

Rules for Using a Volunteer Ticket Agent (VTA)

1. A volunteer ticket agent (VTA) is an employee of a retail establishment whose manager has agreed that the employees will be VTA's.
2. A VTA may not be a member of your organization.
3. A VTA may sell tickets/chances to an allowable event held under certain **SINGLE ACTIVITY** licenses (Raffle, Festival, Water Race and Guessing Game).
4. A VTA must not receive compensation or assist the organization conducting the allowable activity in any other way.
5. A VTA must not sell pull tabs, punchboards, or tip boards.
6. Another qualified organization **may not** be a volunteer ticket agent.
7. A VTA may participate as a patron in any allowable activity conducted by the qualified organization.
8. An organization may indicate their choice to use a volunteer ticket agent on the license application when applying for the gaming license or amend an issued license to add a VTA(s). When amending, the organization is still required to have all of the necessary information (name of the qualified organization, date of the allowable activity, tickets must be sequentially numbered and the organizations license number). They must provide the name of the retail establishment, address of the retail establishment, and the name and telephone number for the general manager of the retail establishment.
9. When using a VTA each ticket or entry sold, by a member or volunteer ticket agent, **MUST** include the name of the qualified organization, the date and time of the allowable activity, and a valid license number for the allowable activity.
10. All tickets/chances sold by volunteer ticket agents must be numbered sequentially.
11. A qualified organization using a VTA to sell tickets/chances to an allowable activity must maintain a ledger in which the qualified organization records the date of the allowable activity to which the tickets/chances are sold, the name, address and telephone number of each volunteer ticket agent (each employee) and the retail establishment where the volunteer ticket agent sold tickets/chances and the sequential numbers of the tickets/chances provided to the retail establishment.
12. The qualified organization must complete and attach Form CG-VTA, Volunteer Ticket Agent, with their Single Activity License Financial Report, Form CG-SL FR which is due ten (10) days after the activity ends.
13. A qualified organization using volunteer ticket agents must account for and retain possession of all unsold tickets/chances including those originally provided to a retail establishment. These tickets/chances must be maintained for a period of three (3) years after the activity ends.