



CG-ACGN, APPLICATION FOR ANNUAL CHARITY GAME NIGHT FIRST TIME APPLICANTS

State Form 53647 (R3 / 6-14)
Approved by State Board of Accounts, 2014
INDIANA GAMING COMMISSION

For Official Use Only
License Fee Paid _____
Date Received _____
Reviewed By _____
Date Entered _____

INSTRUCTIONS: Processing of this application can take up to one hundred twenty (120) business days. Attach License Fee. This license type is limited to bona fide fraternal and bona fide veterans organizations that have been in continuous existence for at least ten (10) years. Please attach one (1) internal or external document for current year and nine (9) previous years to verify your organization has been in continuous existence for at least ten (10) years. Examples of internal and external documents can be found at the bottom of page 3.

1. Organization name <i>(please type or print)</i>				
2. Address of principal office <i>(number and street, city, state, and ZIP code)</i>				P.O. Box Number <i>(if applicable)</i>
3. Organization daytime telephone number ()		Please include extension number		4. Organization fax number
5. Federal Identification number (FID)			6. Email address	
7. Contact person's name and title		Contact person's daytime telephone number		Please include extension number
8. On which days of the week and during what hours will your charity game night event be conducted? <i>(A.M. establishes the midnight hour, P.M. establishes the noon hour)</i> Day _____ Hours _____ M to _____ M Day _____ Hours _____ M to _____ M Day _____ Hours _____ M to _____ M				
9. Address of the facility where the gaming event will be conducted <i>(number and street)</i>				
City	State	ZIP code	County	Daytime telephone number ()

FACILITY/TANGIBLE PERSONAL PROPERTY INFORMATION

Attach additional sheets if necessary to supply all information for each line.

10. Does your organization own _____, lease (rent) _____, or use a donated _____ facility where the licensed event will be conducted? *(Check one)*
• **If leased (rented) or donated**, enter name and address of lessor or donor and attach a copy of your signed lease or donation agreement.

Name of lessor/donor <i>(full legal name)</i>			Address <i>(number and street)</i>	
City	State	ZIP code	County	Daytime telephone number ()

11. Is any tangible personal property (e.g. tables, chairs) or gaming equipment/devices being leased or donated to you for this event? Yes No
If you answered Yes, list the name and address of the lessor or donor. Attach a signed copy of the lease or donation agreement.

Note: Gaming equipment /devices must originate from a licensed distributor.

Name	Address <i>(number and street)</i>	City	State	ZIP code
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Distributor Information

Attach additional sheets if necessary.

12. List the distributor(s) from whom you intend to purchase licensed supplies.

Name	Address <i>(number and street)</i>	City	State	ZIP code	Items

13. Does your organization own gaming equipment/devices? Yes No
If yes, list the distributor name, date of purchase, purchase price, and type of equipment purchased.

Name of distributor	Date of purchase <i>(month, day, year)</i>	Purchase price	Type of equipment/device

Operator Information

Attach additional sheets if necessary.

14. List below at least three (3) operators who will supervise, manage, and be responsible for the operation and conduct of the gaming event.

Full legal name	Home address <i>(number and street, city, state, ZIP code)</i>	Driver's license or state I.D.	Date of birth <i>(month, day, year)</i>	Daytime telephone number	Date Joined Organization <i>(month, day, year)</i>	Check all appropriate boxes
				()		Bartender <input type="checkbox"/> Member <input type="checkbox"/>
				()		Bartender <input type="checkbox"/> Member <input type="checkbox"/>
				()		Bartender <input type="checkbox"/> Member <input type="checkbox"/>

15. Please list the name from above of the principal operator who has overall responsibility for the operation and control of this charity gaming event. Please type or print.

Name _____

Daytime telephone number _____

16. Are any of the operators listed above also operators for another organization's charitable gaming events? Yes No If yes, attach a list including each individual's name, name of organization, and the month(s) that they will operate other gaming events.

Worker Information

Attach additional sheets if necessary.

17. List **all** individuals (*excluding operator information above*) who will assist and work in the operation of the licensed event.

