



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500
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APPLICATION FOR CHARITABLE GAMING PERMIT INSTRUCTION SHEET

Who Can Apply for a Charitable Gaming Permit

Volunteer fire companies, veterans organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years may apply for a charitable gaming permit, provided:

- The net profits from the charitable gaming event are used solely for the achievement of the purpose of the organization as described in the organization's by-laws
- The organization at the time of application is recognized by the Internal Revenue Service (IRS) as a charitable organization as described in Section 170 of the Internal Revenue Code.

What is Considered Charitable Gaming

State of Delaware law defines charitable gaming as "any game or scheme in which chance is the dominant factor in the game and a consideration is paid to play and a prize may be won". Acceptable games include draw poker, stud poker, blackjack and other similar card games, big six wheels and similar devices, dice games (other than craps), and horse racing games. **Slot machines, roulette, craps and baccarat games are prohibited.**

Do not complete this application if you are applying for a Bingo, Instant Bingo, Raffle or Texas Hold'Em tournament permit. Applications for these types of events are available on the Board's [website](#).

Limitations on Charitable Gaming Events

- Events are limited to six hours. Games may not begin prior to 1:30 p.m. and must conclude by 1:00 a.m.
- No games are to be conducted in any room or area where alcoholic beverages are sold or served during the progress of the game.
- When a charitable gaming event is conducted in conjunction with a bazaar, carnival, festival or similar affair that is scheduled for more than one day but less than ten consecutive days, the function shall be considered one licensed event.

Applying for a Charitable Gaming Permit (*First-Time Applicants*)

- Enclose with your application and fee, documentation from the (IRS) *dated within the past 12 months*, showing proof of the following:
- Organization's legal name
 - Physical Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS Determination

These items may be included on one or separate documents from the IRS, but all documents must be dated within the past 12 months.

- Enclose a copy of your organization's formation documents, such as Articles of Incorporation, By-Laws, Constitution, Charter, etc. The documentation submitted must include your organization's purpose and/or mission statement.
- Enclose a letter on your organization's letterhead designating up to five Members-In-Charge of the charitable gaming event. The letter must grant the Member(s)-In-Charge the authority to submit charitable gaming applications on behalf of the organization and to be responsible for all permitted charitable gaming events. The letter must be signed by an officer of the organization and dated.

Applying for a Charitable Gaming Permit (*All Applicants*)

- Submit a completed, signed and notarized [Application for a Charitable Gaming Permit](#).
- Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware".
- If you are relying on a group exemption letter issued to a national or parent organization, enclose a:
 - signed letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, **and**
 - current copy of the parent organization's IRS group exemption letter *dated within the past 12 months*
- If the event will be held at any location other than the organization's physical Delaware address, enclose a:
 - letter from the premises owner (on owner's letterhead) allowing your organization to hold its event(s) on a specific date, **or**
 - copy of your lease or rental agreement.

The Board reserves the right to accept or reject any application for the conduct of a function on specially leased or donated premises.

- If this is your first charitable gaming application OR if a Member-In-Charge has changed since your last charitable gaming application, submit a letter on your organization's letterhead designating the new Member(s)-In-Charge. The letter must grant the new Member(s)-In-Charge the authority to submit charitable gaming applications on behalf of the organization and to be responsible for all permitted charitable gaming events. The letter must be signed by an officer of the organization and dated.

Application Review Process

The Board will review **only** applications that meet **all** of the following requirements:

- The application form must be complete, signed and notarized. As forms are subject to change at any time, be sure to *use the current form from the Board's website each time you apply for a gaming permit*. Obsolete forms will be rejected.
- Applications must be received by the Board office no later than 10 **business** days before the next scheduled Board meeting in order to be added to the Board's agenda.
- The application must be accompanied by the correct [fee](#). Applications without fees will be rejected.
- Applications must include all supporting documentation as listed on this Instruction Sheet.
- Your organization's After Occasion Reports (AORs) must be up-to-date. AORs are due no later than 30 days after a gaming event. *If your organization's AORs for past events are overdue, the Board will not review your application for any future event.*

If your proposed event date passes before the Board reviews and approves your application, you are **not** permitted to hold your event. If all event dates listed on your application pass before the Board reviews and approves them, you are not permitted to hold **any** of the events and you will forfeit the non-refundable processing fee.

You are **not** permitted to submit alternate event dates to be inserted into your application if all proposed dates pass before the Board reviews and approves it. You must submit a new application and processing fee for the alternate dates.



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APPLICATION FOR CHARITABLE GAMING PERMIT

ORGANIZATION INFORMATION

1. Organization is a (check one):

- Volunteer Fire Company
 Veterans Organization
 Religious Organization
 Charitable Organization
 Fraternal Society

If your Organization does not qualify as any of the above types of charitable organizations, STOP. You are not qualified to hold charitable gaming events in the State of Delaware.

