

County of Elk

Matthew Frey
Elk County Treasurer

Brandy Reigel
First Deputy Treasurer

300 Center Street, P.O. Box 247
Ridgway, PA 15853
Telephone: (814) 776-5321
Fax: (814) 772-0092
www.countyofelkpa.com

Lee Grace Valigorsky, Esq
Solicitor

Alicia DeMetro
Second Deputy Treasurer

Eligible Organization Small Games of Chance Application Checklist

The following items are required in order to obtain a Small Games of Chance License. Organizations that do not provide the required documentations noted below may be ineligible to receive a license. Please review all items prior to submitting your application to avoid a delay in processing.

1. ☐ **PAYMENT ENCLOSED:** Check drawn on the organization's account, money order or cashier's check made payment to the "Elk County Treasurer" must be enclosed with the application.
2. ☐ **NOTARIZATION:** The signature of an **executive officer or secretary as defined in the bylaws**, must be affirmed by notarization. Note: In office notary is an additional \$2.00 fee, which must be signed in front of our office notary. A valid photo ID is required for notarization.
3. ☐ **INCORPORATION/ONE-YEAR SERVICE:** Attach a copy of the articles of incorporation, bylaws, and any other legal documentation that defines the organization's structure and purpose. Also attach any other documentation indicating the organization has been fulfilling its purpose for one year prior to application.
4. ☐ **NON-PROFIT STATUS:** Attach a copy of the Internal Revenue Service Tax Exemption approval letter **OR** official documentation indicating the applicant is a non-profit charitable organization (Annual 990 is preferred).
5. ☐ **LEASE OR RENTAL AGREEMENT:** Attach copies of all written leases or rental agreements between the applicant and the owner of the premises upon which the games of chance will be conducted; if such premises are rented or leased. (If premises is owned, please provide a copy of the deed for first time application. Please note if not on file, you may be asked for a copy.)
6. ☐ **DEPARTMENT OF REVENUE ANNUAL REPORT:** Club applicants with a Liquor License only: attach the most recent annual report filed with the PA Department of Revenue "Small Games of Chance Report" (effective 2/1/2015)
7. ☐ **SECTIONS 1-12 AND SCHEDULE A-E:** All parts of the Small Games of Chance application must be completed in their entirety. Use additional sheet to list all officers of the organization.
8. ☐ **FOR A MONTHLY LICENSE:** In section 10 on the Small Games of Chance application, state the first day of the 30-day period for which you wish to have the license issued alongside the operating day. (No activity can take place prior to this date, including ticket sales or promotions and all activity must end 30 days from the issue date.)