Alternatives to Gaming and Raffles – Games of Skill:

- The ACS GLD and IGC allow particular Games of Skill to be conducted without licensing. Games of skill are activities that solely depend upon physical and/or mental ability without any element of chance and/or randomness of winners.

- Games of Skill are a fun and interactive fundraising activity that can take place at RFL events. Games of Skill can promote excitement at the RFL event, engage participants at the RFL, and generate additional income at the RFL event.

- All prizes that will be awarded for a Game of Skill must be donated by volunteers. It is against the ACS GLD policy to purchase prizes or for anyone to be reimbursed for prizes purchased.

- It is suggested that donated prizes awarded for Games of Skill do not exceed $500.00 in total value in an effort to stay below the IRS W2-G filing requirement (see Section VI). If prizes do exceed $500.00 in total value, the RFL lead staff partner must be notified so they can ensure proper IRS W2-G filing takes place.
  
  ***Note: Monetary prizes cannot be awarded

- All Games of Skill that are going to take place a RFL event should never involve an element of danger or risk that could potentially injure participants or spectators, or damage any property that is on the RFL event site.

- Some examples of Games of Skill include, but are not limited to:
  - Minute to Win It: skill-based games that are on the popular tv show Minute to Win It... visit the website to get ideas and directions on how to conduct the games
  - Bean bag toss: throwing a bean bag into a hole
  - Shooting hoops: throwing a basket ball into a basketball hoop
  - Ring toss: throwing a ring around bottles or other objects of that nature
  - Other: Please contact the RFL staff partner to determine whether or not an activity is considered a Game of Skill

I. Conducting a Game of Skill:

- In order to conduct a Game of Skill, there are certain things to consider:

  - Winners:
    - Could there be multiple winners?
Could there be just a single winner?

**Prizes:**
- If there could be multiple winners in a Game of Skill, there will need to be similar prizes and an enough to be awarded to all winners
  - *Example:* Bean Bag Toss: Anyone that throws a bean bag in the hole is considered to be a winner and could win a prize, such as a RFL Blinky Pin.
- If the Game of Skill is designed to award a prize to a single winner, the conduct of the Game of Skill needs to ensure that there could only be one winner.
  - *Example:* Shooting Hoops: A participant that makes the most amount of baskets from a certain distant within a certain amount of time is deemed the winner and would be awarded the prize.
    
i. In this example, it would be appropriate to award a higher-valued prize such as a quilt, Wii gaming system, etc. since only one would be awarded to the sole winner.

- All prizes that will be awarded for a Game of Skill must be donated by volunteers. It is against the ACS GLD policy to purchase prizes or for anyone to be reimbursed for prizes purchased.
- All donors of prizes should be provided an In Kind Gift receipt to complete for the prize(s) they donated. In Kind Gift receipts can be obtained from the RFL staff partner. Appropriate copies of the completed In Kind Gift receipt need to be provided to the donor of the prize and the RFL staff partner for filing.
- All prizes should be in new condition.

**Game of Skill House Rules:** All Games of Skill that are going to be conducted need to have a House Rules posted at the event where the Game of Skill would take place. House Rules need to be posted in plain sight where the public can view them. House Rules for Games of Skill should contain the following:
- Organization Name: American Cancer Society, Great Lakes Division, Inc.
- Date of Game of Skill
- Name of the Game of Skill: *Ex:* Bean Bag Toss
- Times of the Game of Skill: *Ex:* 12:00p.m. to 3:00p.m.
- Location of Game of Skill: *Ex:* Center of Track or Cancer Crusaders Team site
- Price to play: *Ex:* $3.00 per turn or $2.00 for 5 bean bags
• Rules and how winner will be decided
• Prize list: *Ex:* What will be awarded, details of the prize, etc.
• W2-G Responsibility (if applicable due to prize value): *Ex:* Winner(s) are responsible for all taxes on winnings and completion of IRS form W2-G before claiming prizes

- Game of Skill House Rules explain how the Game of Skill is to be conducted, how winner(s) will be determined, including rules of the game, restrictions, prize list, and requirements related to IRS W2-G reporting.

- RFL staff partners will work with the ACS GLD raffle/gaming expert to draft Game of Skill House Rules.

- A Game of Skill House Rules document is required for each Game of Skill that is to be conducted at a RFL event:
  - *Example:* If three (3) Games of Skill are taking place then three (3) Game of Skill House Rules need to be drafted.

**Prize Values and IRS Reporting:**

- When conducting a Game of Skill, the value of the prize may require the winner to fill out and report the winnings and/or pay taxes on the retail value of the prize to the IRS using an IRS W2-G document.

  - Prizes valued at $600.00 to $4,999.99 require winners to complete a W2-G form with their personal information, including Social Security number.
    - The IRS mandates that if a winner fails to include a Social Security number they are required to pay 28% tax on the retail value of the prize
      - *Example:*
        - Value of the prize is $1,000.00.
        - Winner refuses to provide their Social Security number on W2-G form
        - Winner is required to pay $280.00

  - Prizes valued at $5,000.00 or above require winners to complete a W2-G form with their personal information, including Social Security number and to pay 25% tax on the value of the prize.
    - The IRS mandates that if a winner fails to include a Social Security number they are required to pay 28% tax on the retail value of the prize instead of 25% tax on the retail value of the prize.
      - *Example:*
        - Value of the prize is $5,000.00
        - Winner completes W2-G form, including their Social Security number
Winner is required to pay 25% tax on the $5,000.00 value, which would equal $1,250.00.

