

Eligible Organizations Small Games of Chance Application Checklist

Organizations must provide the following items and information on applications to obtain a Small Games of Chance License.

- **Payment Enclosed:** Check, money order, or cashier's check made payable to "Cumberland County Treasurer" Cash not accepted
- **Incorporated/Non-Incorporated:** Copy of organizations by-laws, Articles of Incorporation, or other legal documents that define the organizations' structure and purpose
- **One-Year Service:** Documentation indicating organization has been fulfilling its purpose for one year prior to application
- **Non-Profit Status:** Documentation of organizations Internal Revenue Service tax exemption status (Annual 990 preferred)
- **Department of Revenue Annual Report:** Club applicants only – Most recent annual report filed with the PA Department of Revenue
- **Sections 1-12 and Schedule A-E:** All parts must be completed in their entirety. Use additional sheets provided on website as needed
 - **Licensed Premise (Section 9 C):** Copy of written lease or rental agreement between the organization and the owner of the premise in which the games of chance will be conducted. **This is where your Small Games of Chance event will be held**
 - **Operating Schedule (Section 10):** List operating day, week, and event dates. A schedule of events may be attached. MONTHLY APPLICANTS – indicate the 30-day period for which you are requesting the license be issued
 - **Notarization (Section 11/12):** Signature of an executive officer or secretary, as defined in the bylaws, must be affirmed by notarization
 - **Schedule A** – Select type of games that will be conducted. *If Pull Tabs or Punchboards, also complete schedule D.*
 - **Schedule B:** Must include Name, Home Address, Phone Number, Date of Birth, Title and Email for ALL Organizations Officers, Directors, Owners, and Partners. Attach additional sheets as needed
 - **Schedule C:** Must include ALL persons responsible for the operation and overseeing of the Small Games of Chance game. Attach additional sheets as needed
 - **Schedule D:** Must be completed if *pull-tab or punchboard games* will be offered. See Small Games of Chance Distributor List on website
 - **Schedule E:** Must include any Auxiliary that may conduct games of chance under the license and must be identified as an Auxiliary in the organizations by-laws.

Applications that do not include all necessary information and documentation will be held in pending status in the Treasurer's Office for 14 days. At the end of this time period, incomplete applications will be made inactive, and payment will be returned to the organization.