

## **Important Information to help you complete your Application**

**Please review the following checklist below to ensure that your application is completed in its entirety**

**Please DO NOT copy your previous application - A NEW application must be completed each year**

- **Page 1** - Completely answer **ALL** questions, Refer to application instructions as needed
  
- **Page 2** - (#11 & #12) Signature of the President/Secretary of the eligible organization's Board is required. By law neither the Treasurer, VP, nor any paid staff may sign. The signature **MUST** be notarized on page 2
  
- **Page 2** - Confirm that all required documents listed at the bottom of page 2 are included with the application. (**Not required for renewals, unless documents on file have changed**) 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 property owner. If the organization owns the property, provide a copy of the deed.
  
- **Page 3** - Schedule B - List **ALL** officers on Schedule B & provide all of the following info:
  - Name
  - Address
  - Date of Birth
  - Title/Relationship
  - Phone Number
  
- **Page 4** - Schedule C - List names of ALL members involved in operation of games (i.e. ticket printing/sales, distribution, cash handling, etc.)
  
- **Page 4** - Schedule D - List distributors/companies the organization plans to use for supplies (i.e. Blair Candy Co, Walmart, etc.)
  
- **Page 4** - Schedule E – List auxiliary groups affiliated with the organization or N/A