NEW YORK STATE | Gaming Commission | Division of Charitable Gaming

New York State Gaming Commission
PO Box 7500
354 Broadway
Schenectady, NY 12301-7500

Guidelines for Conducting Bell Jar

An authorized organization seeking to conduct bell jar (pull tabs) must first obtain a Games of Chance ID Number by filing Form 1A (Application for Registration and Identification Number) with the Commission. (See Rule 4601.)

- File license application Forms GC-2, GC-2A and GC-2B with the local licensing authority, along with a check for $25, for each calendar year in which the organization wants to sell bell jar tickets. Organizations that are domiciled in the NYC counties of Bronx, Kings, New York, Queens, and Richmond file their license application with the NYC Department of Consumer and Worker Protection (DCWP) formerly known as the NYC Department of Consumer Affairs (DCA).

- Obtain a Bell Jar License (Form GC-5) from the local licensing authority, which must be posted at all times in each area bell jar tickets are sold. A Bell Jar License is only valid for bell jar games (bell jar tickets/pull tabs, event games, seals cards, merchandise board, and coin boards). If an organization wants to conduct other games of chance, the organization must apply for and receive the appropriate license type.

- Bell jar tickets cannot be sold on Christmas Day or Easter Sunday.

- All bell jar games must be purchased from a NYS Licensed Games of Chance Supplier.

- If bell jar tickets are dispensed from a dispensing machine (including "stamp machines"), each machine must be purchased from a licensed supplier and registered with the Division of Charitable Gaming using Form GC-01BJ.

- The corresponding flare for each bell jar ticket deal in play must be prominently posted. After closing the deal, the flare must be retained with the bell jar records for at least 4 years.

- Players cannot redeem winning tickets if the tickets have been removed from the premises and a player cannot be paid a prize unless he/she redeems an actual winning bell jar ticket.

- A deal cannot be removed from play until at least 75% of the prizes for the deal have been awarded.

- All winning tickets must be defaced upon redemption and retained by the organization for at least twelve months.

- All unsold tickets from a deal removed from play must be retained by the organization for at least twelve months.

- Bell jar proceeds must be deposited no later than the Wednesday of each week. If an organization does not close any deals during the week then the deposit is not made until after the deal is closed.

- Within 15 days after the end of each calendar quarter, prepare and file Form GC-7Q with the Commission. All reports must include Schedule 1, a list of disbursements made from the special bell jar checking account, and a copy of the monthly bank statements for the quarter. The signature page must have three signatures and at least two members must review and sign the report. Please retain a copy for your records.

- If an organization was issued a bell jar license but has not closed any deals during the quarter, the organization must file a GC-7Q zero report with a list of disbursements made since the last report, and a copy of the monthly bank statements received after filing the previous quarterly report.

- All bell jar funds must be kept in a separate bank account labeled "Special Bell Jar Checking Account" or "Special Games of Chance Checking Account". Funds may be transferred to an interest bearing account such as a savings account, or CD but must be appropriately labeled such as "Special Bell Jar Savings Account", "Special Games of Chance Savings Account", "Special Bell Jar CD", or "Special Games of Chance CD".

- Only bona-fide members of a licensed organization may manage or assist in the sale of bell jar tickets. Bona-fide members of a licensed organization's auxiliary or affiliate may assist with the sales of bell jar tickets if the auxiliary or affiliate is registered with the Gaming Commission and has a Games of Chance Identification Number.

- The name of every member that manages or sells bell jar tickets must be listed as either a member in charge or an assistant to the members in charge on the bell jar license and/or amendment to the license on Form GC-6 that has been filed with the municipal clerk's office. The members of an auxiliary or affiliate must be listed as assistants to the members in charge.

- The organization must designate at least four members as members in charge. Only a bona-fide member of the licensed organization is eligible to serve as a member in charge. (Members of an organization's auxiliary or affiliate who are not bona-fide members of the licensee organization are ineligible to serve as a member in charge). The designated members in charge must be listed on the license.

- At least one Member in Charge must be on the premises during the conduct of bell jar.

- Each licensee shall require its treasurer to report in writing to its chief officer and membership, at least once a month, the number of bell jar deals sold since the last report and the net profit from each bell jar deal.

- The head of the organization shall require that monthly deposit slips, bank statements, checking accounts and bankbooks be exhibited at each such meeting, and are open to individual membership inspection.

- The organization must retain all records pertaining to bell jar operations for a minimum of four years.

- Organizations must check bell jar ticket sales invoices received from its supplier(s) to ensure that the serial number and form number of each deal corresponds with the deals received. Invoices must be retained with the bell jar records for a minimum of 4 years.

- Authorized organizations must establish and enforce strict internal controls in order to ensure compliance with all laws, rules and regulations.

- Each bell jar worker must wear an ID badge bearing the name of the licensee, the member's name, address, signature, and photograph. A second form of ID must be provided by each worker, upon request.

- All individuals involved in the conduct of bell jar as Members in Charge, or Assistants to Members in Charge cannot buy tickets from their own organization during the calendar year in which they are on the license.