or works, but does not include the erection, acquisition, improvement, repair, lease, or maintenance of real, personal or mixed property unless it is used exclusively for one or more of the allowable purposes.
- (c) "Attorney" means the in-house attorney employed by the Tribe unless otherwise specified by the General Manager. The in-house attorney shall not serve as a voting or non-voting member of the gaming committee.

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- (d) "Charitable Gaming" means all games of chance and contests of skill including, but not limited to, bingo, pull tabs and raffles
- (e) "Committee" means the Gaming Committee unless otherwise specified.
- (f) "Direct Relative" means an individual's spouse, parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, brother, sister, child, or stepchild.
- (g) "Gross Receipts" means receipts from the sale of shares, tickets, or fees, charges in connection with the right to participate or other rights connected with participation in any charitable gaming activity permitted under this Ordinance, including the sale or equipment or supplies and all other miscellaneous receipts.
- (h) "Net proceeds" means the gross receipts from charitable gaming activities minus any applicable fees, authorized expenses and prizes awarded at the activity.
- (i) "Economic Development Director" means the director of the Sitka Tribe of Alaska Economic Development Department.
- (j) "Department Director" is a tribal employee who is responsible for all matters pertaining to a specific department and all employees within that department.

**Section 1.05 Severability**

The provisions of this ordinance are severable, and should any provision of this ordinance be determined by a court of competent jurisdiction to be invalid, that determination does not affect the validity of any other provision of this ordinance.

**Chapter II Gaming Committee**

**Section 2.01 Gaming Committee Membership**

The Gaming Committee shall be comprised of six (6) individuals consisting of the following seats:

- (a) Two (2) members of the Tribal Council, who shall be voting members;
- (b) The General Manager or a Department Director appointed by the General Manager of the Tribe, a voting member who shall not serve as an officer of the Committee;
- (c) The Finance Director of the Tribe, a voting member who shall not serve as an officer of the Committee;
- (d) The Economic Development Director of the Tribe, a non-voting member who shall not serve as an officer of the Committee; and
- (e) A Tribal Citizen, a voting member who is not a tribal employee or member of the Tribal Council.

**Section 2.02 Term of Office**

The term of office for the seats reserved for Tribal Council members and the seat reserved for a Tribal Citizen shall last one year beginning and ending in December. The seats designated for the General Manager, Finance Director and Economic Development Director shall be terms concurrent with the term of that individual's employment in that position.

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**Section 2.03 Committee Vacancies and Appointment**

The Tribal Council has the sole authority to appoint Tribal Council members and the Tribal Citizen member to the Committee on an annual basis or upon any vacancy.

**Section 2.04 Removal from the Committee**

- (a) A Tribal Council member of the Committee may be removed:
  - (1) Upon written resignation; or
  - (2) Upon removal from the Tribal Council pursuant to Article 4, Section 8 of the Constitution of the Sitka Tribe of Alaska.
- (b) The Tribal Citizen member of the Committee may be removed from the Committee:
  - (1) For inappropriate conduct or absences, as determined by the Tribal Council; or
  - (2) Upon written resignation.
- (c) The General Manager, Finance Director, Economic Development Director and members of the Committee may be removed from the Committee upon termination of that individual's employment in that position.

**Section 2.05 Officers of the Committee**

- (a) The Committee shall have the following officers: Chairperson and Vice-Chairperson.
- (b) The Committee shall elect officers from its members with elections held annually by the Committee at the first regularly convened committee meeting after the Tribal Council selects the committee members.
- (c) The term of each officer shall be one (1) year.
- (d) If a vacancy of office occurs, the Committee, within thirty (30) days, will elect a new member to serve the remainder of the term.

**Section 2.06 Duties of Officers**

The officers of the Gaming Committee shall have the following duties, which shall not be interpreted to exceed the scope of authority for management and decision-making delegated by the Tribal Council in Chapter III of this ordinance:

- (a) The Chairperson shall preside at all meetings, and report to the Council on a quarterly basis, as provided in Section 3.04(a) of this Ordinance.
- (b) In the absence of the Chairperson, the Vice-chairperson will preside and will perform such duties as prescribed for the Chairperson and Vice-chairperson.

