

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Complaints		Number: 70-002
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications Date Reaffirmed: Date Revised: Date Effective: February 2, 2005

1 POLICY

- 1.1 IGR shall receive and respond appropriately to complaints from the public and or charitable organizations regarding charitable gaming on designated reserves.
- 1.2 Complaints shall be recorded on the *Incident Report Form* No. 1310.
- 1.3 Reports resulting from the complaints shall be held on the Licensee's file(s) for the duration of their registration and may be considered by IGR in the event of renewal applications or further reviews and inspections.

2 PURPOSE

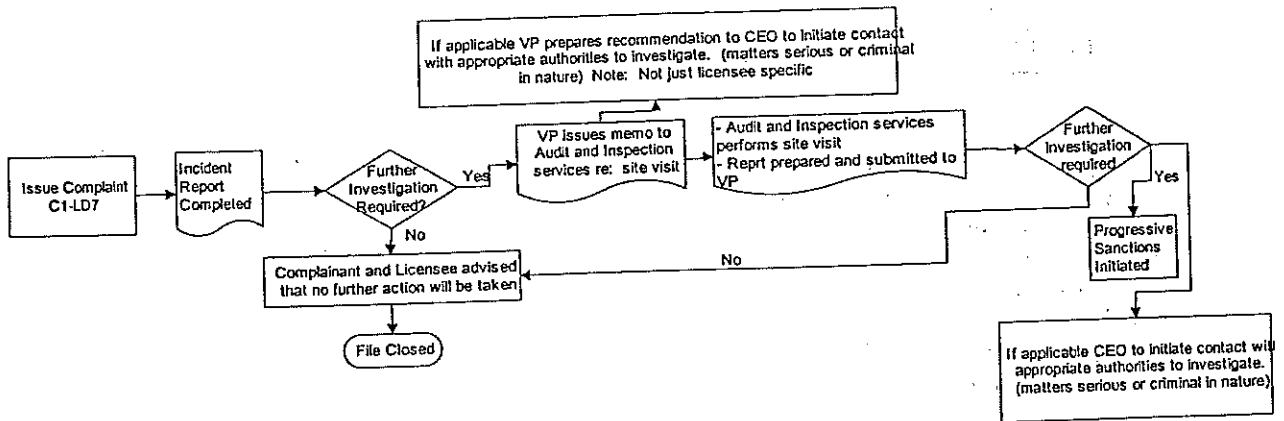
- 2.1 To address complaints regarding charitable lottery schemes on designated First Nations and table games at SIGA casinos.
- 2.2 To ensure a consistent and fair application of IGR's complaint process.

3 PROCEDURE

- 3.1 IGR personnel shall accept complaints:
 - 3.1.1 by telephone;
 - 3.1.2 by letter;
 - 3.1.3 in person ("counter complaints");
 - 3.1.4 on-site of the charitable gaming activity or First Nation; or
 - 3.1.5 at SIGA Casinos with regard to table games.
- 3.2 IGR personnel shall address complaints made pursuant to section 1.1 by completing an *Incident Report Form* and referring the complaint to the Manager of Licensing or his or her designate.
- 3.3 Manager of Licensing shall (when receiving a complaint):
 - 3.3.1 determines the nature of the complaint and whether formal or informal nature; Records the complaint on an *Incident Report Form* (formal complaints, obtain a written statement);
 - 3.3.2 compiles any additional information required and forwards the file to the Vice President of Licensing and Communications along with a memorandum outlining the complaint;
 - 3.3.3 where the complaint deals with matters of a serious or criminal nature, compiles a report along with recommendations for the Vice President Licensing and Communications and President and Chief Executive Officer;
 - 3.3.4 prepares necessary correspondence for both the Complainant and Licensee for the Vice President of Licensing and Communications' or President and Chief Executive Officer's signature; and
 - 3.3.5 Ensures that all documentation pertinent to the complaint is secured in the file(s) of the Licensee.
- 3.4 Vice President of Licensing and Communications shall:
 - 3.4.1 request Regulatory Audit and Inspection Services to perform an audit or inspection if deemed necessary;
 - 3.4.2 review the report and recommendations received from Regulatory Audit and Inspection Services and determines whether any further action is necessary;

