



Division of Charitable Gaming

Security Procedures for Conducting “Search for the Queen of Hearts” Raffles

Security Procedures

The Queen Of Hearts is a very popular and profitable raffle game, but the periods of inactivity between weekly drawings render it susceptible to cheating unless sound internal controls and security measures are implemented and steadfastly maintained.

These guidelines offer recommendations that will greatly reduce the likelihood that the integrity of your game will be compromised.

Our first recommendation is to announce the date and time that the cards will be shuffled by the Member In Charge (“MIC”); placed into the board; and the cover to the board is locked, so that the process will be observed by as many members of the organization as possible to verify honesty and fairness.

It is also highly recommended that, to reduce the potential for secretly marking the backs of the playing cards to identify key cards or peeking their faces when installing them into the game board, each card be secured in a sealed envelope before the game begins, as described below in the Procedures For Starting A Search For The Queen Of Hearts Raffle.

Security Supplies: Envelopes And Tamper-resistant Seals

1. Fifty-four envelopes, each of which is slightly larger than the playing cards used, that will permit the sealing of a single card within each envelope. The envelopes must be constructed of a material that will prevent the identification of the playing card sealed within by means of placing it before a high intensity light, or any other method of cheating;
2. If available, fifty-four pre-numbered, tamper-resistant security seals, which shall be designed, constructed and affixed to the game envelopes to preclude their removal from, and prevent access to, such envelopes without tearing or otherwise illustrating evidence of tampering. Each of the fifty-four seals in a series of tamper-resistant seals must bear an identical serial number or code that is recorded at the time they are affixed to the envelopes, which will preclude the removal and replacement of that seal with another one;
3. An optional, pre-numbered, tamper-resistant security seal to cover the game board’s locking mechanism after the envelopes are secured therein, to ensure that the locked cover is not opened between drawings. The serial number of the security seal covering the lock shall be prominently posted on a slip of paper placed under the game board cover by the member in charge before the cover is locked, to provide proof at the time of the drawing that the lock has not been opened.

Procedures For Starting A Search For The Queen Of Hearts Raffle

1. The security seal on a new deck of standard playing cards is opened by an MIC, and the deck is removed from the box in full view of at least five members of the organization;
2. The playing cards are turned face-up, spread out, and visually inspected by those present to ensure that all fifty-two cards and the two Jokers are present and, if the deck contains any other cards such as those bearing instructions or advertising, they shall be removed and torn in half by the MIC before discarding them;
3. The playing cards shall be turned face-down by the MIC, who shall shuffle them by using the heels of the palms of his/her hands to thoroughly and randomly intermix the face-down cards by rotating one hand in a circular clockwise motion and the other hand in a circular counterclockwise motion so as to mix the cards under each hand together, with each hand completing at least eight full circles;
4. Fifty-four envelopes shall be placed on the table next to the shuffled cards, with the flap of each envelope open, and facing upward;
5. The face-down cards shall be shuffled one more time as described in #3 above to ensure a thorough and random intermixing of the cards. The MIC shall then carefully insert each card into an envelope without revealing its face to anyone, by carefully sliding the card face-down into the envelope and securing its flap. After all of the cards have been inserted into envelopes and the flaps are secured, security seals, if available, shall be affixed over the flap of each envelope to prevent the opening of an envelope without breaking the seal;
6. If one or more of the card faces is revealed to anyone during the shuffling or insertion of a card into an envelope the MIC shall immediately turn the card(s) face-down and shuffle them along with all of the remaining face-down cards at least eight times as described in #3 above, to ensure that the location of the previously revealed card(s) is unknown;
7. When all 54 cards have been inserted into the envelopes; those envelopes have been sealed; and the tamper-resistant seals, if any, have been affixed, the MIC shall shuffle the sealed envelopes at least eight times as described above; shall insert the envelopes into the game board; shall enclose the slip of paper bearing the serial number of the security seal that will be placed over the locking mechanism (if any) as described in Security Supplies: Envelopes And Tamper-resistant Seals #3; and shall close and lock the cover (and, if a tamper-resistant seal is available, one bearing the serial number matching the one reflected on the paper locked under the game board cover shall be affixed over the locking mechanism);
8. The key to the lock securing the cover, and all other duplicate keys to that lock, shall be controlled and safeguarded by the head of the organization or his/her designee until the time of the drawing, at which time he/she shall open the lock (breaking the tamper-resistant seal, if any) and remove the cover from the game board to begin play; and

9. After the drawing, and after all subsequent drawings that are held until the Queen Of Hearts is discovered, the procedures for inserting the slip of paper bearing the serial number of the security seal that will be placed over the locking mechanism, if any; locking the game board; affixing the security seal over the locking mechanism; and controlling the key(s) shall be rigidly adhered to by the MIC.