**Section 2.07 Meetings and Quorum**

- (a) The Gaming Committee will meet as often as necessary at the call of the Chairperson to oversee the Tribe's charitable gaming operations at a regularly scheduled time, at a place announced by the Chairperson. Meetings shall be held quarterly and shall take place by the tenth day of the month.

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- (b) A quorum shall consist of at least three (3) voting members of the Gaming Committee. Unless otherwise provided in this ordinance, all action of the Committee shall be valid if approved by a majority vote of the Committee present at a duly called meeting where a quorum is present. The Chairperson shall have the right to vote on all matters as a member of the Committee.

**Chapter III Scope of Authority for Management and Decision Making**

**Section 3.01 Regulatory Authority**

The Committee has the authority and responsibility to recommend to the Tribal Council regulations consistent with the provisions of this Ordinance and necessary to carry out the intent of tribal law. Specifically, and in addition to any other regulations the Committee deems necessary, the Committee has the authority and responsibility to adopt the distribution chart and income guidelines mandated by Sections 3.05 and 5.04 of this Ordinance. The Tribal Council reserves the authority to amend any such regulations by a majority vote of the Tribal Council.

**Section 3.02 Contracts**

- (a) As to contracts containing the following types of provisions or terms, the Committee's authority shall be strictly limited to a recommendation regarding that contract to the Finance Committee and approval by the Tribal Council:
- (1) Any contract that makes reference to a waiver of tribal sovereign immunity or defenses, or includes any statement regarding jurisdiction, arbitration or forum of resolution dispute other than an express statement that the appropriate forum for dispute resolution is the Sitka Tribal Court; or
  - (2) Any contract that exceeds \$10,000 in cost, expenditure of tribal funds, or commitment of tribal resources.
- (b) As to all other contracts, the Committee shall have the authority to approve, disapprove or negotiate without consultation or approval by the Finance Committee or the Tribal Council;
- (c) Upon recommendation of the Committee, the General Manager shall have authority to sign contracts approved under subsection (b).

**Section 3.03 Management of Department Staff**

The Gaming Committee shall have no management authority over the staff of the Gaming Department. The staff of the Gaming Department is employees of the Sitka Tribe, under the supervision of the General Manager and the Economic Development Director, and subject to the terms of the Employee Handbook, including the grievance procedure.

**Section 3.04 Reports to Tribal Council**

- (a) The Chairperson of the Committee shall provide quarterly reports to the Tribal Council, comprehensive in nature, that include detailed financial information including a summary of the gross proceeds and distribution of funds generated by charitable gaming from the previous quarter. Such report shall be delivered by the chairman of the Gaming Committee at the next regularly scheduled Tribal Council meeting following the quarterly meeting of the Gaming Committee.

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- (b) The Chairperson of the Committee shall provide an annual report to the Tribal Council after submission of the Sitka Tribe's annual gaming report to the State of Alaska.

**Section 3.05 Meetings and Responsibility to Review**

- (a) At its last quarterly meeting of the year, the Gaming Committee shall:
- (1) Establish the Public Donation distribution chart to be used by the Gaming Manager under section 5.04 for the subsequent calendar year, outlining the allowable donation categories and amounts to be distributed.
  - (2) Establish the Income Guidelines to be used by the Gaming Manager under section 5.04 for the subsequent calendar year.
  - (3) Review the written statement from the Attorney regarding the Tribe's charitable gaming operation's compliance with applicable regulations and laws.
- (b) At each quarterly meeting, the Gaming Committee shall:
- (1) Review the amount of prizes distributed to ensure compliance with applicable regulations and other guidelines set by this ordinance.
  - (2) Review the cost and types of expense to ensure compliance with applicable regulations and other guidelines set by this ordinance.
  - (3) Make a determination as to the total amount of money available in charitable gaming accounts from the previous quarter to be used for supplementing governmental programs.
  - (4) Review the determination made by the Economic Development Director that all persons employed in connection with charitable gaming activities meet the standards of this Ordinance.

