

## Rules for Using a Volunteer Ticket Agent (VTA)

1. A volunteer ticket agent (VTA) is an employee of a retail establishment whose manager has agreed that the employees will be VTA's.
2. A VTA may not be a member of your organization.
3. A VTA may sell tickets/chances to an allowable event held under certain **SINGLE** event licenses (Raffle, Door Prize, Festival, Water Race and Guessing Game).
4. A VTA must not receive compensation or assist the organization conducting the allowable event in any other way.
5. A VTA must not sell pull tabs, punchboards, or tip boards.
6. A VTA is employed by a retail establishment whose manager has agreed that the employees will be VTA's.
7. A VTA may participate as a patron in any allowable event conducted by the qualified organization.
8. An organization must indicate their choice to use a volunteer ticket agent on the license application when applying for the gaming license. They must provide the name of retail establishment, address of the retail establishment, and the name and telephone number for the general manager of the retail establishment.
9. When using a VTA the tickets/chances for that event must be obtained from a licensed distributor. Each ticket or entry sold, by a member or a volunteer ticket agent, **MUST** include the name of the qualified organization, the date and time of the allowable event, and a valid license number for the allowable event.
10. All tickets/chances sold by volunteer ticket agents must be numbered sequentially.
11. A qualified organization using a VTA's to sell tickets/chances to an allowable event must maintain a ledger in which the qualified organization records the date of the allowable event to which the tickets/chances are sold, the name, address and telephone number of each volunteer ticket agent (each employee) and the retail establishment where the volunteer ticket agent sold tickets/chances and the sequential numbers of the tickets/chances provided to the retail establishment.
12. The qualified organization must complete and attach Form CG-VTA, Volunteer Ticket Agent, with their single event financial report, Form CG-9, Single Event License Financial Report (due ten days after the event).
13. A qualified organization using volunteer ticket agents must account for and retain possession of all unsold licensed supply (tickets/chances) provided to a retail establishment for sale by VTA's for a period of three years after the event.