



Helpful Reminders for Completing Bingo Applications

To ensure a timely approval of your application, please keep the following in mind when completing your application to conduct charitable bingo.

Who can submit a Bingo Application?

- Only an officer, director, trustee, electronic instant bingo game operator, primary bingo game operator, or principal person of the charitable organization can submit a bingo application.
- Except for the individuals above, no one else is allowed to submit a bingo application on behalf of a charitable organization.

Instant Bingo Fundraising Contracts

- Contracts must be signed and dated by both parties.
 - If the organization conducting bingo is a veteran, fraternal, or sporting organization, the contract must be signed by the *organization conducting bingo* and the *charity receiving funds*.
 - If the organization conducting bingo is a 501c3 tax exempt entity, the contract must be signed by the *charity* and the *retail establishment*.

- All pages of the contract must be uploaded when the bingo application is submitted.
- Make sure to use the correct instant bingo fundraising contract:

[Veteran, Fraternal and Sporting Organizations Distribution Contract](#)

OR

[Instant Bingo Fundraising Contract for 501c3 Organizations](#)

General Reminders

- Traditional Bingo (Type I) cannot exceed 5 continuous hours.
- Instant bingo tickets (Type II) can be sold up to 2 hours before and up to 2 hours after the end of a Traditional Bingo session.

- Donated prizes such as purses, gift baskets, etc. have a monetary value that must be reported under “Traditional Bingo Prizes” in the application’s “Type I Financials” section.
- If a premises has been donated (free of charge) to a licensed organization to conduct bingo, it is still considered to be leased. Please upload a copy of the written lease as requested in the “Bingo Locations” section of the application.
- List all Electronic Instant Bingo Operators in the “People” section of the application.
 - An organization that wishes to conduct electronic instant bingo should have multiple Electronic Instant Bingo Operators.
 - Applications for conduct of electronic instant bingo that do not include at least one Electronic Instant Bingo Operator will not be approved.
 - Electronic Instant Bingo Operators are any persons who have access to the electronic instant bingo game machines, anyone handling the cash, anyone with key access, or anyone with bank account access for electronic instant bingo
- Negative net profits for instant bingo and electronic instant bingo are highly uncommon. Please verify all figures before submitting an application with a negative net profit.