



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 to obtain the most up-to-date information regarding their requirements and/or additional applications/forms, which may be needed.

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name			
Organization Physical Street Address			
City	State	Zip Code	County
Organization Mailing Address			<input type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Telephone Number			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name		Last Name		Position/Role with Organization
Mailing Address			City	
State	Zip Code	Telephone Number (Day)	Telephone Number (Evening)	
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.				
Authorized Contact Person Signature			Date	
Print Authorized Contact Name and Title				

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





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, 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.

Act 382 of the Public Acts of 1972, as amended, defines an educational organization as "an organization in 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."



LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

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, 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 to the benefit of the local government or another nonprofit organization.
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.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state 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 must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on 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.
 BSL-CG-1153(R6/09)



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, 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.

Act 382 of the Public Acts of 1972, as amended, defines a religious organization as any of the following: "(i) An organization, church, body of communicants, or group in this state that is organized not for pecuniary profit and that gathers in common membership for mutual support and edification in piety, worship, and religious observances. (ii) A society of individuals in this state that is organized not for pecuniary profit and that unites for religious purposes at a definite place. (iii) A church-related private school in this state that is organized not for pecuniary profit."



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, 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.

Act 382 of the Public Acts of 1972, as amended, defines a fraternal organization as "an organization in this state, other than a college fraternity or sorority, that meets all of the following criteria: (i) Is organized not for pecuniary profit. (ii) 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, 26 USC 501. (iii) Exists for the common purpose, brotherhood, or other interests of its members."



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, 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.

Act 382 of the Public Acts of 1972, as amended, defines in part a service organization as "a branch, lodge, or chapter in this state 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 in this state."



SENIOR CITIZENS ORGANIZATION QUALIFICATION REQUIREMENTS

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, 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.

Act 382 of the Public Acts of 1972, as amended, defines a senior citizen organization as "an organization in 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."



VETERANS' ORGANIZATION QUALIFICATION REQUIREMENTS

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, 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.

Act 382 of the Public Acts of 1972, as amended, defines a veterans' organization as "an organization in this state, or a branch, lodge, or chapter in 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."