



ELIGIBILITY DOCUMENTS CHECKLIST – FIVE-YEAR UPDATES

In order to obtain a lottery licence, organizations must first be deemed eligible for lottery licensing. Please submit the following five-year updates for review:

ORGANIZATION: _____

DATE SUBMITTED: _____

FOR THE LICENSING YEAR OF: _____

FIVE-YEAR UPDATES – REQUIRED DOCUMENTS (please check off once attached)

- Letters Patent (purpose/intent)
- Constitution / By-laws (purpose/intent)
- Current List of Board of Directors
- Budget for the current year (focus of expenditures from operating account)
- Financial statements for the previous year (primary income sources)
- Detailed description of the organization’s activities
(to show purpose/intent + scope of beneficiaries of programming)
- Lottery Trust Account changes, *if any*

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:	
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Signature:	