Full legal name	Home address <i>(number and street, city, state, ZIP code)</i>	Driver's license or state I.D.	Date of birth <i>(month, day, year)</i>	Daytime telephone number	Date Joined Organization <i>(month, day, year)</i>	Check all appropriate boxes
				()		Bartender <input type="checkbox"/> Employee <input type="checkbox"/> Member <input type="checkbox"/>
				()		Bartender <input type="checkbox"/> Employee <input type="checkbox"/> Member <input type="checkbox"/>
				()		Bartender <input type="checkbox"/> Employee <input type="checkbox"/> Member <input type="checkbox"/>
				()		Bartender <input type="checkbox"/> Employee <input type="checkbox"/> Member <input type="checkbox"/>

18. Have any operators or workers listed on line 14 and 17, or on any attachments, been convicted of a felony within the past ten (10) years in any jurisdiction? (except for arrests which have been sealed or convictions which have been expunged by a court) Yes No
If you answered Yes, attach a list including each name, date, and type of conviction, and jurisdiction/court.

Gross Retail Sales Information

19a. Will you conduct any type of retail sales during the licensed event (e.g. accessories, concessions)? (Check one) Yes* No
*If you answered "Yes" complete the following information. If the seller is required to have a Retail Merchant Certificate, enter that number in the box provided.

Name of organization offering the sales	Retail merchant certificate number
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19b. Which of the following will your organization be receiving? (Check one)

_____ All of the retail sales income _____ A flat fee retail sales payment

_____ A percentage of the retail sales income _____ Other (explain) _____

Additional Activities Authorized

20. Will your organization sell pull tabs, punchboards, and/or tip boards? Yes No
 Will your organization conduct a door prize drawing at this event? Yes No
 (Limitation on door prize drawings at all events is \$1,500 and cannot be increased)
 Will your organization conduct a raffle drawing at this event? Yes No
 (The prize limitation on the raffle drawings when held at an annual bingo event is \$5,000. With special permission from the Commission, this prize limitation may be increased up to \$25,000.)
 Check this box if you wish to increase the total raffle prize for this annual charity game night event from \$5,000 up to \$25,000.
 Note: You may increase your raffle prize payout at any allowable event once per year. DATE ____/____/____

Financial Information

21. Where will the charity gaming financial records be maintained?

Address (*number and street*)

City	State	ZIP code
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22. Name, address, and telephone number of the person maintaining these records.

Name	Address (<i>number and street</i>)
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City	State	ZIP code	Daytime telephone number ()
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23. List the organization's separate and segregated charity gaming checking account information.

Name of bank

Address (*number and street*)

City	State	ZIP code
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Name of separate and segregated charity gaming checking account	Account number
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License Fee Information

24. The license fee for an organization's first Annual Charity Game Night License is \$50.00 and must be paid with this application. The fee should be paid by a check **drawn from your separate and segregated charity gaming checking account**. Make your check payable to: **Indiana Gaming Commission**.

Certification

25. We certify under penalty of perjury that there are no misrepresentations or falsifications in the information stated. We understand false or misleading statements will cause rejection of this application or revocation of future license(s).

Signature of Presiding Officer	Print name	Title	Daytime telephone number	Date (<i>month, day, year</i>)
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Signature of Secretary	Print name	Daytime telephone number	Date (<i>month, day, year</i>)
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Send this application and \$50.00 fee to:
 Indiana Gaming Commission
 Charity Gaming Division
 101 W. Washington St., East Tower, Suite 1600
 Indianapolis, IN 46204
 Telephone: (317) 232-4646

Internal Documents

- Minutes of meetings
- Dues receipts
- Internal audit
- Bylaws that are dated
- Amended bylaws that are signed and dated
- Descriptions and results of fund-raising activities for the last ten years

External Documents

- Indiana Forms IT-35AR and IT-20NP
- Federal Form 990 and/or 990T, if applicable
- Bank statements
- Dated newspaper articles
- Any type of dated state or local licensing permits, such as alcoholic beverage licenses and registration with the Secretary of State's Office
- Account payables, including copies of dated invoices
- Account receivables, including copies of dated invoices
- Utility bills
- Dated leases
- Canceled checks (representing each of the ten years)
- Dated articles of incorporation
- Amended articles of incorporation
- Affidavits or letters of confirmation from the national or parent organization on organization letterhead