2. Is this your first application for a charitable gaming permit in Delaware? Yes No

If yes, enclose:

- **documentation from the Internal Revenue Service (IRS) dated within the past 12 months, showing proof of the following:**
 - Organization's legal name
 - Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS determination
- **copy of your organization's formation documents (e.g., Articles of Incorporation, Constitution, By-Laws, Charter, etc.), which states the organization's purpose and/or mission statement.**

3. Full Legal Name of Organization on File With the Internal Revenue Service (IRS): _____

4. Doing Business As (DBA), If Different Than Legal Name: _____

5. Organization's 501(c) Tax Determination (check one):

- 501(c)3
 501(c)4
 501(c)8
 501(c)10
 501(c)13
 Other: _____

6. Organization's EIN or Federal ID Number: _____ - _____

7. Year Organization Established: _____

8. Are you relying on a group exemption letter issued to a national or parent organization? Yes No

If yes, submit:

- **letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, and**
- **current copy of the parent organization's IRS group exemption letter dated within the past 12 months**

ORGANIZATION CONTACT INFORMATION

9. Enter the **official address** of the Organization on file with the Internal Revenue Service (IRS):

Official Address: _____

City

State

Zip

10. Enter the **physical Delaware address** of the Organization, if different from the official address above:

Physical Delaware Address: _____
_____ Delaware _____
City State Zip

11. Organization's Telephone Number: (_____) _____

12. Organization's Fax Number: (_____) _____

13. Organization's Email Address: _____

14. Select the method of delivery for approved gaming permits. *Regardless of the delivery method selected, the Member-In-Charge is responsible for verifying that the delivery information provided is legible, complete and accurate. The Member-In-Charge is also responsible for monitoring the delivery method chosen. (Check ONE delivery method.)*

- Mail to Organization's Official Address in Question 9
- Mail to Organization's Physical Delaware Address in Question 10
- Fax to _____
- Email to _____

GAMING EVENT INFORMATION

15. Will the event be held at the physical Delaware location in Question 10? Yes No

If yes, skip to Question 18. If no, submit a letter from the premises owner (on owner's letterhead) allowing your organization to hold its event(s) on a specific date OR a copy of your lease or rental agreement, and continue with Question 16.

16. Enter the information about the **physical location** where the Charitable Gaming Event(s) is to be held:

Location Name: _____
Address: _____
_____ Delaware _____
City State Zip

17. Explain below (with supporting reasons) why the function is being held on other premises. If you need more space, attach an additional sheet.

18. Will the Sponsoring Organization hire a third party vendor to provide services or equipment? Yes No

If no, skip to Question 19. If yes, enter the following information about the vendor:

Business Name of Third Party Vendor: _____
Delaware Business License Number: _____
Contact First Name: _____ Contact Last Name: _____
Phone: _____

19. State the purpose for which the funds generated from this event(s) will be used: _____

20. Enter the following information for up to three events:

DATE	TIME		ADMISSION FEE?
	From	To	
			<input type="checkbox"/> No <input type="checkbox"/> Yes – Amount: \$ _____
			<input type="checkbox"/> No <input type="checkbox"/> Yes – Amount: \$ _____
			<input type="checkbox"/> No <input type="checkbox"/> Yes – Amount: \$ _____

21. Indicate which games will be played (check all that apply):

- Draw Poker Texas Hold'Em (non-tournament) Big Six Wheel
 Stud Poker Dice Games Horse Racing Games
 Blackjack
 Other: _____ (attach a detailed description of the game to this application)
 Other: _____ (attach a detailed description of the game to this application)

Alert: State law prohibits slot machines, roulette, craps, and baccarat at charitable gaming events.

22. Enter information about up to five Members-In-Charge of this event:

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: ____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work phone: _____ Home phone: _____
 Cell phone: _____ E-mail: _____

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: ____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work phone: _____ Home phone: _____
 Cell phone: _____ E-mail: _____

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: ____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work phone: _____ Home phone: _____
 Cell phone: _____ E-mail: _____

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: ____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work phone: _____ Home phone: _____
 Cell phone: _____ E-mail: _____

Last Name: _____ First Name: _____ Middle Initial: ____ Suffix: ____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work phone: _____ Home phone: _____
 Cell phone: _____ E-mail: _____

If this is your first charitable gaming application OR if a Member-In-Charge has changed since your last charitable gaming application, submit a letter on your organization's letterhead designating the new Member(s)-In-Charge listed above. The letter must grant the new Member(s)-In-Charge the authority to submit charitable gaming applications on behalf of the organization and to be responsible for all permitted charitable gaming events. The letter must be signed by an officer of the organization and dated.

To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:15 p.m. ten (10) full working days (excluding State and Federal Holidays) before the meeting date:

- Completed, signed and notarized application form
- Fee payment for all events listed
- All other required documentation

AFFIDAVIT

STATE OF DELAWARE County of _____

Under penalties of perjury I do hereby attest that all statements in the foregoing application are true and correct. I affirm that I will be responsible for the conduct of permitted games in accordance with State Law and Rules and Regulations governing the conduct of such games. By signing below, I also acknowledge that the Board of Charitable Gaming requires a completed After Occasion Report (AOR) to be submitted to the Board office within 30 days of an event, and that failure to submit required AORs to the Board in a timely manner may result in the denial of future gaming applications.

Printed Name of Member-In-Charge (see Question 22)

Signature of Member-In-Charge

SWORN to and subscribed before me this _____ day of _____ 20_____

Notary Public (Seal)

Signature: _____

My Commission Expires: _____

After Occasion Reports must be up-to-date before this application will be considered by the Board.