CHARITABLE ORANGIZATION BINGO APPLICATION

Official Use Only
Rcpt #: _____
Lic. #: _____
Lic. Date: _____

1. CHARITABLE ORGANIZATION

Name of Charitable Organization:

Mailing Address:
(*For Official Correspondences*) _____
Street/PO Box *City/Town* *State* *Zip*

Phone Number(s)	Fax Number:	E-mail Address:

Is the organization eligible for licensure? *(if unsure, see Section A of the attached instructions)* ☐ Yes ☐ No

NH Secretary of State Registration #	NH Charitable Trust Registration # (if applicable):

2. ORGANIZATION LEADERSHIP

Name/Title of the Head of the Organization:
(Chairperson/President/Director)

Mailing Address:
(*For Official Correspondences*) _____
Street/PO Box *City/Town* *State* *Zip*

Phone Number(s):	E-mail Address:

Name of Treasurer/Financial Officer of the Organization:

Mailing Address:
(*For Official Correspondences*) _____
Street/PO Box *City/Town* *State* *Zip*

Phone Number(s):	E-mail Address:

3. GAMING MANAGER

Name of Gaming Manager:

Mailing Address:
(*For Official Correspondences*) _____
Street/PO Box *City/Town* *State* *Zip*

Phone Number(s):	E-mail Address:

This individual is: ☐ A member of the organization ☐ A paid gaming consultant

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_____
(Name of Charitable Organization)

4. GAMING CONSULTANTS

Provide the following for each gaming consultant assisting in the operation of the organization's Bingo events:

Gaming Consultant's Name	License #	Description of Gaming Services Being Provided
1.		
2.		
3.		
4.		
5.		
6.		
7.		

5. BINGO EVENTS

Games will be held at:

- ☐ A licensed commercial bingo hall
  *Name of licensed commercial bingo hall:*_____
- ☐ A facility owned by the charitable organization submitting this application*
- ☐ A facility owned by another charitable organization*
  Name of licensed charitable organization: _____
- ☐ A facility owned by the government subdivision (such as a city or town)*

Proof of ownership and/or qualification as a charitable organization or government subdivision is required

Physical Address Where Games Will Be Held:

_____
Street/PO Box *City/Town* *State* *Zip*

Game Dates*	**Day of the Week**	**Start/End Time***	**Game Dates**	**Day of the Week**	**Start/End Time**
1.			**6.**		
2.			**7.**		
3.			**8.**		
4.			**9.**		
5.			**10.**		

** Limit of 10 game dates per month, including special events. The duration of a Bingo event must at least one hour.*

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_____
(Name of Charitable Organization)

6. BANK ACCOUNTS
Name of Financial Institution Where Bingo Accounts are Held:
Last 4-digits of Account Numbers: _____ *(Regular Bingo)* _____ *(Carry Over Cover All)*

7. ATTESTATION

I hereby certify to the following:

- I am an official of the charitable organization authorized to sign this application on the organization's behalf;
- Except as otherwise allowed, only bona fide members of the charitable organization will be permitted to operate the bingo event, and that such members are aware of all statutes and rules applicable to the operation of such an event;
- The charitable organization has taken actions to ensure compliance with RSA 287-E:7 relative to individuals with a criminal history participating in the operation of a Bingo event;
- The charitable organization has established and will adhere to internal control policies and procedures in accordance with the requirement of Lot 7000; and
- I understand that the organization is required to submit updated or corrected documentation to the NH Lottery Commission within 15 days of any event that resulted in a change, or the discovery of the inaccuracy.

I further certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this form and on any of the supporting documentation submitted with this application is true, accurate and complete, and that there are no willful misrepresentations in or falsifications of the information provided herein. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a Bingo gaming license.

_____ *Signature of Authorized Official**

_____ *Date*

_____ *Printed Name of Authorized Official*

_____ *Title of Authorized Official*

_____ *Phone Number*

_____ *E-mail Address*

**Proof of authority to submit this application on behalf of the charitable organization may be required.*

DON'T FORGET TO SUBMIT SUPPORTING DOCUMENTS & PAYMENT WITH THIS APPLICATION!

SEE INSTRUCTIONS FOR DETAILS

INSTRUCTIONS FOR SUBMITTING A CHARITABLE ORGANIZATION BINGO APPLICATION

A. Determine Eligibility for Licensure

An organization is eligible for a Bingo license when ALL of the answers to the following questions are "Yes".
If any answer is "No", the organization is not eligible for a Bingo license.