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>06.01.06</i>	Initial: <i>TC</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

- 3.4.2.1 if it is determined that no further action will be taken, directs the Manager of Licensing to contact the Licensee and Complainant by telephone to advise them of this determination; and
- 3.4.2.2 directs the Manager of Licensing to prepare a letter addressed to the Licensee for the Vice President of Licensing and Communications to execute in the event that progressive sanction procedures are to be engaged;
- 3.4.3 consults with the Manager of Licensing to determine the appropriate course of action if the matters are serious or criminal in nature;
- 3.4.4 directs the Manager of Licensing (if applicable) to prepare correspondence on behalf of the President and Chief Executive Officer to the appropriate authority regarding matters of a serious or criminal nature.
- 3.5 The Manager of Regulatory Audit and Inspection Services will:
 - 3.5.1 receive the request for an audit or inspection from Licensing;
 - 3.5.2 ensure audit or inspection is performed;
 - 3.5.3 report the result of the audit or inspection to the Vice President of Licensing and Communications.
- 3.6 The President and Chief Executive Officer shall:
 - 3.6.1 consult with the Vice President of Licensing and Communications to review the Vice President's recommendation that appropriate authorities be contacted;
 - 3.6.2 executes correspondence (if applicable) to the appropriate authorities regarding matters of a serious or criminal nature.



	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>06.01.06</i>	Initial: <i>FE</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Progressive Sanctions		Number: 70-003
Authorization: <input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> President and CEO <input type="checkbox"/> Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications Date Reaffirmed: Date Revised: Date Effective: February 2, 2005

1 POLICY

- 1.1 IGR has the authority to impose progressive sanctions on licensees that do not comply with the Terms and Conditions of the lottery scheme(s) under which a licensee is operating.
- 1.2 A licensee who operates in breach of any statute, term or condition may be subject to sanctions including suspension or cancellation of the licence.

2 PURPOSE

- 2.1 To encourage licensees to voluntarily comply with the Terms and Conditions attached to the licence.
- 2.2 To establish processes to handle licensee non-compliance with the applicable charitable lottery scheme Terms and Conditions.
- 2.3 To ensure sanctions for noncompliance are conducted in a fair, open and consistent manner.

3 PROCEDURE

- 3.1 IGR personnel shall use their best efforts to assist the charities in achieving compliance prior to engaging progressive sanctions.
- 3.2 IGR has the authority to impose one or more of the following progressive sanctions on licensees for failure to comply with the relevant Terms and Conditions:
 - 3.2.1 Impose a written warning;
 - 3.2.2 Refuse to issue or reissue a licence;
 - 3.2.3 Suspend or cancel a licence;
 - 3.2.4 Impose new, or vary existing, conditions on a licence; or
 - 3.2.5 Any other sanctions for which there is authority.
- 3.3 The type and severity of an imposed sanction will vary depending on the nature and circumstances of the contravention and the compliance history of the Licensee. IGR can use any sanction available to it when it is in the public interest to do so, such as in the event of *Criminal Code* violations in the nature of fraud or theft.
 - 3.3.1 IGR may suspend a licence for a period not exceeding seven (7) days, without giving notice to the Licensee, where it is necessary in the public interest to do so. Such a suspension will take effect immediately upon being served on the Licensee. IGR shall serve on the licensee a copy of the order of suspension and a notice fixing a time and place for an oral hearing by the Appeal Body referenced in Article 11 of the Licensing Agreement. The Appeal Body will determine whether the suspension should be extended or whether the licence should be cancelled. The time fixed for the oral hearing in the notice is to be prior to the expiration of the order for suspension.
- 3.4 In the ordinary course of business, sanctions progress as follows:
 - 3.4.1 A first violation may result in telephone contact with the representative of the Licensee. IGR personnel may determine the corrective measures that must be taken to restore the Licensee to compliance and attempt to assist the Licensee to come into compliance. A letter documenting the substance of this communication may be sent to the representative of the Licensee.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>JAN 26, 06</i>	Initial: <i>[Signature]</i> Date: <i>January 26/06</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

