

IMPORTANT INFORMATION

Review the following checklist to ensure that your application is completed in its entirety.

Following **ALL** directions on your application and the checklist below will help in processing your application in a timely manner.

Page 1	Completely answer ALL questions.
Page 2 – #11 & #12	Signature of Executive Officer/President or Secretary of the eligible organization is required. <u>Must be notarized</u> . Neither Treasurer nor VP can sign per state regulations.
Page 2	Confirm that all required documents listed at the bottom of page 2 are included with the application. – If the property where the games of chance will be conducted is leased or rented by the organization, provide copies of written lease or rental agreements between the organization and the property owner. – If the organization owns the property, provide a copy of the deed.
Page 3 – Schedule B	List ALL officers on Schedule B and provide all of the following information: – Name – Address – Date of Birth – Title or Relationship – Phone Number
Page 4 – Schedule C	List names of members responsible for operation of games, i.e., getting tickets printed, distribution, etc.
Page 4 – Schedule D	List distributors/companies the organization plans to use for supplies.
Page 4 – Schedule E	List auxiliary groups affiliated with the organization, or “N/A”.

ALL school-related organizations are required to have a letter from the school recognizing them as an approved organization.