R-100001 (7/26)

LOUISIANA DEPARTMENT of REVENUE

NON-PROFIT APPLICATION TO CONDUCT CHARITABLE GAMING

Louisiana Department of Revenue
Office of Charitable Gaming
PO Box 1631
Baton Rouge, LA 70821
Phone: 1-800-562-9235
www.ocg.louisiana.gov

License Yr. Ending 6/30/20 _____ ☐ **ORIGINAL (NEW)**

State License Number - G _____

Please type or print information

Official Name of Organization	Organization Federal Tax ID No.	Telephone No. of Organization
Organization Doing Business As (if applicable) and/or Organization Web Site	E-mail address of Contact Person:	Fax. No.
Physical Address/Location (Street, City, State, Zip)		Parish
Official Mailing Address of Organization (Street, City, State, Zip)		Parish
Contact Person	Title/Position Held	Office Phone of Contact Person
Mailing Address of Contact Person (Street, City, State, Zip)		Home Phone of Contact Person
Circle All Types of Games to be Conducted: ☐BINGO ☐KENO ☐RAFFLES ☐PULL TABS ☐ELECTRONIC VIDEO BINGO ☐CASINO NIGHT		

The following information will be considered part of the application and must accompany this application before it can be processed:

1. **If the organization intends to conduct raffles, describe in full how each raffle will be conducted** so that the Office can evaluate the integrity and fairness of the game. The description must be detailed enough for the Office to understand how chances of winning are sold or distributed, how the drawing or random selection is performed and safeguarded, how winners are determined and notified, and any condition placed on winning. The office may require additional information (R.S. 4:718(A(2)) and may approve, deny, or require modification of the proposed raffle based on its review (R.S. 4:705(4), 44:718(D)(1)). A license is a revocable privilege, not a right (R.S. 4:718(F)).
2. Information sheets for **ALL** officials and directors (pages 2 and 2a) and members assisting in gaming (page 3).
3. **NON-REFUNDABLE LICENSE APPLICATION FEE OF $75 issued from the general fund/operating account**
4. A separate, complete roster of all officers and directors and a separate roster of all members must be submitted with the application.
5. Copy of organization's 501(C) tax exempt letter from the Internal Revenue Service (IRS); if covered by a group ruling, submit copy of verification and approval for gaming activities from national office of the organization.
6. Copy of the organization's Articles of Incorporation, By-Laws, and Charter, if applicable.
7. Copy of organization's registration with the Secretary of State, if applicable.
8. Five members must attend an Office of Charitable Gaming training session prior to approval of license and it is recommended that individuals acting in the following positions are present: Members-in-Charge, President, person(s) responsible for reports and any person(s) acting in a managerial capacity (If conducting raffles only, just 2 members for training). Training dates are listed on our web site.
9. Schedule of dates and times of events (Attach Location/Session Schedule(s) form R-100010).
10. Submit copy of lease agreement, if applicable.
11. Submit the following: (a) copy of most recent IRS form 990 (b) financial statements (profit/loss) (c) six (6) months of most recent bank statements and (d) a summary of fund raising activities for the last two(2) years

All information must be filled out completely. Any omission or illegible information will cause delay in approval.
Attach requested supporting documents from the above list.

I have read the foregoing application, and the contents thereof, and do hereby certify that the statements and information contained within this application are true and correct to the best of my knowledge. In addition, I have read, understand, and agree to comply with the statutes which govern charitable gaming in the State of Louisiana contained within La.R.S. 4:701 et seq. as well as the corresponding regulations contained within LAC 42:1.1701 et seq.

Member in Charge (print)	Day phone number	Member in Charge (Signature)	Date
President of Organization (print)	Day phone number	President of Organization (Signature)	Date