- 3.4.2 A second violation, or failure to correct the first violation within ten (10) days, may result in a written notice of violation outlining compliance requirements. Additional special conditions or requirements may be imposed on the licence.
- 3.4.3 A third violation, or a failure to correct the previous violation within ten (10) days from the date of the written notice of violation, may result in a suspension. Additional requirements may be imposed on the licence.
- 3.4.4 A fourth violation, or a failure to resume compliance within ten (10) days of suspension, may result in the cancellation of the licence.
- 3.5 In addition to progressive sanctions, offences committed under the *Criminal Code of Canada*, or any other federal or provincial statute, may be reported to the appropriate authority by IGR.
- 3.6 The Manager of Licensing:
 - 3.6.1 Verifies whether noncompliance is occurring in the course of reviewing reports from licensees on the specified details of the gaming activity;
 - 3.6.2 Prepares a report for review by the Vice President of Licensing and Communications in the event noncompliance with the Terms and Conditions or any statutes is identified;
 - 3.6.3 Establishes phone contact with the appropriate Licensee representative to make inquiries about the specific noncompliance matter and advise Licensee that a letter is forthcoming from the Vice President of Licensing and Communications detailing the noncompliance and what action is required of the Licensee to achieve compliance within ten (10) days;
 - 3.6.4 Offers to assist or advise the Licensee on achieving requirements for compliance;
 - 3.6.5 Prepares the first letter detailing the action required by the Licensee to achieve compliance for the Vice President's signature;
 - 3.6.6 If compliance is achieved within ten (10) days, periodic reviews shall be undertaken to check submission accuracy and assess thoroughness of reports or forms received from the Licensee;
 - 3.6.7 Consults with the Vice President of Licensing and Communications regarding additional sanctions if compliance is not achieved within ten (10) days;
 - 3.6.8 Performs any other duties assigned by the Vice President of Licensing and Communications should noncompliance persist.
- 3.7 The Vice President Licensing and Communications:
 - 3.7.1 Reviews any reports prepared by the Manager of Licensing regarding the noncompliance by the Licensee;
 - 3.7.2 Requests the Manager of Regulatory Audit and Inspection Services conduct an audit or inspection at any time it is deemed necessary;
 - 3.7.3 Receives any reports regarding noncompliance from the Manager of Regulatory Audit and Inspection Services;
 - 3.7.4 Consults with the Manager of Licensing to determine the appropriate sanction(s);
 - 3.7.5 If sanctions are deemed necessary, approve and execute the first letter detailing the action required by the Licensee to come into compliance;
 - 3.7.6 Consults with the Manager of Licensing to determine further sanctions if compliance is not achieved within ten (10) days;
 - 3.7.7 If additional sanctions are deemed necessary, send a written notice of violation to the Licensee; and
 - 3.7.8 If the Licensee fails to comply within ten (10) days, consult with the President and Chief Executive Officer to determine if suspension or cancellation of the licence is required.
- 3.8 The President and Chief Executive Officer:
 - 3.8.1 Consults with the Vice President of Licensing and Communications to review the Vice President's recommendation that a licence be suspended or cancelled;
 - 3.8.2 Determines whether suspension or cancellation of the licence is necessary; and
 - 3.8.3 Executes the Notice of Suspension or Cancellation if deemed necessary.
- 3.9 The Manager of Regulatory Audit and Inspection Services:

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: DM Date: JAN 26 / 06	Initial: JC Date: January 26 / 06
Main Table Recommendation	Initial: Date:	Initial: Date:

