Instructions for Use of LE-34a Progressive Jackpot Bingo

1. Enter license number and licensee name.

2. Enter name of organization.

3. Enter bingo pattern played.

4. Enter starting maximum number of calls.

5. Enter percent of sales added to the jackpot.

6. Enter serial number of progressive paper and the configuration of the paper in play (1 on, 3 on, etc.).

7. Enter whether percent of sales is added for this occasion (yes or no).

8. Enter whether a secondary jackpot is being used to fund the next progressive bingo game (yes or no).

Remember that up to three progressive bingo games may be conducted at any time and each must be played at every successive occasion once started, and no progressive bingo jackpot may exceed the $15,000 limit.

Complete this information for each progressive bingo game played.

a. Date of bingo occasion (column "a").

b. Maximum number of calls (column "b").

c. Price per Card -- $1 (column "c").

d. Cash Receipts (column "d"): Enter total amount of money received on the date of the bingo occasion when the progressive game is played.

e. Starting Jackpot (column "e"): For the first bingo occasion, this amount must not exceed $500, or the amount of the secondary jackpot from a prior progression, whichever is greater.

f. Jackpot Contribution (column "f"): For the first bingo occasion, do not enter a contribution amount. Beginning with the second progressive bingo game, the contribution amount must not be greater than 70% of receipts from progressive bingo sales.

g. Jackpot Prize (column "g"): Beginning with the 2nd progressive bingo game, the jackpot prize will be equal to the starting jackpot (column "e") plus the jackpot contribution amount (column "f").

h. Prize Paid (column "h"): Only one entry will be made in this column -- on the day the prize is paid. The amount will be equal to the amount in column "g" (Jackpot Prize) for the same day.

i. Amount Deposited (column "i"): This amount should be equal to the amount recorded in column "d" (Cash Receipts). The deposit must be made using a separate deposit slip. Also, the deposit amount must be reported on form LE-32, line 24a.

j. Secondary Jackpot (column "j"): This amount should be equal to 10% of the amount recorded in column "d" (Cash Receipts). If using this form in Excel, the amount will be automatically entered if

the question regarding its use is Yes.

1. Where the form asks for "Percent of sales added to jackpot", insert a number from 1 to 60. 60% is the maximum that can be added to a progressive jackpot when you have a secondary jackpot. Remember that the bingo-raffle licensee must keep 30% of progressive card sales at each occasion.

2. Answer Yes or No where the form asks for "Percent of sales added to Jackpot for this occasion (Yes or No)". This entry allows the sheet to automatically calculate what amount should be added to the primary and secondary jackpots at each occasion.

3. Answer Yes or No where the forms asks whether a secondary jackpot is being used to fund the next progressive bingo game. This entry allows the sheet to automatically calculate the 10% secondary jackpot.

4. Complete the "Date of Bingo Occasion", "Max No. of Calls", "Price per Card", "Cash Receipts" and "Starting Jackpot" fields. The remainder of the fields will then calculate automatically for each occasion The "Starting Jackpot" field will automatically populate starting during the second occasion.

Note: If a consolation prize is awarded, the amount must be included in the allowed $2,000 aggregate prize limit.