



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
BUREAU OF STATE LOTTERY  
LANSING



M. SCOTT BOWEN  
COMMISSIONER

## SERVICE ORGANIZATION QUALIFICATION INFORMATION

### **Please allow at least 4 weeks for the qualification process.**

If the organization has never submitted qualifying information as a service organization, the following information shall be submitted prior to being approved to conduct a bingo, millionaire party, raffle, charity game, or numeral game.

1. A signed and dated copy of the organization's current bylaws or constitution.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A provision in the bylaws, constitution, or Articles of Incorporation that all assets, and real and personal property will revert to the local government or another nonprofit organization should the organization dissolve.
4. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c)  

OR

copies of one bank statement per year for the previous five years, excluding the current year.
5. A copy of the charter or a directory published by the state or national organization that lists the organization.
6. A copy of the state or national bylaws may need to be submitted. Please contact our office to see if a copy is already on file.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines in part a service organization as a "branch, lodge, or chapter of a national or state organization, not for pecuniary profit, which is authorized by its written constitution, charter, articles of incorporation or bylaws to engage in a fraternal, civic, or service purpose within the state."

BSL-CG-1458(2/08)

*All Lottery profits support K-12 public education in Michigan.*