

## **Instructions for a Bingo-Raffle License, Roster of Member in Charge and Members Assisting**

Please note: Both new and renewal applications must be accompanied by a roster of all bona fide, active members who will be assisting in your games of chance activities.

**New applicants:** Attach copies of articles, bylaws, charter, rules, constitution and/or similar organizational documents, dated and executed at least 5 years ago, showing membership qualifications and purposes. In addition, attach dated items in the organization's name, at least one from each of the past five years, to show organizational continuity. Please use bank or audit statements, checks, corporate or other periodic reports, publications, tax returns, exemption certificates and/or other independent records of organizational existence.

**Note:** No new license will be issued without proof of both five years continuous existence and of a qualified membership engaged in carrying out the objects of your organization during the entire five-year period. Renewal applications do not need to resubmit proofs.

**Section 2:** Name of organization must be specific and consistent throughout the application and all documentation. If the organization is a corporation, LLC, or other entity on file with the Secretary of State, the name on the application must match the name on file. On a renewal application, name must be exactly as it appeared on the prior application and license. All name changes must be documented when applying for a new or renewal license.

**Section 4:** Designate type of organization applying. Applicant must be one of the seven types of organizations listed and defined in the bingo-raffles law (see CRS 24-21-602). No additional categories are allowed.

**Section 5:** Show all requested information (name, title, addresses and telephone) for each officer/board member.

**Section 6:** Show total number of all bona fide, qualified, active members in the applicant organization.

**Section 7:** Must contain the date of incorporation (7a) and/or date of founding (7b) of applying organization.

**Section 8:** Must show specific purposes for games of chance proceeds are to be spent. Please be as detailed as possible when completing this section.

**Section 10:** All applications must show at least one physical address for the conduct of games of chance. This address is required to be printed on each license issued. If games location is tentative at time of application and is changed later, licensee must obtain an address amendment from the Secretary of State. License amendments are free of charge, but must be requested in writing at least 2 weeks prior to the use of the new location for any games activity. NOTE: Rental agreements must be filed with the secretary of state on approved forms before any rental can be authorized. Issuance of a bingo-raffle license does not constitute rental approval. Submit rental agreement with application or prior to any use of rental premises for games of chance.

**Section 11:** Give complete information for member who will have overall supervision and management of such games, and will be responsible for the holding, operating, and conduct of such games of chance in accordance with the terms of the license and the provisions of the law.

Note: Games manger must be trained and certified by the secretary of state's office before assuming any games management duties, and before any license can be issued. Games manager must be an active bona fide

member of organization applying. Games Manager-Please read Bingo-Raffle Law, Title 24, Article 21, Part 6, CRS, and the Rules Regulating Bingo and Raffles before completing application.

**All licenses expire on December 31 of the year they were issued.** No games activities may be set after that date pursuant to this application.

Section 2 of Article XVIII of the Constitution of the State of Colorado provides:

(2) No game of chance. . . shall be conducted by any person, firm, or organization, unless a license . . . has been issued to the firm or organization conducting such games of chance. The secretary of state shall, upon application therefore on such forms as shall be prescribed by the secretary of state, and upon the payment of an annual fee as determined by the general assembly, issue a license for the conducting of such games of chance to any bona-fide chartered branch or lodge or chapter of a national or state organization, or to any bona-fide religious, charitable, labor, fraternal educational, voluntary firemen's or veterans' organization which operates without profit to its members and which been in existence continuously for a period of 5 years immediately prior to the making of said application for such license and has had during the entire 5 year period a dues-paying membership engaged in carrying out the objects of said corporation or organization, such license to expire at the end of each calendar year in which it was issued.

(3) The license issued by the secretary of state shall authorize and permit the licensee to conduct games of chance, restricted to the selling of rights to participate and the awarding of prizes in the specific kind of game of chance commonly known as bingo or lotto, in which prizes are awarded on the basis of designated numbers or symbols on a card conforming to numbers or symbols selected at random and in the specific game of chance commonly known as raffles, conducted by the drawing of prizes or by the allotment of prizes by chance.

(4) Such games of chance shall be subject to the following restrictions:

(a) The entire net proceeds of any game shall be exclusively devoted to the lawful purposes of organizations permitted to conduct such games.

(b) No person except a bona-fide member of any organization may participate in the management or operation of any such game.

(c) No person may receive any remuneration or profit for participating in the management or operation of any such game.