**Chapter IV Administration, Fund Management, Contracts and Property**

**Section 4.01 Administration**

- (a) The Economic Development Director shall hire and supervise the Gaming Manager. In the absence of a Gaming Manager, the Economic Development Director shall assume all responsibilities of the Gaming Manager. The Gaming Manager shall supervise all other charitable gaming employees.
- (b) The Economic Development Director shall review all appropriate employment, police and court records to determine that all persons employed in connection with charitable gaming activities meet the standards of this Ordinance.
- (c) By detailing the titles and line of authority for the above-mentioned positions, Tribal Council is not mandating that these positions exist.

**Section 4.02 Fund Management**

- (a) All accounting and fund management for charitable gaming shall be handled by the Finance Department of the Sitka Tribe of Alaska. Each gaming activity must be separately accounted for in the books and records.

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- (b) The Finance Director shall maintain the funds for charitable gaming in a checking account separate and distinct from other governmental funds. A check drawn from this separate account is valid only when signed by two authorized check signers.
- (c) The Finance Director shall deposit money collected from gaming activities, less cash prizes, in this separate checking account within three days of the close of the bingo session or any other charitable gaming activity conducted under this Ordinance.

**Section 4.03 Record Keeping**

The Gaming Manager shall be responsible to create and retain the following records:

- (a) All records and supporting documents related to Bingo activities for five years from the date they were generated.
- (b) All records and supporting documents related to Pull-Tab activities for two years from the date they were generated.
- (c) All records and supporting documents related to Raffle or Lottery activities for three years from the date they were generated.

**Section 4.04 Ownership of Property**

All property and funds held or used in the course of charitable gaming operations shall remain in the ownership of the Sitka Tribe of Alaska. The Gaming Manager, the Economic Development Director, and the Gaming Committee have no ownership interest in any property or funds.

**Section 4.05 Reports**

- (a) The Finance Director shall provide quarterly financial reports to the Committee, current through the last date of the financial quarter prior to the quarterly meeting of the Committee.
- (b) The Finance Director shall provide other financial reports to the Committee, as requested.
- (c) The Finance Director shall be responsible for providing monthly charitable gaming financial reports to the Tribal Council as a part of the duties under Sitka Tribe's Budget Ordinance §2.03(b).
- (d) The Attorney shall supply to the Gaming Committee for review at its last quarterly meeting of the year a written statement regarding the Tribe's charitable gaming operation's compliance with applicable regulations and laws.

**Chapter V Charitable Gaming Operations and Use of Funds**

**Section 5.01 General Rules of Operation**

- (a) Monies from charitable gaming operations shall only be used for prizes, expenses, public donations and supplementing tribal governmental programs.
- (b) Monies from charitable gaming shall be distributed by the guidelines set out below and such distributions shall be reported to the STA Tribal Council by the Chairman of the Gaming Committee during the quarterly financial report to Tribal Council, as required by Section 3.04(a) of this ordinance.

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- (c) In distributing charitable gaming monies, money shall be distributed in the following priority:
  - (1) Prizes
  - (2) Expenses
  - (3) Public donations; and
  - (4) Supplementing STA governmental programs
- (d) All charitable gaming proceeds must be devoted within one year of receipt to one of the purposes listed in (c).

**Section 5.02 Gaming Manager**

- (a) The Gaming Manager is the tribal employee responsible for management of all charitable gaming activities conducted under the terms of this Ordinance. The Gaming Manager is also responsible for the preparation, maintenance, and transmittal of all records and reports required by any applicable rules, regulations and laws.
- (b) The Gaming Manager shall be required to pass any tests and meet other standards required by any applicable rules, regulations and laws.
- (c) Any person who has been convicted within the last ten years of a felony or a crime involving theft or dishonesty or a violation of gaming laws in any jurisdiction may not serve or be employed as the Gaming Manager. If a person has been convicted of such a crime or crimes more than ten years ago, then that person may be employed as the Gaming Manager upon a written certification of good character as determined by the Gaming Committee.

