

## Guidelines

### Equipment, Resources, Uniforms, Costumes, and Vehicles

Gaming proceeds may be used in accordance with the Charitable Gaming Policies Handbook (CGPH 5.13) for items essential to the delivery of the group's charitable programs or services, including:

- Sports equipment
- Music equipment
- Electronics
- Resource materials such as software, books, pamphlets, brochures, and manuals
- Program supplies
- Furnishings
- Uniforms

Groups must maintain ownership and control of items purchased with gaming proceeds and maintain an asset log of all items.

Funds from the rental or sale of items purchased with gaming proceeds must be deposited to a gaming bank account.

Gaming proceeds must not be used for:

- Items that become property of an individual
- Items used in an activity, event, or operation intended to produce income

The following categories provide additional detail for eligible use of gaming proceeds:

#### UNIFORMS/COSTUMES

- Required for competitive play, practice, cultural or organizational representation, or artistic performance
- Provided to a participant for a specified period (e.g., sports season or event) and returned at the end of the period
- Uniforms have a distinctive logo or marking representing the group
- There must be a written policy for the use of uniforms and costumes and be provided to AGLC upon request
- Gaming proceeds must not be used for:
  - Items that have been personalized, such as names on uniforms, jackets, or track suits
  - Activities not related to competitive play, practice, events, or performances
  - Items that require customization or that should not be shared for hygienic reasons, such as swimwear or footwear

#### VEHICLES

- The vehicle must be purchased, leased, registered, and insured in the name of the group or other approved entity
- The purpose of the vehicle must be essential to the delivery of the group's charitable program
- When the vehicle is not in use for charitable program delivery, the keys must be controlled to prevent unauthorized use
- The group must maintain a log for the use of the vehicle that identifies the date of use, destination, purpose, driver, and mileage
- There must be a written policy for the use of the vehicle and provided to AGLC upon request
- The vehicle must not be used for the personal use of any members nor for the administrative activities of the group