- 3.9.1 Receives the request for an audit or inspection from the Vice President of Licensing and Communications; and
- 3.9.2 Reports the results of the audit or inspection to the Vice President of Licensing and Communications.
- 3.10 Disputed cancellations or suspensions imposed by IGR will be dealt with through the appropriate Appeal Body as governed by the Licensing Agreement between IGR and Saskatchewan Liquor and Gaming Authority. Appeals of suspensions or cancellations shall be subject to the following terms contained in the Licensing Agreement:
- 3.10.1 The Licensee must apply for a review of IGR's decision within fifteen (15) days of receiving the notice of suspension or cancellation;
- 3.10.2 IGR shall immediately provide SLGA with a copy of any notice of suspension or cancellation served on SIGA and provide SLGA with a copy of any notice of suspension or cancellation served on any other Licensee within five (5) working days;
- 3.10.3 Where a licence has been cancelled, no further licences will be issued to the former Licensee for a period of at least one (1) year;
- 3.10.4 If another licence is issued to the Licensee following the one (1) year period, and the subsequent licence is cancelled, then no further licences shall be issued to that former Licensee for a period of no less than five (5) years; and
- 3.10.5 There shall be no appeal of a licence being cancelled as a result of a First Nation having revoked its designation of IGR as its regulator.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>CM</i> Date: <i>JAN 26, 06</i>	Initial: <i>JC</i> Date: <i>January 26/06</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Lottery Schemes - Use of the Internet		Number: 70-004
Authorization: <input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> President and CEO <input type="checkbox"/> Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing & Communications Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

- 1.1 The Internet shall not be used as a medium to sell any type of Raffle or Breakopen Tickets or Bingo cards.
- 1.2 Internet advertising of raffles is permitted in accordance with this policy.

2 PURPOSE

- 2.1 To ensure licensees do not utilize Internet as a medium to sell any type of lottery scheme tickets.
- 2.2 To ensure that Internet advertising of raffles is done in accordance with this policy.

3 PROCEDURE

- 3.1 Advertising of raffles on the Internet will be permitted under the following conditions:
 - 3.1.1 Written notification of intention to advertise on the Internet is required during the application process.
 - 3.1.2 All Internet advertising must include the following statement:
 "Tickets available for sale to Saskatchewan residents only."
 - 3.1.3 The Internet can be used to post information on the raffle, results of the raffle or information pertaining to the charitable organization.
 - 3.1.4 Information pertinent to sports drafts can be included as raffle information to update ticket holders.
 - 3.1.5 Tickets are not to be purchased or sold on the Internet. However, requests for ticket applications can be received through the Internet.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: JAN 26, 08	Initial: <i>[Signature]</i> Date: Jan 26/08
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Liquor Restrictions - Bingos		Number: 70-005
Authorization: <input type="checkbox"/> Board of Directors <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing & Communications Date Reaffirmed: Date Revised: Date Effective:

1. POLICY

- 1.1. IGR will not permit or approve bingo events in liquor permitted premises.
- 1.2. Liquor is prohibited in licensed bingo premises to ensure bingos remain an environment where teenage persons can be employed as well as volunteer to serve their organizations.

2. PURPOSE

- 2.1. To ensure various social responsibility requirements set out in legislation, regulations, or policy are being met by licensees.

3. LICENSEES

3.1. Licensees shall:

- 3.1.1. ensure that they do not apply for a permit to serve liquor in a bingo premise.
- 3.1.2. ensure that they do not conduct bingo in a premise that is permitted to serve alcohol.
- 3.1.3. ensure that no liquor is served in any bingo premises during bingo events.
- 3.1.4. allow an inspector or any person authorized by IGR access to their premises at all reasonable times for the purpose of conducting an inspection with respect to this policy.
- 3.1.5. make their best effort to not allow individuals who appear to be intoxicated or under the influence of any drug to take part in any bingo activities.

4. DEFINITION

- 4.1. "Bingo premises" means any location which is licensed for the conduct of bingo (the bingo playing area).

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>JAN 12, 2006</i>	Initial: <i>TC</i> Date: <i>Jan 18, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Restrictions on ATM Installation at Bingos		Number: 70-006
Authorization: <input type="checkbox"/> Board of Directors <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications Date Reaffirmed: Date Revised: Date Effective:

1. POLICY

1.1. The installation of automated teller machines (ATM) at a bingo premise is restricted.

2. PURPOSE

2.1. To ensure various social responsibility requirements set out in legislation, regulation, or policy are being met by licensees.

