



## Raffle, Bingo, Millionaire Party & Charity Game License Procedures:

Per the State of Michigan's Charitable Gaming Qualification Requirements, only certain nonprofit organizations are eligible to be licensed to conduct raffles, bingo, millionaire parties, and to sell charity game tickets. The purpose of the organization must adhere to one of the following criteria: religious, educational, fraternal, local civic, senior citizens, service or veterans. For organizations that have not previously qualified, a completed Qualification Information form and the required qualification documents must be submitted to the Michigan Lottery – Charitable Gaming Division before an organization can be granted a license.

A local civic organization must be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license. This recognition requires approval by the Bloomfield Township Board of Trustees in the form of a resolution. The following documents should be submitted to the Clerk's Office in order for the item to be presented at a Board meeting:

- 1) A letter to the Township Clerk stating the name of the organization, the business of the organization, the date of the event, the description of the event, and what prizes will be awarded.
- 2) A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
- 3) A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
- 4) A copy of the letter from the IRS stating that the organization is exempt from federal tax under IRS code 501(c) **OR** copies of one bank statement per year for the previous five years, excluding the current year.
- 5) A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets and property (real and personal) will revert:
  - A. If exempt under 501(c)3, to another 501(c)3 organization.
  - B. If not exempt under 501(c)3, to local government.
- 6) A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's treasurer's report, audit. Check registers and/or cancelled checks will not be accepted.
- 7) A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.
- 8) A completed copy of the Qualification Information form that will be submitted to the state.

A member of the organization must be in attendance at the Board meeting to make the presentation and answer questions.

If approved, the Local Governing Body Resolution form will be completed and signed by the Township Clerk. The applicant will be notified by the Clerk's Office when the resolution form is ready. The applicant must then submit this form to the Michigan Lottery – Charitable Gaming Division with all other qualification documentation as required by the state.

We provide this information as a courtesy on behalf of the Michigan Lottery – Charitable Gaming Division. Please visit [www.michigan.gov/cg](http://www.michigan.gov/cg) to obtain the most up-to-date information regarding their requirements and/or additional applications/forms, which may be needed.



# QUALIFICATION INFORMATION

The organization must complete this form and submit with the qualification documents. **If this form does not accompany the qualification documents, documents will be returned to contact person.** This will delay processing. Any misrepresentation is grounds for denial.

Please check the appropriate box(es) for the license you wish to obtain.				Application(s) and fee(s) enclosed?	
<input type="checkbox"/> Millionaire Party	<input type="checkbox"/> Bingo	<input type="checkbox"/> Raffle	<input type="checkbox"/> Charity Game Ticket	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Name of Organization					
2. Doing Business As (DBA) (if applicable)				3. US Federal Employer Identification Number	
4. Organization Physical Address					
City		State	Zip	County	
5. Organization Mailing Address <input type="checkbox"/> Same as Physical Address					
City		State	Zip	County	
6. Telephone Number		7. Fax Number		8. Date Organization Established	
9. Briefly describe the purpose of the organization					
10. Name of Authorized Contact Person				11. Authorized contact person's position or role with organization	
12. Mailing Address					
City		State	Zip	County	
13. Email Address		14. Telephone Number		15. Fax Number	
The undersigned hereby certifies that the representations, information and data, presented are true, accurate and complete to the best of the undersigned's knowledge. <i>The undersigned understands that failure to answer truthfully, completely and accurately could preclude the organization from receiving an approval to obtain a gaming license.</i>					
Authorized Contact Signature				Date	
Print Name and Title					

### PLEASE READ CAREFULLY

**If you are qualifying for a millionaire party license**, mail this completed form and the required qualification documentation to Michigan Gaming Control Board, PO Box 30786, Lansing, MI 48909.

**If you are qualifying for a raffle, bingo, or charity game ticket license**, mail this completed form and the required qualification documentation to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909.

**If you are qualifying for a millionaire party AND raffle, bingo, or charity game license**, you must submit copies of this form and all qualification documents to **BOTH** agencies.



