**Section 5.03 Authorized Expenses**

- (a) Expenses to be paid in connection with charitable gaming activities include only expenses reasonably necessary for
  - (1) goods, wares, and merchandise necessary for the operation of the activity and include expenses for:
    - (A) equipment and maintenance of equipment purchased and used in conducting bingo, pull tab, and raffle operations;
    - (B) advertising;
    - (C) reasonable expenses for utilities, maintenance, and depreciation of the portion of the STA building used for bingo, pull tab, and raffle operations or rental for the building;
    - (D) postage;
    - (E) freight; and
    - (F) door prizes;
  - (2) personal services involved with the operation of the activity, including those performed by employees of the Tribe, and include expenses for:

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- (A) accounting services;
  - (B) employee wages and payroll taxes;
  - (C) janitorial services; and
  - (D) legal and consulting services directly related to the conduct of bingo, pull-tab, and raffle activities.
- (b) Expenses shall not exceed ninety percent (90%) of the adjusted gross income from bingo operations and shall not exceed seventy percent (70%) of the adjusted gross income from pull-tab activity.
- (c) The Gaming Department shall pay Sitka Tribe of Alaska monthly expenses for such expenses that are not paid directly out of the Gaming Department's checking account.

**Section 5.04 Donations to Public**

- (a) The Gaming Manager shall be responsible for making public donations in accordance with the distribution chart and income guidelines established by the Committee, under Section 3.05 of this ordinance.
- (b) Monthly donations to the public shall not exceed \$5,000 without express written approval from the Committee.
- (c) In making decisions regarding donations to individuals, the following guidelines and restrictions must be followed:
- (1) Donations to individuals are limited to donations for groceries, rent, electricity, oil, funeral expenses or medical expenses, not including expenses associated with travel for medical treatment;
  - (2) Donations for youth and adult sports, school organization, and other charitable organizations;
  - (3) Charitable gaming monies may only be distributed to individuals according to the distribution chart established as written regulation by the Committee under Section 3.05(a)(1) of this ordinance;
  - (4) Charitable gaming monies may only be distributed to individuals, other than donations for funeral expenses, if the individual qualifies for funds according to the income guidelines established as written regulation by the Committee under Section 3.05(a)(2).
  - (5) Donations made to individuals shall only be made payable to the vendor whom the individual owes money.
  - (6) No more than one donation per year may be made for any one individual. The calculation of the year period begins from the date the individual was provided with the donation.
  - (7) Donations to individuals may only be made if the person is not eligible for monies from any other source available from Sitka Tribe of Alaska.
- (d) Donations to organizations can only be made for an "allowable purpose" as this term is defined by this Ordinance.

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**Section 5.05 Supplemental Sitka Tribe of Alaska governmental programs**

- (a) Use of charitable gaming net proceeds for STA governmental programs shall only be for an allowable purpose.
- (b) Use of charitable gaming net proceeds for STA governmental programs shall not be used for
  - (1) Realty services through STA's trust resources program; or
  - (2) Any erection, acquisition, improvement, maintenance, or repair of real, personal, or mixed property unless such property is used exclusively for providing for the promotion of the welfare and well being of STA.
- (c) In the promotion of the welfare and well-being of the tribal community, charitable gaming net proceeds shall be used first and foremost for purposes identified as priorities by the Tribal Council in its strategic plan for the calendar year in which charitable gaming net proceeds are to be used for STA governmental programs. .
- (d) The following procedure shall be followed in allocating monies for supplementing STA governmental programs:
  - (1) At its quarterly meetings, the Gaming Committee shall determine the total amount of money available in charitable gaming accounts from the previous quarter to be used for supplementing governmental programs.
  - (2) Following the restraints outlined in Section 5.05 (a), (b) and (c) above, the General Manager will decide how such monies shall be used to supplement STA's annual budget.
  - (3) As necessary, the General Manager shall present such budget adjustments to the Finance Committee at their quarterly Finance Committee meeting, as required by Chapter IV of the Budget Ordinance.

