



**CHARITABLE ORGANIZATION LUCKY 7 APPLICATION**

**4. GAMING CONSULTANTS**

Provide the following for each gaming consultant assisting the organization with Lucky 7 ticket sales:

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

**5. LUCKY 7 TICKET SALES**

Tickets will be sold:  At the Organization's regular meeting place (such as a fraternal bar or canteen)  
 In conjunction with bingo events hosted by the Organization  
 A Special Event (such as a fair or annual conference)

Location where tickets will be sold\*: \_\_\_\_\_  
*Physical Street Address* *City/Town:*

*\*The location must be in a city/town that has adopted the provisions of RSA 287-E relative to the sale of Lucky 7*

License Period: \_\_\_\_\_

- For tickets sold in conjunction with bingo game, provide the month/year that the bingo event(s) will be held. These licenses must be renewed on a monthly basis.
- For tickets sold at the organization's regular meeting place, such as a fraternal bar, indicate the starting and ending months. These licenses may be issued for up to a 12-month period within a given calendar year.

**6. BANK ACCOUNT**

Name of Financial Institution Where Lucky 7 Account is Held:

Last 4-digits of Account Number:

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**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 sale of Lucky 7 tickets;
- The charitable organization has established and will adhere to internal control policies and procedures in accordance with the requirements of Lot 7100; 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 Lucky 7 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 LUCKY 7 APPLICATION**

**A. Determine Eligibility for Licensure**

An organization is eligible for a Lucky 7 license when ALL of the answers to the following questions are “Yes”. If any answer is “No”, the organization is not eligible for a Lucky 7 license.

<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Is the organization registered and in good standing with the Director of Charitable Trust, if required under RSA 7:19 through RSA 7?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

**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. 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;
3. Verifying proper accounting for that all gambling expenditure, equipment, assets and receipts; and
4. Ensuring that all security measures and internal controls are in place to protect the integrity of the games and gaming assets.

**C. Supporting Documentation**

The following Supporting Documentation must be submitted with the application:

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 Lucky 7 house rules; and
7. Copies of any contracts or agreements for gaming related services.

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

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### D. License Fee

Include payment of \$10/month as follows:

- For a license to sell Lucky 7 tickets in conjunction with bingo game, the fee is \$10. These licenses must be renewed on a monthly basis; or
- For a license to sell Lucky 7 at the organizations regular meeting place, such as a fraternal bar, the fee is \$10 per month for up to 12-month period. The licensing period must be within a single calendar year.

Make checks payable to **NH Lottery Commission**

### 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 game date of the month or year for which the license has been requested.

### F. Questions?

If you have questions, please call the NH 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.

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### 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 one of the following:

- a) A copy of the organization's current certificate of good standing from NH Secretary of State that includes the organization's business name and ID number; **OR**
- b) A dated printout from the NH Secretary of State's Business Lookup (<https://sos.nh.gov/nhbuslookup.aspx>) that includes the organization's name and ID number, date of formation in jurisdiction, business type, and a business status.

#### **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**

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- 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 sale of Lucky 7 tickets. Participation includes any involvement with the selling tickets, paying out of prizes, stocking/inventorying supplies, completing sales documents and report, or files paperwork with the NH Lottery Commission. The list must include the following information:

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

### 6. A copy of the organization's Lucky 7 house rules

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

- (1) Payment of lucky 7 tickets and lucky 7 seal card prizes to winners who are not in attendance at the time of the win, or who fail to collect their prize before leaving the premises, if applicable;
- (2) The responsibility of the player to make it known to the game officials that the player has won;
- (3) The amount of time that players have to claim a winning lucky 7 ticket;
- (4) How the player claims a winning lucky 7 ticket;
- (5) The days of the week and time of day when the tickets are available for sale;
- (6) Smoking/non-smoking policy which shall comply with RSA 155:66 through RSA 155:70;
- (7) The organization's name and the effective date of the house rules;
- (8) The name of a member of the charitable organization to be contacted by a player with comments, concerns or questions; and
- (9) That the lucky 7 tickets will be sold in accordance with RSA 287-E and this chapter.

### 7. 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:

- The rental of the facility where the games are played
- Gaming consultant services