MINNESOTA LAWFUL GAMBLING

LG1005 Request for Mentoring

Organization Name: ___________________________________________________
License Number: ______________________
Person Making Request: ________________________________________________
Date: _______________________________
Daytime phone: _______________________ Cell Phone: _____________________ Email: _______________________________

How to Use This Checklist

Mentoring is free one-on-one training and assistance provided to an organization or its gambling manager. Use this form to request mentoring, or contact your Compliance Specialist. Please check the topics for which you need assistance or additional information. We will contact you to discuss your concerns, and schedule a time to meet if necessary.

Administrative/Financial
___ Allowable expense requirements; documentation
___ Cash shortage worksheet
___ Compensation records
___ Gambling checking account requirements
___ Gambling account reconciliation with bank balance
___ Membership meetings
___ Membership of organization
___ Meeting minutes
___ Internal controls/operations
___ Inventory - physical, perpetual
___ Lawful purpose requirements; documentation
___ Reimbursements; adjustments
___ LG100A, LG100C, and LG100F reports (GCBREPORTS)
___ Lawful purpose “star rating”
___ Real property/capital asset expenditures

Operation of Gambling
___ Cash banks
___ Lease agreement
___ Leased space
___ Site requirements
___ Site profitability

Closed Games
___ Auditing closed games
___ Prize receipt forms
___ Deposit of funds

Pull-Tabs/Tipboards
___ Conduct of pull-tabs/tipboards; records
___ House rules
___ Pull-tab dispensing device; records
___ Posting
___ Electronic pull-tabs
___ Sports tipboards

Bingo
___ Bingo program
___ Conduct of bingo
___ Conduct of bar bingo
___ Equipment
___ House rules
___ Records
___ Linked electronic bingo

Paddlewheels
___ Conduct of paddlewheels; records
___ Equipment
___ House rules

Raffles
___ Conduct of raffles; alternative raffles
___ House rules
___ Prizes
___ Raffle ticket log
___ Raffle tickets and certificates of participation

Return this form to your Compliance Specialist at one of the offices listed below:

Gambling Control Board
Suite 300 South
1711 W County Road B
Roseville, MN 55113

Gambling Control Board
1415 College Way
Fergus Falls, MN 56537

Gambling Control Board
Suite 110
430 South Broad St.
Mankato, MN 56001

Gambling Control Board
Suite 208
522 E Howard St.
Hibbing, MN 55746