



ELIGIBILITY DOCUMENTS CHECKLIST – ANNUAL UPDATES

In order to obtain a lottery licence, organizations must first be deemed eligible for lottery licensing. Annual updates are required to maintain lottery licensing eligibility. Please submit the following annual updates for review:

ORGANIZATION: _____

DATE SUBMITTED: _____

FOR THE LICENSING YEAR OF: _____

ANNUAL UPDATES – REQUIRED DOCUMENTS (please check off those that apply)

- Current List of Board of Directors
- Lottery Trust Account changes, *if any*
- Detailed description of the organization’s activities, *if any changes since original application* (showing purpose/intent + scope of beneficiaries of programming)

DESIGNATED MEMBERS IN CHARGE

Definition of a Bona Fide Member: A member of the organization, in good standing, who has other duties beyond conducting lottery events. “Members of convenience”, whose only duty is to assist with the lottery events, are not considered BONA FIDE MEMBERS. A minimum of two is required for lottery licensing.

We, as active, bona fide members of _____ (organization) hereby certify that as the designated members in charge of the lotteries to take place the year for which this application is made, we will be responsible for the management and conduct of the lotteries, in accordance with the terms and conditions under which the lottery licences are issued.

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
Date:	
Signature:	

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
Date:	
Signature:	

Print Name in Full:	
Position(s) in Organization:	
Phone Number:	
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Signature:	