

**California Gambling Control Commission**  
**REMOTE CALLER BINGO**

**ADDITIONAL ORGANIZATION REQUIREMENTS**

Nonprofit organizations that have been recognized by the California Gambling Control Commission (Commission) must meet the additional requirements described below in order to participate in remote caller bingo games.

**1) Controls, Methodologies, and Standards of Play** [PC § 326.3(u)(4) & Title 4, CCR, § 12511]

Organizations are required to submit the controls, methodology, and standards of game play to the Commission, which must include the following:

- ✓ The equipment used to select bingo numbers and create or originate cards.
- ✓ How cards are controlled and maintained.
- ✓ How cards are distributed to participating locations.
- ✓ How cards are distributed to the players.

The controls, methodologies, and standards of play shall be deemed approved by the Commission after 90 days from the date of submission, unless disapproved. The Commission may also approve the controls in less than 90 days.

**2) Request for Approval of Remote Caller Bingo Equipment** [Title 4, CCR, § 12488]

Organizations shall submit a written list to the Commission of all equipment to be used, including any equipment used in the transmission of the game, at least 30 days prior to conducting remote caller bingo games. The list should include:

- ✓ The make and model number of the equipment to be used.
- ✓ The manufacturer, distributor, or vendor from which the item was purchased, leased or, otherwise acquired.

Note: The list may be submitted at the same time as the Notice of Intent to Conduct Remote Caller Bingo, as indicated below.

**3) Notice of Intent to Conduct Remote Caller Bingo** [PC § 326.3(j)(4) & Title 4, CCR, § 12508(j)]

Organizations shall submit a written notice to the Commission at least 30 days in advance of conducting its first game. The notice should indicate the date of the first game, and frequency of games, if known, and must also include the following information:

- ✓ Legal name of the authorized organization.
- ✓ Address of record of the agent upon whom legal notice may be served.
- ✓ Location and license number of the bingo caller.
- ✓ Location and license number of each site manager.
- ✓ Names and work permit numbers of any administrative, managerial, technical, financial, and security personnel.

- ✓ Name and license number of any vendor or person or entity maintaining the equipment used to operate and transmit the game.
- ✓ Name and license number of the designated fiduciary.
- ✓ A copy of the local ordinance authorizing remote caller bingo for the city, county, or city and county for each location in which the games will be played (host and each remote site).

**4) Cosponsor Requirements** [PC § 326.3(o)(4) & Title 4, CCR, § 12510]

Each cosponsoring organization shall enter into a written agreement which shall be provided to the Commission 10 days before sponsoring or operating any remote caller bingo game. The written agreement should set forth the following:

- ✓ How the expenses and proceeds of the game are to be allocated among the participating organizations.
- ✓ The bank accounts into which all receipts are to be deposited and from which all prizes are to be paid.
- ✓ How game records are to be maintained and subjected to annual audit.

**5) Organization Reporting Requirements** [PC § 326.3(w)(2)]

Organizations are required to maintain records pertaining to remote caller bingo games that include the income received and expenses disbursed in connection with the operation, conduct, promotion, supervision, and any other related activity of remote caller bingo games. These records shall be submitted as follows:

- ✓ Within 30 days after the end of each calendar quarter organizations are required to submit copies of the records to the Commission.
- ✓ Within 120 days after the close of the organization's fiscal year copies of records that have been audited by an independent California certified public accountant are required to be submitted to the Commission.

**6) Annual Submission of Statement of Eligibility** [Title 4, CCR § 12504(c)]

In addition to the information above, organizations are required to submit an updated *Statement of Eligibility to Conduct Remote Caller Bingo Games, CGCC-618 (New 03/09)* within 120 days after the close of the organization's fiscal year.