

Diocese of Covington

Policies & Procedures Manual

Section: Compliance – Laws and Regulations

Policy: Charitable Gaming Information



The Commonwealth of Kentucky's Department of Charitable Gaming regulates all charitable gaming in the state. All parishes, schools and institutions are required to know, understand and follow all applicable state laws and regulations as well as all Diocesan policies associated with charitable gaming. In order to assist the parishes in staying current on these requirements, the following information is provided. All of the following information was obtained from the Kentucky Department of Charitable Gaming website. To visit their website directly please [click here](#).

Training

Training sessions are available to licensed charitable organizations both in the Frankfort office and throughout the state. Please click on the Registration icon to view available training subjects and locations. Sign up for a class today by [clicking here](#). Contact the department should you require assistance with registering online.

Training classes cover the following topics:

Introduction and General Information

- What is charitable gaming and would it be a viable means of fundraising for my organization?

License Application Process

- Completing a license application.
- When and how to notify the office about a change.
- Completing a Schedule-A application for a special event.

Administration and Record Keeping Requirements

- Completing a quarterly report.
- Keeping track of your 40 percent retention.

Administration and Operation of a Bingo Session

- Responsibilities of a chairperson.
- Rules of play for bingo.
- Rules of play for pulltabs.
- Rules of play for special events and raffles.

Downloads (click on the link):

- [Training Manual - Table of Contents](#) (PDF-294KB)
- [Training Manual](#) (PDF-527KB)
- [Sample Completed CG-1](#) (PDF-403KB)
- [Sample Completed Form CG Schedule A](#) (PDF-132KB)
- [Sample Bingo Program](#) (PDF-69KB)
- [Sample Texas Hold'em Program](#) (PDF-66KB)
- [Sample Raffle Ticket](#) (PDF-21KB)
- [Raffle Ticket Chart](#) (PDF-37KB)
- [Raffle Recordkeeping Chart](#) (PDF-52KB)
- [CG-VOL Volunteer Sign-up Sheet](#) (PDF-24KB)
- [2013 Training Schedule](#) (PDF-36KB)

Diocese of Covington

Policies & Procedures Manual

Section: Compliance – Laws and Regulations

Policy: Charitable Gaming Information



Training Videos

Disclaimer – These video/audio training tutorials were prepared by the Department of Charitable Gaming to assist organizations in complying with Kentucky charitable gaming laws. It is intended as a refresher guide only and in no way supersedes statutory provisions, administrative regulations or case law.

[40% Rule](#)

[Bingo - rules of play](#)

[Pulltabs - rules of play](#)

[Raffles – rules of play](#)

[Special Events – rules of play](#)

[Internal Control](#)

[Bingo Worksheets \[Part 1\] \[Part 2\]](#)

[CFE Worksheets \[Part 1\] \[Part 2\] \[Part 3\]](#)

[Financial Report \[Part 1\] \[Part 2\] \[Part 3\]](#)

[Pulltabs Worksheets](#)

[Raffle Worksheets \[Part 1\] \[Part 2\]](#)

[SLCFE Worksheets \[Part 1\] \[Part 2\]](#)

Frequently Asked Questions and How to Guides

[Top Ten Things To Avoid](#) (PDF-78KB)

[Frequently Asked Questions Document](#) (PDF-64KB)

[Helpful Hints for Filling Out Financial Reports](#) (PDF-95KB)

[Guide to Obtaining a License](#) (PDF-105KB)

[Licensing - Helpful Hints](#) (PDF-30KB)

[Guide to Charity Fundraising and Special Limited Events](#) (PDF-95KB)

[Guide to Pulltabs](#) (PDF-110KB)

[Guide to Raffles](#) (PDF-133KB)

[Games of Chance and Skilled Games](#) (PDF-17KB)