1. Is the organization a bona fide religious, charitable, civic, veterans or fraternal organization in existence and organized under the laws of this state for at least 2 years in a town or city in this state? ☐ Yes ☐ No
2. Can the organization establish that the religious, civic, fraternal, veterans or charitable purposes for which it was organized have been furthered through its activities? ☐ Yes ☐ No
3. Does the organization possess a tax exempt status under section 501(c)(3), (4), (7), (8), (10), or (19) of the Internal Revenue Code, or is it covered under a group ruling issued by the Internal Revenue Service under authority of those sections? ☐ Yes ☐ No
4. Is the organization currently in good standing and been registered with the Secretary of State as a domestic non-profit for 2 or more years prior to the date of this application? ☐ Yes ☐ No
5. Is the organization registered and in good standing with the Director of Charitable Trust, if required under RSA 7:19 through RSA 7? ☐ Yes ☐ No

B. Duties of a Gaming Manager

The charitable organization must designate a member of the charity or engage the services of a gaming consultant to act as the Gaming Manager. The Gaming Manager is responsible for:

1. Ensuring that the games are conducted in accordance with RSA 287-E and this chapter;
2. Determining program content, prize level requirements, products to be purchased and put into play;
3. Oversees the game event by supervising volunteers, monitoring the conduct of the games, and resolving disputes with players;
4. Ensuring that all receipts and disbursements have been properly accounted for, all source documents, and inventory records are complete and, all inventory records have been reconciled;
5. Verifies that all gambling expenditure, equipment, assets and receipts are properly accounted for;
6. Controlling the execution of the games, including payouts and the preparation of transaction records;
7. Ensuring that all security measures and internal controls are in place to protect gaming assets;
8. Remaining on the premises during the bingo event to address and resolve any issues that occur during the bingo event; and
9. Ensuring that all security measures and internal controls are in place to protect gaming assets.

C. Supporting Documents

The following Supporting Documentation must be submitted with the application at least once annually:

1. Documentation confirming the organization's federal tax-exempt status;
2. Documentation confirming the organization's registration with NH Secretary of State;
3. Documentation confirming the organization's registration with NH Charitable Trust;
4. A letter of purpose;
5. A current Bingo/Lucky 7 Gaming Operations Participant List (form provided below);
6. A copy of the organization's Bingo house rules;
7. A copy of the organization's Bingo program; and
8. Copies of any contracts or agreements for gaming related services.

Please refer to Section H below for a detailed description of these requirements

D. License Fee

Include payment of $25 per game date (up to 10 game dates). Make checks payable to ***NH Lottery Commission***.

PLEASE NOTE:

In the event a bingo event is cancelled, the NH Lottery Commission will refund the license fee for that game date when:

a) The charitable organization has notified the Commission in writing within 24 hours of the cancellation. The notification must include: the individual's name and contact information, the date/location of the cancelled event, and the reason for the cancellation;
b) The cancellation is due to inclement weather, a power failure, lack of running water, or similar issue; and
c) No Bingo papers or Lucky 7 tickets were purchased, and no games were played on that day.

E. Where and When to Submit the Application

Submit the completed application, all supporting documents and the licensing fee to:

NH Lottery Commission, 14 Integra Drive, Concord, NH 03301

Applications must be received at least 15 days, but not more than 45 days prior to the first bingo game, or the expiration of a current license.

F. Questions?

If you have questions, please call the Lottery Commission at 603-271-3391, and ask for Bingo/Lucky 7 licensing.

G. Keep All Information Up-To-Date

The organization must submit updated or corrected information to the NH Lottery Commission within 15 days of the event that resulted in the change, or discovery of the inaccuracy.

H. Detailed Description of Required Supporting Documentation

PLEASE NOTE:

The organization must provide ALL of the following documents with its first application for games played within a given calendar year (i.e. with the application for its January 2021 license).

For subsequent applications submitted within the same calendar year (i.e. the applications for its February 2021 through December 2021 licenses), the applicant may submit:

a) A signed statement listing the supporting documents that have been unchanged since the January application; and

b) Any supporting documents that have changed or have been found to be inaccurate since they were submitted earlier in the calendar year.

1. Documentation confirming the organization's federal tax-exempt status

Submit one of the following documents confirming the organization's tax exempt status

a) An affirmation letter or letter of determination from the Internal Revenue Service (IRS) that indicates the organizations tax exempt status under 26 USC §501(c)(3), (4), (7), (8), (10), or (19);

OR

b) If the charitable organization is exempt by virtue of a group ruling, submit both of the following:

i. A copy of the group exemption letter issued to the central organization recognizing on a group basis the exemption under section 26 USC §501(c)(3), (4), (7), (8), (10), or (19), of subordinate organizations on whose behalf the control organization has applied for recognition of exemption;

AND

ii. A letter from the central organization with which the charitable organization is affiliated confirming that the charitable organization is covered under the central organization's group tax exemption.