- If the winner refuses to provide their Social Security number on the W2-G form the winner would be required to pay 28% tax on the $5,000.00 value, which would equal $1,400.00

- All winners that are required to complete a W2-G form or complete a W2-G form and pay required taxes must do so before they take possession of prizes.

- Anyone wanting to conduct a Game of Skill at their event should work with their RFL staff partner before conducting Games of Skill that would require W2-G reporting.

Alternatives to Gaming and Raffles – Auction:

- The ACS GLD allows RFL events to conduct auctions in the state of Indiana. The ACS GLD defines an auction as a fundraising revenue enhancement to a special event that takes place during the RFL event and can be in the form of a silent or live version.

- Auctions are a great way to promote additional fundraising and engage participants at the RFL event.

- All RFL events that are going to conduct an auction must have an Auction Committee, documented in Siebel, to help manage and run the auction throughout the various stages of the auction: securing auction items, setting up the auction, and conducting the auction at the event.

- Unlike Games of Skill, the highest bidder/winner of an auction item does not need to complete an IRS W2-G form regardless of the value of the auction item.

- Types of Auctions: There are two types of auctions that can be conducted at an event:

  - **Silent Auction**: Auction has a set open and close time whereas participants are allowed to bid on items of interest during that time. Each item in a silent auction has a descriptive bid sheet with a minimum bid amount and increment levels of bid amounts. Participants bid on items of interest by writing their bid amount on the bid sheet. Participants are allowed to counter-bid until the close of the silent auction. The auction items are awarded to the highest bidder at the close of the auction. Arrangements for payment of auction items
and distribution of auction items are determined during the planning of the special event.

- **Live Auction:** Auction has a set open and close time whereas participants are allowed to bid on items of interest during that time. Each participant is assigned an auction bidder number. An auctioneer introduces each auction item and announces the starting bid price and increases bid amounts in set increments until the highest bid is secured. Participants bid on items of interest by raising their auction bidder number, which signifies that they are agreeing to purchase the auction item at the announced price. The auction items are awarded to the highest bidder. The auctioneer repeats the process until all auction items have been awarded. Arrangements for payment of auction items and distribution of auction items are determined during the planning of the special event.

- **Auction Items:**
  - All auction items must be donated via volunteers and/or businesses. It is against ACS GLD policy to purchase auction items or for anyone to be reimbursed for auctions items.
  - All donors of auction items should be provided an In Kind Gift receipt to complete for the prize(s) they donated In Kind Gift receipts can be obtained from the RFL staff partner. Appropriate copies of the completed In Kind Gift receipt need to be provided to the donor of the prize and the RFL staff partner for filing.
  - A printed list of all of the items that will be available at the auction should be made available to potential bidders and/or posted onsite at the RFL event where the auction will be taking place. The list should describe all auction items in detail including, makes/brands; size; color, restrictions and/or limitations (such as with a trip or golf outing), and minimum bid that will be accepted, if applicable.

- **Payment of Auction Items:**
  - The person with the winning bid of an auction item should expect to make payment arrangements before taking possession of the winning auction item.
  - The RFL staff partner and Auction Chair should make arrangements as to how and where payments will be accepted during the planning stages of the event.

- **Auction Purchaser:** Any purchaser who wins the auction item by having the highest bid must be receipted with the appropriate fair market value for each item in which they have the highest bid.
• **Auction House Rules:** All auctions must have an Auction House Rules posted at the site of the auction. The Auction House Rules should state at least the following and must be posted, and made available to the public for both live and silent auctions.

  o Organization Name: American Cancer Society, Great Lakes Division, Inc.
  o Date of Auction
  o Opening Time of Auction
  o Closing Time of Auction
  o Bidding Rules
  o Highest Bidder
  o Payment expectation
  o Forms of accepted payment
  o Claiming auction items
  o Auction item list or item booklet

**Prohibited Games of Skill Prizes and Auctions Items:**

- It is against the ACS GLD policy to allow items that are in conflict with the mission of the American Cancer Society to be used in a Game of Skill or Auction. Some items that are prohibited include, but are not limited to:

  o Tobacco or tobacco-related products
  o Weapons of any kinds
  o Tanning packages
  o Animals
  o Hunting trips
  o Alcohol/Alcohol gift baskets
  o Furs
  o Items of risk or danger:
    - Gift certificates for a hot air balloon ride, bungee jump, sky diving, etc are acceptable...the constituent would need to go to the actual company and sign the necessary legal waivers to participate in these type of risky activities
    o Motorized vehicles, such as an ATV
    o Monetary prizes/cash

- Committee Members, Team Captains, and Participants should contact the RFL staff partner regarding questions related to conducting a Game of Skill, Auction, or prizes/items that might be in question.