3. PROCEDURE

3.1. An automated teller machine (ATM) may only be installed within a bingo hall if:

3.1.1. the ATM can be located off the bingo playing floor and in a location that cannot be seen by the bingo players; and

3.1.2. the licensee posts problem gambling material at the ATM location, for example: posters, stickers, advising the player of the number of the Gambling Hotline, other material concerned with socially responsible gaming.

3.2. Licensees shall allow an inspector or any person authorized by IGR access to their premises at all reasonable times for the purpose of conducting an inspection with respect to this policy.

Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>06.01.06</i>	Initial: <i>[Signature]</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Class "C" Umbrella Member Groups		Number: 70-007
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications
		Date Reaffirmed: Date Revised: Date Effective:

1. POLICY

- 1.1 A Class "C" Umbrella Member applicant may be eligible to receive gaming proceeds from bingo events if it is approved by IGR as meeting the eligibility and use of proceeds requirements in accordance with IGR policies.
- 1.2 Gaming proceeds shall only be spent on charitable and religious purposes approved by IGR;

2. PURPOSE

- 2.1. To define the eligibility parameters for Member group affiliation with a Class "C" Umbrella Licensee;
- 2.2. To establish parameters and guidelines for Member group eligibility to receive gaming proceeds from bingo events;
- 2.3. To establish parameters and guidelines for Member group(s) use of gaming proceeds.

3. ELIGIBLE GROUPS

- 3.1. Groups that are responsible for the direct delivery of programs or services to the community and actively contribute resources necessary for the delivery of these programs and services may be eligible for Member group affiliation, for example, youth sports teams;
- 3.2. Groups with similar mandates and objectives as the Class "C" Umbrella Licensee and groups that can clearly demonstrate their object or purpose is charitable or religious may be eligible for Member group affiliation.

4. INELIGIBLE GROUPS

- 4.1. Groups formed primarily to provide support to a number of charities is not eligible for Member group affiliation;
- 4.2. A group formed to provide administrative services to charitable or religious groups are not eligible for Member group affiliation;
- 4.3. A group formed to provide resources, training or consultation services to assist charitable or religious groups in the delivery of their programs or services to the community are not eligible for Member group affiliation;
- 4.4. Adult sports groups are not eligible for Member group affiliation (a team/group is considered adult when any of its membership or players are over 21 years of age).

5. PROCEDURE

- 5.1. The Member applicant must be accepted by the Umbrella Licensee and have a request for funding before an application is made to IGR;
- 5.2. Member applicants must complete the Umbrella Member application which provides a description of their charitable object or purpose with estimated costs;
- 5.3. The Class "C" Umbrella Licensee will submit "Member" applications to IGR;
- 5.4. IGR must approve by letter that the Member applicant has met eligibility and use of proceeds requirements;

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>TA</i> Date: <i>April 13, 2006</i>	Initial: <i>Fe</i> Date: <i>April 13, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

5.5. Upon Class "C" Umbrella Member group approval by IGR:

- 5.5.1. Amount requested in the application may be given by the Class "C" Umbrella Licensee to the Member group by cheque; or
- 5.5.2. The Class "C" Umbrella Licensee may issue a cheque directly to a third party (e.g., registration) on behalf of the Member group. For example, Little Pine Youth Recreation (Umbrella Licensee) may issue a cheque to the Warman Minor Hockey Tournament on behalf of Little Pine Pee Wee Thunder Hockey Team (Member group);
- 5.6. In cases where Member groups are required to work Bingo Events, they may not receive payment until such time as funds have been generated.
- 5.7. Member groups may be required to provide volunteer floor runners for bingo events. Such an arrangement should be mutually agreed upon between the Umbrella Licensee and Member groups prior to bingo events being conducted.
- 5.8. Upon using the funds received for their charitable object or purpose, the Member group must submit an expense statement with receipts to the Umbrella Licensee;
- 5.9. Member groups that do not submit their expense statements or cannot account for funds within a reasonable period of time could be denied opportunities to receive funds from charitable bingos in the future;
- 5.10. Umbrella Licensees shall ensure Member groups use gaming proceeds in accordance with IGR budget approval letter;
- 5.11. All gross revenue from bingo lotteries shall be deposited in the Class "C" Umbrella Licensee bank account and disbursed to Member groups upon IGR approval.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: DN Date: April 12, 2006	Initial: * Date: April 13, 2006
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle – Management/Ticket Managers		Number: 70-009
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing & Communications Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