**Section 5.06 Limitations on Broadcasting**

No charitable gaming conducted under the terms of this Ordinance shall be promoted or conducted by the means of broadcasting. "Broadcasting" includes television and radio transmission by 2,500 megahertz or greater, microwave video and audio programming, slow-scan television programming, and programming via satellite, cable, teletype, or facsimile transmission and distribution methods. Other methods and means of advertising charitable gaming are allowed.

**Section 5.07 Advertising**

- (a) Any advertisement for a charitable gaming activity conducted under the terms of this Ordinance must prominently announce or display the name of the Sitka Tribe of Alaska and the Tribe's permit number.
- (b) The total amount of advertising expenses for a charitable gaming activity may not exceed 5 percent of the Tribe's adjusted gross income from gaming activities.

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**Section 5.08 Door Prizes**

The total value of door prizes offered or awarded may not exceed \$20,000 a month or \$240,000 a year.

**Section 5.09 Ban on Sale, Service and Consumption of Alcohol**

No alcohol shall be sold, served or consumed during the process of a charitable gaming activity.

**Section 5.10 Required Posting**

- (a) The most current form of this Ordinance, applicable regulations, and in-house rules shall be posted in a clearly visible manner at the location where a charitable gaming activity occurs.
- (b) Copies of all applicable rules, regulations and laws shall be available for inspection at the location where a charitable gaming activity occurs.

**Chapter VI Bingo Activities**

**Section 6.01 Prizes**

- (a) The annual prize payout for STA bingo shall not exceed eighty-five percent of the gross receipts from bingo activity.
- (b) A maximum of \$840,000 in bingo prizes may be awarded in a calendar year.
- (c) The total value of cash prizes awarded for a bingo game may not exceed \$1,000. The total value of cash prizes awarded during a session of bingo may not exceed \$5,000.
- (d) The Gaming Manager shall set the value of cash prizes.
- (e) A free bingo card may not be given as a bingo game prize.

**Section 6.02 Persons Prohibited from Play**

- (a) Persons under 19 years of age may not play bingo.
- (b) STA's Gaming Manager and the Primary and Alternate Members in Charge, are prohibited from playing bingo conducted under this Ordinance.
- (c) STA Gaming employees may not play a game of bingo while working for that session of bingo.
- (d) Any person who has been convicted of or is under investigation for a crime of fraud, theft, or embezzlement of tribal funds or property shall be prohibited from playing bingo for a period of ten years after the date the act was committed or of conviction, whichever date is later.

**Section 6.03 Number of Sessions and Games**

- (a) Up to 14 bingo sessions may be held in a calendar month.
- (b) A session of bingo may not exceed 35 bingo games.
- (c) Bingo sessions are limited to four sessions within a 24-hour time frame.
- (d) If more than a single bingo session is conducted during a 24-hour time frame, at least a one-hour break must be held between each bingo session being conducted.

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**Chapter VII Pull-Tabs**

**Section 7.01 Prizes**

- (a) No additional prizes or rights shall be conferred with the purchase of pull-tabs.
- (b) No person may receive a pull-tab prize of \$50 or more unless the person signs a receipt for the prize.

**Section 7.02 Sales**

- (a) The sales price for a pull-tab may not exceed \$2.
- (b) A pull-tab series may not be sold at more than one location during the same day.
- (c) Pull-tabs from different series may not be mixed or combined, unless 10 percent or less of a series remains unsold. In the case where 10 percent or less of a series remains unsold, the remaining pull-tabs may be combined with a different series having an identical price and prize structure.
- (d) A pull-tab series may not be withdrawn from sale until all pull-tabs in the series are sold, except that a pull-tab series may be withdrawn from sale if a manufacturing defect exists in the series.

**Section 7.03 Persons Prohibited from Play**

- (a) Pull-tabs may not be sold to a person under the age of 21 years.
- (b) STA's Gaming Manger, the Primary and Alternate Members in Charge, and their direct relatives, all Tribal Council Members and their direct relatives, and all tribal employees (regardless of where that employee's work station is located) are prohibited from buying a pull-tab sold under the terms of this Ordinance.
- (c) Any person who has been convicted of or is under investigation for a crime of fraud, theft, or embezzlement of tribal funds or property shall be prohibited from playing pull-tabs for a period of ten years after the date the act was committed or of conviction, whichever date is later.

