



MAJOR LEAGUE SPORTS RAFFLE ELECTRONIC RAFFLE SYSTEM AND EQUIPMENT CHECKLIST AND TEST DRAW

BUREAU OF GAMBLING CONTROL
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Before using an electronic raffle system (system) to conduct a raffle, the eligible organization must test the system. (Cal. Code. Regs., tit. 11, § 2109.) Use this checklist before each registered event to document that the system is configured correctly, functioning properly, and fully operational. You may attach additional pages to this form, if additional space is needed to document the test. Every eligible organization must keep the completed form, and any information attached, including all photographs taken, for a period of three years.

Event/Venue:

Registered Event Number

Date:

Name of Fiduciary or Designated Affiliated Person

Equipment Information

a. Raffle Sales Unit (RSU): Make/Model and Quantity

b. Raffle ticket printers: Make/Model

c. Stand Alone Kiosk: Make/Model and Quantity

d. Counterfoil Printers: Make/Model and Quantity

Equipment Location

e. Dedicated Server

f. Secure Server Location

Passwords and Access

- Verified Password Access to Server Firewall Configuration
 RSU Access Controls

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Miscellaneous

- Wireless Encryption
- RSU Physical Security
- Uninterruptible Power Supply Support

- RSU Communication with Server
- Backup and Recovery Procedures

- Photograph Counterfoil Printer(s) and Counterfoil Container Layout in Venue

- RSU locations (include a map identifying locations sales will occur and location where RSUs not in use are stored)

Identify personnel with designated responsibility of any part of the system

Test Draw

- a. Enroll the RSU (one kiosk and two portable devices) for a test draw*:
- i. 2 portable devices configured for WiFi. (If applicable)
 - ii. 1 kiosk connected to central system. (If applicable)
 - iii. Counterfoil printers online with sufficient paper.

*One RSU will be required to have SD card removed during backup/restore testing process

- b. Sell 50 tickets from portable devices (if in use) and/or kiosk (if in use)
- c. Void 15 tickets.
- d. Close sales on RSU devices and close the test draw on the central server.
- e. Select a winning number from the counterfoil container and document.
- i. Winning number selected: _____
 - ii. Complete winning number verification process.
 - iii. Generate, save and collect Raffle Bearer Ticket Report and Voided Draw Number Report in Excel Format (pursuant to Cal. Code. Regs. tit. 11, § 2102).
 - iv. Collect all test raffle tickets
 - v. Collect all counterfoil tickets from the counterfoil container.

- f. Ensure printed information on bearer ticket meets Cal. Code. Regs., tit. 11, § 2100 requirements:
- 1) The name of the eligible organization conducting the raffle;
 - 2) The Bureau-issued registration identification number for the eligible organization registration;
 - 3) The location, date and time of the corresponding raffle and manual draw;
 - 4) The unique number of the raffle ticket that must not be generated by a random number generator;
 - 5) If different than the eligible organization conducting the raffle, the name of the eligible recipient organization;
 - 6) The statement: "Ticket holders need not be present to win," and the contact information, including the name, phone number, and electronic mail address, of the eligible organization conducting the raffle;
 - 7) The toll-free telephone number approved by the Office of Problem Gambling (or its successors) that provides information and referral services for problem gamblers, currently "1-800-GAMBLER," and
 - 8) The time limit for the raffle player to claim the prize, as provided in Penal Code section 302.6.

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Test Draw (continued)

g. Use barcode scanner to scan counterfoil tickets (if applicable).	<input type="checkbox"/>
h. Verify printed counterfoil ticket numbers match with Raffle Bearer Ticket Report.	<input type="checkbox"/>
i. Check battery status of all battery powered equipment. Ensure low batteries are replaced.	<input type="checkbox"/>
j. Test low/no paper condition in counterfoil printer. Manually disable all counterfoil printers except one: i. Insert paper roll that is low on paper into the remaining active printer. Check for low paper signal from printer. ii. Remove paper roll from printer. Check for paper out signal. iii. Replace paper when it has run out. Verify printer restarts on paper replacement.	<input type="checkbox"/>
k. Test RSU devices for non-WiFi operation. i. Close sales on RSUs and close the test draw on central server. ii. Verify that all sales have been uploaded. Photograph resulting screens. iii. Select a winning number from the counterfoil container and complete the winning number verification process. iv. Generate, save and collect Raffle Bearer Ticket Report in Excel format: (pursuant to Cal. Code. Regs., tit 11, § 2102). v. Collect all test raffle tickets. vi. Collect all counterfoil tickets from the counterfoil container. vii. Verify printed information on bearer ticket meets Cal. Code. Regs., tit. 11, § 2100 requirements.	<input type="checkbox"/>

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that I have personally completed this form and know that the contents thereof, the information contained herein and in any attachments, is true, accurate, and complete.

Name of Person Completing this Check List	
Title	
Signature	Date
Fiduciary's Signature	
Fiduciary's Printed Name	Date