- 1.1 Charitable Organizations who have been licensed by IGR to conduct Raffle lottery schemes have the option of hiring a Raffle Ticket Manager (includes a Management Firm) to assist them in conducting their raffles.
- 1.2 Raffle Ticket Managers must be registered gaming suppliers.
- 1.3 Contracts with Raffle Ticket Managers must be approved by IGR. Arrangements with Raffle Ticket Managers must be made and approved by IGR prior to the raffle licence being issued.

2 PURPOSE

- 2.1 To provide guidelines for licensees planning to hire a Raffle Ticket Manager to assist with the conduct of a raffle in which the retail value of the prizes exceeds \$25,000.00.

3 PROCEDURE

- 3.1 The group must provide a draft copy of the raffle management contract with the raffle application for IGR to review. Subsequent to IGR approval of the draft raffle management contract, the group must provide IGR with a signed copy. The contract must:
 - 3.1.1 Specify all services and fees provided; and
 - 3.1.2 Include a business plan for the raffle and a requirement that the Raffle Ticket Manager provide each group with a monthly summary of all raffle income and expenses.
- 3.2 Raffle management contracts must be between a registered Raffle Ticket Manager and the group licensed to conduct the raffle.
 - 3.2.1 Raffle Ticket Manager contracts may outline the following services:
 - 3.2.1.1 Administrative:
 - 3.2.1.1.1 provides liaison, application, documentation, financial report preparation and filing with IGR.
 - 3.2.1.1.2 ensures the raffle is conducted in compliance with terms and conditions of the licence;
 - 3.2.1.1.3 provides ticket buyer inquiry and public complaint responses;
 - 3.2.1.1.4 provides liaison and negotiation with all parties contracted by the group, e.g. home builders, graphic designers, service providers, media, printers, distribution of brochures, prize suppliers, etc.; and
 - 3.2.1.1.5 develops raffle rules.
 - 3.2.1.2 Marketing:
 - 3.2.1.2.1 develops the marketing plan for raffle ticket sales: target markets, promotion strategies, message positioning, timing, etc.;
 - 3.2.1.2.2 implements a telemarketing program;
 - 3.2.1.2.3 designs and/or produces services for raffle promotion materials: brochures, ticket order forms, raffle tickets, advertising for paper, radio, television and Internet;

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: Feb 21/06	Initial: <i>[Signature]</i> Date: Feb 21/06
Main Table Recommendation	Initial: Date:	Initial: Date:

- 3.2.1.2.4. manages the production of all promotional materials (the Raffle Ticket Manager may subcontract promotion design and production services to related or unrelated entities); and
- 3.2.1.2.5. purchases advertising.
- 3.2.1.3 Prizes:
 - 3.2.1.3.1. develops the prize structure;
 - 3.2.1.3.2. obtains prizes, i.e., solicits tenders from suppliers and negotiates subsequent supplier contracts;
 - 3.2.1.3.3. arranges insurance services (cash prizes and liability);
 - 3.2.1.3.4. supervises construction of prize homes in accordance with specifications contracted between the raffle licensee and the home builder;
 - 3.2.1.3.5. facilitates the prize draw(s) and notifies prizewinners; and
 - 3.2.1.3.6. organizes prize distribution, presentation and follow up with prizewinners.
- 3.2.1.4. Financial Services:
 - 3.2.1.4.1. arranges ticket sales handling (this may be subcontracted to an accounting firm although some Raffle Ticket Managers provide this service for an additional cost);
 - 3.2.1.4.2. prepares the budget and timelines;
 - 3.2.1.4.3. reports on budget updates, expenditures, commitments, ticket sales variances and recommends modifications to each budget line; and
 - 3.2.1.4.4. completes financial reports required by IGR.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>Feb 21/06</i> Date: <i>2/21/06</i>	Initial: <i>Feb 21/06</i> Date: <i>Feb 21/06</i>
Main Table Recommendation	Initial: Date:	Initial: Date: