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## MEMORANDUM

To: Qualified Civic Organizations  
From: Diane Freeman, Director of Charity Gaming  
Date: May 31, 2019  
Re: SEA 393 – Implementation Guidance

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SEA 393 takes effect on July 1, 2019. Pursuant to SEA 393, **civic organizations may** apply for a two-year gaming license to conduct annual casino game night activities. To be eligible, the civic organization must:

- Submit an application on a form prescribed by the Commission;
- Be located in a county where not more than three (3) qualified organizations possess an annual casino game night license; and
- Own or lease a standalone building where the casino game night activities will be conducted.

Additionally, upon submission of an application, the civic organization must comply with the notice requirements set forth in IC 4-32.3-4-13 and any administrative rules adopted by the Commission.

SEA 393 limits the number of civic organizations that may hold an annual casino game night license to one in each county. If more than one (1) otherwise qualified bona fide civic organization applies for a two-year license in a particular county, the Commission may award the license based on a random drawing. In order to determine which counties are eligible and whether a random drawing is necessary, the following deadlines will apply:

- **July 1, 2019:** The Commission will post on its website which counties are eligible for the two-year license.
- **July 1, 2019 – September 30, 2019:** Eligible qualified civic organizations, pursuant to statutory requirements, may submit an application.
- **October 2019:** The Commission will act upon submitted applications and engage in a random drawing if more than one (1) otherwise qualified civic organization applies in a particular county. An initial license fee or renewal fee, whichever applies, must be paid prior to the issuance of the two-year license. Additionally, if the civic organization holds other annual licenses at the time the two-year license is to be issued, they will expire and the organization must submit a renewal application and license fee based on the prorated financial reporting period.

The two-year license will be valid for a period of two (2) years, and the Commission will re-engage the process outlined above every other year.

However, after the organization has received a two-year gaming license, they **must still, on a yearly basis, submit, maintain, and complete all required financial and other reports, and pay an annual fee as set by rule of the Commission.** Failure to correctly file the required reports and pay the annual fee may result in disciplinary action against the organization up to and including suspension of the approved two-year gaming license.

Other Reminders:

- An Amendment request, Form CG-AM, will need to be completed with operator, worker, location, or day and time changes.
- If there is a change to the organization officers, an updated Current Officer Listing, Form CG-CO, will need to be submitted.

Should you have any questions regarding this memorandum, please contact the Charity Gaming Division at (317) 232-4646.