2. Documentation confirming the organization's registration with NH Secretary of State

Submit documentation from the New Hampshire secretary of state, which includes the organization's name and ID number, date of formation in jurisdiction, business type and business status. Such documentation may include one of the following:

a) A copy of the organization's current certificate of good standing from NH Secretary of State; OR

b) A dated printout from the NH Secretary of State's Business Lookup (https://sos.nh.gov/nhbuslookup.aspx) .

3. Documentation confirming the organization's registration with NH Charitable Trust

Submit one of the following:

a) A letter from Charitable Trust that confirms that the charitable organization is currently registered and in good standing;

b) A dated printout from the Charitable Trust's "Registered Charities" document (available at https://www.doj.nh.gov/charitable-trusts/registered-charities.htm) that includes the charitable organization's name (as it appears on this application), registration number, and current status; OR

c) A letter from Charitable Trust stating that the charitable organization is not required to register.

4. A letter of purpose

Submit a letter written on the organizations letterhead, dated, and signed by an authorized officer of the organization that includes the following:

a) The organization's charitable purpose or mission statement, such as that found in the organization's articles of incorporation; and

b) A description of the specific activities the charitable organization has conducted in the previous 2 years that demonstrate how the organization has advanced its charitable purpose.

5. A current gaming operations participant List

Submit a completed "Gaming Operations Participant List" form (see below) or create a list of all of the organization's officers, as well as any other members, employees (including any contracted gaming consultants) who participate in the operation of Bingo. Participation includes any involvement with the selling Bingo papers, paying out of prizes, inventory, documenting or reporting. The list must include the following information:

For each individual listed:

a) The individual's full name;
b) The individual's title/position within the organization;
c) The individual's contact information, including legal address and phone number; and
d) A brief description of the activities the individual will be involved in relative to the operation of the Bingo events; and
e) Affirmation that the individual has not been convicted of a felony or misdemeanor as prohibited by RSA 287-E:5, V(c).

6. A copy of the organization's Bingo house rules

Submit a copy of the house rules adopted by the charitable organization, which addresses a minimum of the following:

a) The name of the charitable organization
b) The effective date of the house rules;
c) What constitutes a bingo and whether or not the last number called need be involved;
d) The responsibility of the bingo player to make it known to the game officials that the player has a bingo;
e) Reserved seats;
f) The start and end time for purchasing bingo cards;
g) Availability, use and sale of special cards for the blind or handicapped;
h) Card exchange, if allowed;
i) If the charity uses a mixing machine, whether or not the mixing machine will be shut off before a bingo has been verified or during a progressive bonus game;
j) Whether or not regular card purchase is necessary to play the winner-take-all game;
k) What constitutes an official ball, such as requiring that both the letter and number be announced by the caller before a ball is considered official, even if the ball has been shown on the video monitor;
l) Smoking/non-smoking policy which shall comply with RSA 155:66 through RSA 155:70;
m) Use of a card-minding device that allows a player to play several cards at the same time;
n) The carryover coverall consolation prizes and the manner in which they will be awarded;
o) The criteria for awarding the free plays;
p) The name of a member of the charitable organization to be contacted by a player with comments, concerns or questions; and
q) Assurances that the bingo game will be conducted in accordance with RSA 287-E and Lot 7000.

7. A copy of the organization's proposed Bingo program

Submit a copy of the charitable organization's proposed program, which includes a minimum of the following information:

a) The name of the charitable organization;
b) The effective date of the program

c) The name of the gaming manager overseeing the games;

d) The day(s) of the week, and time(s) that the program applies to;

e) The location where the proposed game(s) will be held;

f) The list of all the proposed games in the order in which they will be played. To qualify as a Bingo event, at least 10 successive games must be held within each given game date;

g) The prices for each card, sheet or packet to be sold, including the number and price for each card, sheet included in each package;

h) The fee charged for using a card-minding device; and

The prizes, tokens or awards, including door prizes and free play offers, to be offered, and any factors used to determine the prize payout structure for each game.

8. Copies of any contracts or agreements for gaming related services

Submit copies of any agreement between the organization and any provider of gaming related services including any agreements relative to:

a) The rental or lease agreements for the facility where the games are played;

b) Shared bingo, including agreements between the host and participating halls, and the shared carryover coverall service provider; and

c) Gaming consultant services