

Instructions for Use of LE-34b Progressive Jackpot Bingo with Secondary Jackpot

1. The Excel spreadsheet found on the secretary of state's bingo forms page can be used to record proceeds and payouts for a Progressive Jackpot bingo game when the bingo-raffle licensee holds back 10% of card sales for use as a secondary jackpot.
2. 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.
3. 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.
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.