



STATE OF MAINE  
Department of Public Safety  
Gambling Control Unit  
87 State House Station  
Augusta, Maine  
04333-0087

JANET T. MILLS  
GOVERNOR

MICHAEL J. SAUSCHUCK  
COMMISSIONER

MILTON F. CHAMPION  
EXECUTIVE DIRECTOR

TO: All Non-Profit Organizations:

If your organization has never been established with us, please send the following documents along with your application:

- Charter papers, by-laws, etc.
- Beneficiary statement, stating what will happen to the income in the event the organization should disband or dissolve.
- Membership list to include names, addresses, telephone numbers and original date of membership for officers and members conducting games.
- A special financial account shall be opened to handle all deposits and disbursements relating to the operation (except Beano/Bingo running less than 10 occasions).
- Copies of minutes of meetings to establish your organization has been in existence for at least two years. To show this, please send us minutes of your last meeting, and the minutes from the same month last year, and the year before.
- Copy of the organization's determination letter that is issued by the IRS that shows tax exempt status.
- Copy of the IRS form 990 (Return of Organization Exempt from Income Tax) for previous two years.
- Copy of the Articles of Incorporation and the current Annual Report issued by the Bureau of Corporations, Elections and Commissions Division of the Maine Secretary of State's Office.

If your organization needs further information, please contact the Gambling Control Unit.