

Organizations
2016 RENEWAL REQUIREMENTS
Application Deadline – April 24, 2015

If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.

Failure to submit your renewal application to the Office by **April 24, 2015** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties.

If your first session is after the Month of September you will not have to submit your renewal application until at least 2 months prior to your first session. There may be a civil penalty if the office has not received your Organization's renewal 2 months prior to your first Session.

*******BE ON THE LOOK OUT FOR THE NEW WEB SITE FOR ENTERING INFORMATION*******

You will be receiving information on the new web access to be able to update information, change Officers, MIC's or Members Assisting, Add/Delete Sessions, Renew Application.

Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **June 30, 2015** until your organization has received a printed license for the **2016** licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete and Untimely Applications received after the deadline date are processed last

Page 1 – Application

1. The correct fee must be submitted with the application. The check should be attached to the application, made out to the Office of Charitable Gaming and written on the gaming account.
2. The application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and be properly notarized. The Member-in-Charge and President must also be included on the **Organization Officials Information Sheet** (page 2/2a).
3. If you will be leasing your facility to other organizations for gaming activities, those organizations must have a valid lease agreement signed by both parties.

Page 2 and 2-a – Official's Information Sheet

4. **All information submitted on your organization's officers, directors and members must be complete, accurate and in accordance with the organization's Articles/By-laws. Page 2 must list all officers and directors of the organization and members-in charge of charitable gaming activities.**
(INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)
5. All officers and directors will be considered MIC's; however, list at least one official as Member-in-Charge and as many alternate Members-in-Charge as necessary to ensure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).
6. *Any changes in officers, directors, gaming management or members must be filed with the Office of Charitable Gaming within 10 days of the change* on the Organization Officials Information Sheet or Organization Members Information Sheet as provided in LA R.S. 4:718 (E).

Page 2 and 2-a – Official’s Information Sheet

7. **All information submitted on your organization’s officers, directors and members must be complete, accurate and in accordance with the organization’s Articles/By-laws. Page 2 must list all officers and directors of the organization and members-in charge of charitable gaming activities.**
(INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE.)
8. All officers and directors will be considered MIC’s; however, list at least one official as Member-in-Charge and as many alternate Members-in-Charge as necessary to ensure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).
9. *Any changes in officers, directors, gaming management or members must be filed with the Office of Charitable Gaming within **10 days of the change** on the Organization Officials Information Sheet or Organization Members Information Sheet as provided in LA R.S. 4:718 (E).*

Page 3 – Members Assisting in Gaming Information Sheet

10. Complete all information as requested.

Page 4 – Session Schedule

11. List the specific dates and times of your sessions on the appropriate form(s). **LIST THE STARTING TIME OF SESSION AS THE TIME YOUR ORGANIZATION WILL BEGIN TO SELL PAPER AND/OR PULLTABS. Enter the time of the session and circle AM/PM, Length and Add/Delete, as appropriate.**
12. **THE LESSOR MUST SIGN EACH PAGE OF THE SESSION SCHEDULE UNLESS THE LEASE AGREEMENT INCLUDES ALL DATES AND TIMES OF SESSIONS.**

*****Other Required Attachments (NO EXCEPTIONS)

13. **A separate, complete roster of all officers and directors and a separate roster of all members must be submitted with the application.**

To be properly notarized, the application must be signed and dated on the **same date** that the notary signs and dates it.

If you have questions, contact the Office at 1-800-562-9235 or 225-925-1835 or visit our website at www.ocg.louisiana.gov.