**Chapter VIII Raffles and Lotteries**

**Section 8.01 Applicability**

This chapter applies to all raffles held using Sitka Tribe of Alaska's permit.

**Section 8.02 Tickets**

- (a) All raffle tickets shall be consecutively numbered and have a numbered detachable stub for purposes of the drawing at the conclusion of the raffle ticket sales.
- (b) All raffle tickets must provide the following printed information:
  - (1) The date and location of the drawing;
  - (2) The name of the Sitka Tribe of Alaska and the Tribe's permit number;
  - (3) The price of the raffle ticket;
  - (4) Whether the player must be present at the drawing to be eligible for a prize; and

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- (5) The raffle procedures and purpose for which it is being conducted.
- (c) The detachable stub on a raffle ticket must provide the following printed information:
  - (1) The Tribe's permit number; and
  - (2) Adequate space for a player to write the player's name, mailing address and telephone number.
- (d) A raffle that is commonly known as a "split the pot" raffle may be conducted at a single event and at a single gaming location without meeting the requirements of (b) or (c) of this Section.

**Section 8.02 Organization and Accountability**

- (a) The Gaming Manager shall be responsible for the printing, distribution and collection of the raffle tickets and collection of cash in an orderly manner.
- (b) The Gaming Manager shall ensure that adequate records are kept as to whom tickets are distributed for sale, the numbers of the tickets distributed, and establish the date by which all ticket stubs and unsold tickets must be returned.

**Section 8.03 Drawings**

- (a) The Gaming Manager shall conduct all drawings.
- (b) A copy of the Tribe's permit shall be posted at the location and time of a drawing.
- (c) Before a drawing, all the detachable stubs shall be placed into a receptacle that is designed so that each stub has an equal opportunity of being drawn.
- (d) A drawing must determine a winning detachable stub for each prize offered.
- (e) A drawing must occur at the date and location scheduled. If a drawing cannot be held at the date and location scheduled for a reason that is beyond the control of the Gaming Manager, the Gaming Manager shall:
  - (1) Immediately notify the Economic Development Director or in the Economic Development Director's absence, the General Manager, in writing of the reason;
  - (2) Reschedule the date and location of the raffle; and
  - (3) If a player must be present at the raffle to be eligible for a prize, notify each player in writing of the date and location of the rescheduled drawing.
- (f) If a raffle is terminated after a ticket is sold, but before the drawing, the Gaming Manager shall:
  - (1) Notify the Economic Development Director or in the Economic Development Director's absence, the General Manager, and any other appropriate governmental official in writing before the scheduled date of the drawing of the reason for termination; and
  - (2) Refund the price of each ticket sold to each player not later than 20 days after the scheduled date of the drawing

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- (g) If a raffle offers a cash prize of \$50 or more, the winner shall be provided with a receipt and shall complete the appropriate raffle prize form.
- (h) Every reasonable effort shall be made to award each prize. If a prize has not been awarded within thirty days, a second drawing shall be held using the non-winning detachable stubs to determine the new winner.

**Section 8.04 Ownership and Possession of Prizes**

- (a) The Gaming Manager shall ensure that all prizes offered as a part of a raffle are owned by the Sitka Tribe of Alaska without lien or other adverse interest before the drawing.
- (b) The Gaming Manager shall ensure that the Tribe is in possession of all prizes prior to printing of tickets.

**Section 8.05 Records**

The following records shall be kept for the period required by Section 4.03 (c) of this Ordinance:

- (a) The number of tickets printed, sold, and unsold;
- (b) The price collected for a ticket;
- (c) The prizes;
- (d) The date and location of the drawing;
- (e) The prizes claimed; and
- (f) The name, address and telephone number and prize won for each prize winner, and the disposition of unclaimed prize.

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