



State of Michigan  
 Michigan Gaming Control Board  
 Office of the Executive Director  
 P.O. Box 30786  
 Lansing, MI 48909  
 Phone: (313) 456-4940  
 Fax: (313) 456-3405  
 Email: Millionaireparty@michigan.gov  
[www.michigan.gov/mgcb](http://www.michigan.gov/mgcb)

## MILLIONAIRE PARTY QUALIFICATION FORM (Service Organization)

For Internal Use Only

**The organization must complete this form and submit along with the required qualification documents as noted on the following page(s). Please allow at least 8 weeks for the qualification process.**

1. Name of Organization			
2. Doing Business As (DBA) (if applicable)			3. US Federal Employer Identification Number
4. Organization Physical Address			
City	State	ZIP Code	County
5. Organization Mailing Address <input type="checkbox"/> Same as Physical Address			
City	State	ZIP Code	County
6. Telephone Number ( )	7. Fax Number		8. Date Organization Established
9. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee, or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Briefly describe the purpose of the organization			
11. Name of Organization's Principal Officer		12. Principal Officer's Title	
13. Principal Officer Mailing Address			
City	State	ZIP Code	County
14. Email Address		15. Telephone Number ( )	16. Fax Number
17. Name of Authorized Contact Person <input type="checkbox"/> Same as Principal Officer		18. Authorized contact person's position or role with organization	
19. Contact Person Mailing Address			
City	State	ZIP Code	County
20. Email Address		21. Telephone Number ( )	22. Fax Number
The undersigned hereby certifies that the representations, information, and data presented are true, accurate, and complete to the best of the undersigned's knowledge. <i>The undersigned understands that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.</i>			
Principal Officer Signature			Date
Authorized Contact Signature			Date

### PLEASE READ CAREFULLY

Please mail this completed form and the required qualification documentation to Michigan Gaming Control Board, PO Box 30786, Lansing, MI 48909 – or email to: Millionaireparty@michigan.gov

If you would like to qualify for a raffle, bingo, or charity game ticket license, please visit the Charitable Gaming Division website at [www.michigan.gov/cg](http://www.michigan.gov/cg) for more information.



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## SERVICE ORGANIZATION QUALIFICATION REQUIREMENTS

### **The following documentation shall be submitted as part of the qualification process:**

**Service Organizations** can qualify for licensing and shall submit the following information in the name of the organization prior to being approved to conduct a millionaire party event.

1. A detailed purpose letter on organization letterhead indicating the main source(s) of funds received, the main use(s) of funds expended, and the specific purpose of the organization
2. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria
3. 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
4. A provision in the bylaws, constitution, or articles of incorporation indicating that all assets, real property, and personal property will revert to the local government or another nonprofit organization should the organization dissolve
5. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) (If the organization is not exempt under 501(c), submit a copy of one bank statement per year for the previous five years).
6. A copy of the charter or a current directory published by the state or national organization that lists the organization
7. A copy of the state or national bylaws may need to be submitted. The state or national bylaws shall provide for all requirements pursuant to R432.201(4)
8. A copy of the organization's annual financial statements including income statement and balance sheet information for the previous three years
9. A copy of the organization's annual tax returns for the previous three years (e.g. 990, 990-EZ, or 990-N e-Postcard)
10. A copy of the organization's bank statements for the previous twelve months
11. A copy of the organization's check register for the previous twelve months
12. A copy of the organization's credit card and procurement card statements for the previous twelve months

The organization may be required to provide additional information after the initial documents have been reviewed. If you have any questions or need further assistance, please call (313) 456-4940.

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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 that is organized not for pecuniary profit and that is authorized by its written constitution, charter, articles of incorporation, or bylaws to engage in a fraternal, civic, or service purpose within the state."