

**LAKE ELMO JAYCEES
CHARITABLE GAMBLING
DONATION REQUEST PROCEDURE**

All requests must be in writing addressed to:

Lake Elmo Jaycees
Attn: Charitable Gambling Committee
P.O. Box 198
Lake Elmo, MN 55042

Each request must be accompanied by Form LG503-LEJC (page 2 of this document).

The ENTIRE form must be completed. Failure to complete the form in its entirety will result in delays. Sign and date the form. Please note, we are requesting e-mail addresses so we can compile a database of charitable donation requestors. We will use this database to keep everyone updated on any changes in procedure or in the forms.

If the requesting organization is a government body (city, county, school district), an additional form must be completed. Form LG-555 (attachment 2) is required by the Minnesota Gambling Control Board. Complete the highlighted section "Government Approval/Acknowledgment." Sign and date this form.

Additional paperwork will be required if the requesting organization conducts its own charitable gambling.

Processing donation requests can take 4-8 weeks depending on the timing of the request and if the request is complete. The Lake Elmo Jaycee Charitable Gambling Board meets monthly on the 3rd Wednesday of the month. At that time, all requests are reviewed for the following:

- Does the request meet Lawful Purpose as outlined in Minnesota Statutes?
- Is the request accompanied by all forms?
- Does the requesting organization conduct lawful gaming?
- Is the form(s) signed and dated?

If the request meets the above criteria, it is then passed on to the Lake Elmo Jaycee (LEJC) Board of Directors (BOD). The LEJC BOD meets on the 4th Thursday of each month. The BOD reviews the request and then forwards it to the Secretary for inclusion in the next mailing.

Per LEJC by-laws, all requests for donations must be published in the Lake Elmo Jaycees meeting minutes and emailed to each member prior to taking any votes.

The general membership of the LEJC meets on the 1st Thursday of each month. By Minnesota Statute, the general membership decides whether or not a donation will be approved.

At any time during this process, the Lake Elmo Jaycees may request further clarification concerning the request. This can be done either by telephone or a presentation to the general membership at a meeting.

If there are any questions during the process, please contact Emily Goldhammer, Charitable Gambling Manager, (763) 439-8412 or CGM@lakeelmojaycees.org.

REQUESTS FOR DONATIONS VIA TELEPHONE OR EMAIL WILL NOT BE ACCEPTED.

Lake Elmo Jaycees Donation Request Form

Government/Non-Government Organization Information

Name of Government/Organization/Person Requesting Funds Phone Number E-mail Address
Address City State Zip Code

Government Section

Check type of government making request and please feel out Form LG555 (attachment #3) found on our website under "Charitable Gambling Requests."
City County Township School District of
State of Minnesota Department of Division of
United States Department of Division of
Other Government Entity (specify)

Non-Government Section (Organization)

501©3 (ATTACH IRS DETERMINATION LETTER)
Other (specify) (ATTACH CERTIFICATE OF INCORPORATION)

Does your organization have a current Charitable Gambling License? YES NO
If "yes," please fill out Form LG270 (attachment #2) found on our website under "Charitable Gambling Requests."

Organization Information

Organization Phone Number License Number
Lake Elmo Jaycees (c/o Charitable Gambling Committee) 763-439-8412 02225
Address City State Zip Code
PO Box 198 Lake Elmo MN 55042

Lawful Purpose Request

Amount of Request: \$ Total Program Budget: \$ % of Request to Total Budget:
Projected Program Revenue:
Fees \$ School Support \$
Lake Elmo Jaycees \$ Government Support \$
Other Community Organizations \$ Foundations/Corporations \$
Individual Donations \$ Other (Explain) \$

The above named government/non-government organization requests lawful gambling profits for the following purpose: (explain expenditure - attach additional sheets if necessary)

By completing this form, the government's/non-government's agent confirms that the requested funds will be spent for a lawful purpose. This request expires one year from the date below and may be renewed at the request of the local governing body.

Signature of agent/requester Title Date

Print Name

JAYCEE OFFICE USE ONLY

Date Form Received: Board Recommendation:

History/Relationship with Lake Elmo Jaycees:

Table with 3 columns: Month/Year, Amount Donated, Description of Request

Lawful Purpose Category: How does this fit with the annual giving plan?
Lawful Purpose Number:

Date of Board of Director's Meeting: Board's recommendation: Based on:

Discussion of this request will be presented at the Lake Elmo Jaycees General Membership meeting on:

General Membership meeting date:

Motion made by: to donate: from charitable gambling funds.

Seconded by: Motion passed/not passed:

Return completed form to Charitable Gambling Manager (CGM) with all supporting documents. The following is to be filled out by the CGM:
Date received from chapter: Date of check: Check #: Amount of Check: