Filing Instructions for Annual Event Application

Division of Business and Charitable Organizations

Department of State

State of Tennessee

312 Rosa L. Parks Avenue, 6th Floor

Nashville, Tennessee 37243

Phone: 615-741-2555 ● Fax: 615-253-5173

sos.tn.gov/charitable

- **Application Period:** July 1st through January 31st

- Approved events can then be held between July 1st and June 30th of the following year based on the date submitted on the application.

- APPLICATIONS MUST BE POSTMARKED ON OR BEFORE JANUARY 31st. If sending via the United States Postal Service, **you must** make sure that a postmark is stamped on the envelope. If using an express service (such as FedEx, UPS, etc.), **you must** make sure there is a ship date on the envelope.

- Failure to comply with these requirements will result in the denial of your application.

- **Please make checks payable to:** Tennessee Secretary of State

Each application must include the following documents, if not already on file, and fee:

- Complete application;

- IRS Tax Exempt Determination Letter;

- Current copy of IRS Form 990 (public disclosure copy only) if required to file;

- List of officers, directors, or functional equivalent;

- **Description of game to include the following:**
  
  - How will the event be conducted?
  - What will the tickets be drawn from?
  - Who will draw the tickets?
  - Are the prize winners required to be present to win?

- An initial application fee of **ten dollars ($10)**. An organization authorized by the General Assembly to operate an annual event shall file within ninety (90) calendar days following the actual event date, a financial accounting pursuant to Tenn. Code Ann. § 3-17-106(a)(1) along with the remaining application fee due according to the organization’s gross revenue for the annual event based on the following scale:

<table>
<thead>
<tr>
<th>Gross Revenue</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $5,000</td>
<td>$10.00</td>
</tr>
<tr>
<td>$5,000.01 to $10,000</td>
<td>$10.00</td>
</tr>
<tr>
<td>$10,000.01 to $20,000</td>
<td>$10.00</td>
</tr>
<tr>
<td>$20,000.01 and over</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Tennessee Nonprofit Gaming Law Annual Event Application

INSTRUCTIONS: Type or print (in ink) each answer, attaching additional sheets if necessary. You must answer each question completely and accurately and attach all required documents. A nonrefundable fee of ten dollars ($10) must accompany this application.

An organization authorized by the General Assembly to operate an annual event shall file within ninety (90) calendar days following the actual event date, a financial accounting pursuant to Tenn. Code Ann. § 3-17-106(a)(1) along with the remaining application fee due according to the organization’s gross revenue for the annual event based on the following scale:

<table>
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<th>Application Fee</th>
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<tbody>
<tr>
<td>$0 to $5,000.00</td>
<td>$10.00</td>
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<tr>
<td>$5,000.01 to $10,000.00</td>
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</tr>
</tbody>
</table>

During the regular application period, the Division uses the postmark/ship date to determine if the application was submitted in a timely manner. If sending via the United States Postal Service, please make sure that a postmark is stamped on the envelope. If using an express service (such as FedEx, UPS, etc.), please make sure there is a ship date on the envelope.

1. Name of organization: ____________________________________________

2. Date when organization was legally established (mm/dd/yyyy): ________________

3. State where organization was legally established: ___________ FEIN: ___________

4. Physical address of office or headquarters in Tennessee
   (P.O. Box not accepted, must be physical address):
   Street: ____________________________________________
   City: ___________ State: ___________ Zip Code: ___________ County: ___________

5. Mailing address of organization:
   Street: ____________________________________________
   City: ___________ State: ___________ Zip Code: ___________ County: ___________

6. Name of the event: ____________________________________________

7. Date of the event: ____________________________________________
8. Location of the event (P.O. Box not accepted, must be physical address):

Street: ____________________________________________________________

City: ___________ State: ___________ Zip Code: ___________ County: ___________

9. Contact person for the event: ____________________________________________

Phone: (_____)___________ Fax: (_____)___________

Email Address: ___________________________ Website: _______________________

10. **Attach** a description of the gaming event. Please include how the game will be conducted, how the winning ticket(s) will be selected, whether the winner(s) must be present to win, and any other relevant information.

11. Estimated number of tickets, shares, chances, or other similar record to be sold: _____________

If “other”, describe: ___________________________________________________________________________

12. Price per ticket, share, chance, or other similar record to be sold, if sold at a single price: ________

13. Price levels for tickets, shares, chances, or other similar records
   (e.g. 1 ticket for $5.00, 3 tickets for $10.00, etc.): __________________________

   __________________________

   __________________________

   __________________________

   __________________________

*Please note that if tickets, shares, chances, or other similar records are sold at different value levels or tiers, then the organization shall keep a written or electronic record of each sale, which shall include the name, the amount paid, the mailing address, and the contact information of the purchaser for the purpose of issuing refunds if a cancellation of the annual event occurs. Pursuant to Tennessee Code Annotated § 3-17-106(f)(1)(B), if a different value level or tiered pricing annual event is cancelled, any refund made by the organization shall be for either the actual amount received by the organization as evinced by the record of each sale or, if such record is lost or destroyed, the highest value level or tiered price charged on a per ticket, share, chance, or other similar record basis.

14. List the charitable programs or purposes to benefit from gaming proceeds:

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

15. Please check one of the following:

   A. ☐ The organization is currently registered and in compliance with the Charitable Solicitations Act, T.C.A. §§ 48-101-501, et seq.

   B. ☐ The organization is exempt from annual charitable solicitation registration pursuant to T.C.A. § 48-101-502 and will submit documentation that is needed in order to apply to conduct an annual gaming event (Governing Documents, IRS Determination Letter, most recent copy of IRS Form 990 if required to file, and a list of current board officers, directors, or functional equivalent).
16. Please read and affirm all three of the following statements:

A. □ The organization has been in continuous and active existence as a “nonprofit organization” located in Tennessee as defined in T.C.A. § 3-17-102(6).

B. □ No officer, director, trustee, or the principal salaried executive staff officer of the nonprofit organization has been convicted of a violation of T.C.A. §§ 39-14-103, 39-14-104, 39-14-105, 39-16-702, 39-16-703, Title 39, Chapter 17, Parts 5 or 6, or a similar offense in another jurisdiction.

C. □ The board, or functional equivalent, of the nonprofit organization has approved the filing of an annual event application and intends to operate an annual event if authorized by the general assembly.

Signature Section

We (President, Chairman, or Chief Administrative Officer and the preparer) certify, under penalty of perjury, that the above information is true and correct. (Two different signatures are required.)

We agree that a financial report will be submitted within ninety (90) days after the event is conducted. Additionally, we understand the organization must return at least 25% of the gross proceeds to the stated charitable purpose(s) or program(s). If the organization fails to return 25%, a notice must be filed with the Division stating the reason less than 25% was returned to its charitable purpose or program. If this happens in two (2) consecutive years, the nonprofit will be permanently disqualified from applying for or holding future gaming events.

Signature of Authorized Officer: ________________________________

Salutation: _______ First Name: ________________________________
MI: _______ Last Name: ________________________________
Position Title: ________________________________ Date: ____________

Preparer’s Signature: ________________________________

Salutation: _______ First Name: ________________________________
MI: _______ Last Name: ________________________________
Position Title: ________________________________ Date: ____________