



## 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.





**Please allow at least 8 weeks for the qualification process.**

Public schools, nonprofit charter schools, and school districts can qualify for licensing and generally do not need to submit qualification information.

Private schools can qualify for licensing and shall submit the following information in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating 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 letter from the Michigan Department of Education stating the organization complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.

Note: School teams, classes, clubs, and other groups sponsored by the school or school district generally do not qualify for licensing. Applications in support of these functions should be submitted in the name of the school or school district. Also, college fraternities and sororities are specifically prohibited under Act 382 of the Public Acts of 1972, as amended, from conducting gambling activities in Michigan.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines an educational organization as "an organization within this state that is organized not for pecuniary profit, whose primary purpose is educational in nature and designed to develop the capabilities of individuals by instruction in any public or private elementary or secondary school that complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or any private or public college or university that is organized not for pecuniary profit and that is approved by the state board of education."



## FRATERNAL ORGANIZATION QUALIFICATION REQUIREMENTS

### Please allow at least 8 weeks for the qualification process.

If the organization has never submitted qualifying information as a fraternal organization, the following information shall be submitted in the name of organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) (required if a stand alone fraternal or social organization without state or national affiliation).

OR

copies of the one bank statement per year for the previous five years, excluding the current year.

5. A copy of the charter or a directory published by the state or national organization that lists the organization (if applicable).
6. A copy of the state or national bylaws may need to be submitted. The state or national bylaws shall provide for all requirements pursuant to R432.21202(4) (if applicable).

Note:

- A stand alone fraternal or social organization without state or national affiliation, whose primary purpose is the social benefit of its members may qualify to conduct raffles only.
- College fraternities and sororities do not qualify for licensing.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines a fraternal organization as "an organization within this state, except a college fraternity or sorority, that is organized not for pecuniary profit; that is a branch, lodge, or chapter of a national or state organization or, only for the purpose of conducting a small raffle or a large raffle under this act, if not a branch, lodge, or chapter of a national or state organization, is exempt from taxation under section 501 (C) of the Internal Revenue Code of 1986, 26USC 501", and that exists for the common purpose, brotherhood, or other interests of its members.



**Please allow at least 8 weeks for the qualification process.**

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.
3. A copy of the letter from the IRS stating 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.

4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert:
  - A. If exempt under 501(c)3, to another 501(c)3 organization.
  - B. If not exempt under 501(c)3, to the local government.
5. 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. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines a local civic organization as an organization "that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property shall revert to the benefit of the local governmental subdivision that granted the resolution upon dissolution of the organization."



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.



Charitable Gaming Division  
101 E. Hillsdale, Box 30023  
Lansing, Michigan 48909  
(517) 335-5780  
www.michigan.gov/cg

## RELIGIOUS ORGANIZATION QUALIFICATION REQUIREMENTS

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### **Please allow at least 8 weeks for the qualification process.**

If the organization has never submitted qualifying information as a religious organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.

Note: The bylaws, constitution, or Articles of Incorporation must state the purpose of the organization.

3. A copy of the letter from the IRS stating 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.

4. A copy of the charter or other proof of state or national affiliation, if applicable.
5. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines a religious organization as "an organization, church, body of communicants, or group that is organized not for pecuniary profit and that gathers in common membership for mutual support and edification in piety, worship, and religious observances; a society of individuals that is organized not for pecuniary profit and that unites for religious purposes at a definite place; or a church related private school that is organized not for pecuniary profit."



## SENIOR CITIZENS ORGANIZATION QUALIFICATION REQUIREMENTS

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### **Please allow at least 8 weeks for the qualification process.**

If the organization has never submitted qualifying information as a senior citizens organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.

Note: The bylaws, constitution, or Articles of Incorporation must indicate the organization exists for the mutual support and advancing the causes of elderly or retired persons.

3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating 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 letter signed by an officer of the organization verifying the organization contains at least 15 members that are 60 years of age or older.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines a senior citizen organization as "an organization within this state that is organized not for pecuniary profit, that consists of at least 15 members who are 60 years of age or older, and that exists for their mutual support and for the advancement of the causes of elderly or retired persons."



**Please allow at least 8 weeks for the qualification process.**

If the organization has never submitted qualifying information as a service organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating 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 copy of the charter or a directory published by the state or national organization that lists the organization.
6. A copy of the state or national bylaws may need to be submitted. The state or national bylaws shall provide for all requirements pursuant to R432.21202(4).

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines in part a service organization as a "branch, lodge, or chapter of a national or state organization that is organized not for pecuniary profit and that is authorized by its written constitution, charter, articles of incorporation, or bylaws to engage in a fraternal, civic, or service purpose within the state."



**Please allow at least 8 weeks for the qualification process.**

If the organization has never submitted qualifying information as a veterans' organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, millionaire party, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. 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.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating 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. Proof the organization is a state or national veterans' organization within Michigan or is a branch, lodge, or chapter of a state or national veterans' organization, e.g., a copy of the charter or a directory published by the state or national organization that lists the organization.
6. A copy of the state or national bylaws may need to be submitted. The state or national bylaws shall provide for all requirements pursuant to R432.21202(4).

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines a veterans' organization as "an organization within this state, or a branch, lodge, or chapter within this state of a state organization or of a national organization chartered by the congress of the United States, that is organized not for pecuniary profit, the membership of which consists of individuals who were members of the armed services or armed forces of the United States."