



Charitable Bingo Operations Division

Schedule A – Evidence of Eligibility

(Rev. 11/08)

WHO MUST SUBMIT THIS SCHEDULE

This form must be submitted by all applicants for an original license to conduct bingo. Use this form to summarize the evidence you are submitting to confirm that you are authorized under the Bingo Enabling Act and Charitable Bingo Administrative Rules to hold a license to conduct bingo.

FORM SUBMISSION

By mail: Charitable Bingo Operations Division, Texas Lottery Commission, PO Box 16630, Austin, TX 78761-6630

Via Fax: (512) 344-5142

FOR ASSISTANCE in completing this form, please call 1-800-BINGO-77 (1-800-246-4677) or visit our Web site at www.txbingo.org.

Name of Organization (Print or Type) Taxpayer Number

SUMMARY OF DOCUMENTS

Please provide a brief summary of documents being submitted as evidence of your organization's eligibility to be licensed to conduct bingo.

Example: Articles of Incorporation, By-laws, Schedule G, membership list, January 6, 2006 meeting minutes, February 4, 2007 meeting minutes, January 22, 2008 meeting minutes, thank-you letter from cancer victim family, flyer for October 7, 2008 educational fair and March 14, 2008 interview newspaper clipping.

Blank lines for document summary

REQUIRED DOCUMENTS

Based on the type of organization you are applying as, submit the following documents as proof of your organization's eligibility to hold a license to conduct bingo.

Please note that all organization types should be in good standing with the Texas Secretary of State and the Texas Comptroller of Public Accounts, as applicable.

Religious Organization

- 1. A signed and dated copy of the most recent version of all of your organization's organizing instrument(s).
OR
A copy of the page from your parent organization's religious directory which lists your organization's information.
2. Schedule G - Verification by Parent Organization if your organization is affiliated with a state or national organization.
OR if you are NOT affiliated with a state or national organization
A copy of a listing in a publication such as a national roster or newspaper article.
OR
A letter from a Government Agency reflecting your organization's name and a Texas address for your organization.
The document submitted to confirm the requirement must reflect your organization's name, a Texas address for your organization and must be either dated prior to the eight years you are required to be established, or establish the date you were founded.
3. A current membership list with all officers noted.
4. Provide at least three (3) different types of acceptable documents as proof that your organization was continuously engaged in furthering your charitable purpose for the time period beginning one year prior to the date when item 27 on the application was signed.

### **Non-Profit Medical Organization**

1. A signed and dated copy of the most recent version of all of your organization's organizing instrument(s).
2. A copy of your most recent Internal Revenue Service Form 990 if you are required to file form 990.
3. **Schedule G – Verification by Parent Organization.**
4. A current membership list with officers noted.
5. **Provide at least three (3) different types of acceptable documents as proof that your organization was continuously engaged in furthering your charitable purpose for the time period beginning one year prior to the date when item 27 on the application was signed.** Acceptable documentation may include: 1) canceled checks in support of medical treatment or research programs, i.e., American Cancer Society, Muscular Dystrophy Association, or other recognized organizations dedicated to the elimination of disease; 2) canceled checks for the purchase of medical equipment or to provide medical care for the needy; or 3) letters of appreciation from individuals or organizations receiving benefits for treatment. All documents must be dated and indicate the name of your organization. To establish the beginning date, your organization may submit documentation dated up to three months prior to the year before the application was signed in order to prove that your organization has been continuously engaged in furthering your charitable purpose throughout the past twelve months.

### **Volunteer Fire Department**

1. Proof of membership in a professional fire fighting organization.  
OR  
A copy of a publication that lists your organization and their phone number to call in case of fire.  
OR  
A letter from a local government agency that has recognized you as a volunteer fire department.  
OR  
A copy of all organizing instrument(s) which list this purpose for your organization.  
OR  
A dated newspaper article which details your organization's efforts.
2. Pictures of fire equipment reflecting the name of your volunteer fire department.  
OR  
Copies of canceled checks or invoices for fire-fighting equipment.
3. Your most recent copy of **Form 990 filed with the Internal Revenue Service.**  
OR if your organization is not required to file from 990  
A copy of a volunteer fire fighter application.  
OR  
A copy of your organizing instrument which references compensation of members.
4. A current membership list with all officers noted.
5. A call list for the 12 months prior to the date the application was signed.

### **Fraternal Organization**

1. A signed and dated copy of the most recent version of all of your organization's organizing instrument(s).
2. A copy of your most recent Internal Revenue Service Form 990 if you are required to file form 990.
3. **Schedule G – Verification by Parent Organization** if your organization is affiliated with a state or national organization.  
OR if you are NOT affiliated with a state or national organization  
A copy of a listing in a publication.  
OR  
A letter from a Government Agency reflecting your organizations name and a Texas address for your organization.  
*The document submitted to confirm the requirement must reflect your organization's name, a Texas address for your organization and must be either dated prior to the three years you are required to be established or establish the date you were founded.*
4. A current membership list with all officers noted.
5. Meeting minutes from three separate annual membership meetings where your organization voted on the election of officers and reported on matters related to furthering your organization's purpose. Collectively, the three meeting minutes must encompass a (36) thirty-six month period (ie. one per year).

6. **Provide at least three (3) different types of acceptable documents as proof that your organization was continuously engaged in furthering your charitable purpose for the time period beginning one year prior to the date when item 27 on the application was signed.** Acceptable documentation may be in the form of copies of canceled checks, newspaper clippings, brochures, receipts, meeting minutes, IRS Form 990, etc. All documents must be dated and indicate the name of your organization. To establish the beginning date, your organization may submit documentation dated up to three months prior to the year before the application was signed in order to prove that your organization has been continuously engaged in furthering your charitable purpose throughout the past twelve months.

### **Veteran Organization**

1. A signed and dated copy of the most recent version of all of your organization's organizing instrument(s).
2. A copy of your most recent Internal Revenue Service Form 990 if you are required to file form 990.
3. **Schedule G – Verification by Parent Organization.**
4. A current membership list with all officers noted.
5. **Provide at least three (3) different types of acceptable documents as proof that your organization was continuously engaged in furthering your charitable purpose for the time period beginning one year prior to the date when item 27 on the application was signed.** Acceptable documentation may include copies of activity reports filed with the state and/or national organization, monetary donations to Veterans Administration (VA) hospitals, letters of appreciation from veterans and/or organizations receiving benefits, support of and/or contributions to veterans' funerals and/or their families, or visits to veteran's hospitals. All documents must be dated and indicate the name of your organization. To establish the beginning date, your organization may submit documentation dated up to three months prior to the year before the application was signed in order to prove that your organization has been continuously engaged in furthering your charitable purpose throughout the past twelve months.