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CHEROKEE NATION GAMING COMMISSION
CHARITABLE GAMING EVENT APPLICATION

All policies, procedures, or applications including any alternative procedures, developed or used by an Exempt or Non-Exempt Charitable Organization in the conduct of Charitable Gaming must be submitted to and approved by the Gaming Commission prior to implementation. Documentation evidencing such approval must be maintained by the Charitable Organization for future inspection.

Instructions: Complete all sections to request a license to conduct charitable gaming within the Cherokee Nation Reservation, pursuant to the Cherokee Nation Charitable Gaming Regulations, the Indian Gaming Regulatory Act (25 U.S.C. §§ 2701 et seq.), and the Cherokee Nation Gaming Ordinance. Submit the completed application, with all required attachments, to the Cherokee Nation Gaming Commission (CNGC) at least 45 days prior to the proposed event date. Contact the CNGC at 918-453-5769 for submission details or inquiries.

Section 1: Applicant Information

Organization Name: _____
Federal Employee Identification Number (EIN): _____
Tax-Exempt Status: ☐ 501(c)(3) **Other:** _____
Date of Tax-Exemption Approval: _____
Date Organization Established: _____
Mailing Address: _____
City, State, ZIP: _____
Primary Contact Name: _____
Contact Phone: _____
Contact Email: _____
Service of Process Contact Name and Address: _____

Attachments (required):

- Certified copy of IRS tax-exempt determination letter.
- Certified copy of articles of incorporation and certificate of incorporation (if applicable).
- Copy of bylaws (if applicable).
- Minutes of the meeting where the governing body was elected, including terms of office (if applicable).
- Minutes of the meeting authorizing this application (if applicable).
- Sworn statement signed by the presiding officer and secretary verifying the organization is a bona fide nonprofit charitable organization.

Section 2: Event Details

Event Name: _____

Proposed Event Date(s): _____

Event Location (Address and Description):

Type of Charitable Gaming (check all that apply):

☐ Bingo

☐ Other (specify): _____

Description of Gaming Activities:

(Describe the games, including rules, prize structure, and participant engagement. Note: Electronic forms of charitable games are prohibited.)

Estimated Gross Gaming Revenue: \$_____

(Annual gross gaming revenue must not exceed \$1,000,000.)

Estimated Total Prize Value: \$_____

(No single jackpot prize or session total may exceed \$25,000.)

Purpose of Proceeds:

(Describe how proceeds will benefit charitable purposes, ensuring administrative costs do not exceed 30% of proceeds.)

Session Frequency:

(Number of sessions planned, not to exceed 2 sessions per calendar day or 4 days per calendar month.)

Exemption Request (if applicable):

[] Requesting exemption for fewer than 12 sessions per year.

If checked, attach a written explanation signed by the organization's Executive Officer and any additional information requested by the CNGC.

Section 3: Licensing and Eligibility

Charitable Organization Eligibility:

- Be registered as a bona fide, tax-exempt organization under § 501 (c)(3) of the U.S. Internal Revenue Code or otherwise equivalently registered or organized as a bona fide charitable organization under Cherokee Nation law;
- Organization has been tax-exempt or and has been in good standing for at least 18 months prior to application for licensure.
- Organization serves the public interest and dedicates earnings to charitable purposes.
- No officers, directors, managers, or officials have been convicted or pleaded nolo contendere to a violation of gambling laws of any state, or have forfeited bond to appear in court to answer charges for any such violation, or have been convicted or pleaded guilty or nolo contendere to the violation of any law classified as a felony;
- **Employee Information:**
(List names, roles, and contact information for employees managing or conducting the gaming event. All must be 18+ and free of felony or gambling-related convictions. Key Employees or Primary Management Officials, as defined by 25 C.F.R. §§ 502.14 and 502.19, must be licensed per IGRA and CNGC regulations.)

Attachments (required):

- Background check authorization forms for employees (if required by CNGC).
- Confirmation that employees are not participating as players during the event.

Facility Information:

[] Event will be held at a permanent facility requiring a Charitable Gaming Facility License.

If checked, provide:

- Description of the facility's adequacy for gaming activities.
- Confirmation of compliance with CNGC security and surveillance standards.

- Evidence of meeting Cherokee Nation environmental, public health, and safety standards.
- Compliance with applicable tribal, federal, and state laws.

Section 4: Financial and Operational Controls

Financial Accountability Plan:

(Describe how receipts, expenses, and proceeds will be tracked and reported, including record-keeping for at least 3 years, per Section 3 of the Regulations.)

Record-Keeping Details:

(Confirm how the following will be recorded: date and location of games, operator/manager names, prize values, winner details for prizes over \$100, number of players, gross receipts from bingo cards and admission, and number of games played.)

Operational Policies:

(Submit policies and procedures for conducting charitable gaming, including measures to protect game integrity and safeguard assets, for CNGC approval.)

Compliance with Revenue Limits:

- Annual gross gaming revenue will not exceed \$1,000,000.
- Administrative costs will not exceed 30% of proceeds.

For organizations with annual gross gaming revenue under \$100,000:

- All charitable gaming must be conducted by employees of the non-exempt charitable organization.
- Alternate procedures whether provided by or approved by CNGC will be followed to ensure game integrity, asset protection, and record retention following Generally Accepted Accounting Principles (GAAP).

Section 5: Licensing Fees

Fee Submission:

- Charitable Organization License Fee: \$ _____
- Employee License Fee (if applicable): \$ _____
- Facility License Fee (if applicable): \$ _____
- Requesting fee waiver (attach written request explaining hardship or special circumstances).

Section 6: Certification

I certify that the information provided is true, complete, and accurate. The organization acknowledges the civil and regulatory jurisdiction of the Cherokee Nation and the CNGC. We agree to comply with the Cherokee Nation Charitable Gaming Regulations, IGRA, NIGC regulations, and the Cherokee Nation Gaming Ordinance. We will maintain records for at least 3 years, make them available for CNGC inspection, and report any changes to application information. The organization understands that failure to comply may result in enforcement actions, including license revocation, suspension, or fines.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachments Checklist:

- ☐ IRS or tribal charitable status documents.
- ☐ Articles of incorporation, bylaws, and meeting minutes (if applicable).
- ☐ Sworn statement of nonprofit status.
- ☐ Background check forms for employees (if required).
- ☐ Facility compliance documentation (if applicable).
- ☐ Operational policies and procedures.
- ☐ Fee waiver request (if applicable).

Submission Instructions:

Submit the completed application and attachments to:
 Cherokee Nation Gaming Commission
 PO Box 627
 Tahlequah, OK 74465

Or via email to:

charitable-gaming@cherokee.org

For Office Use Only:

Application Received Date: _____

Status: ☐ Approved ☐ Denied ☐ Pending

Reviewer Comments: _____