



CITY OF LOS ANGELES

Los Angeles Police Commission

Charitable Services Section

Bingo License Application – Catholic Guidance (Margin Notes Version)

PAGE 1 – CHECKLIST SECTION

Application Field	Catholic Guidance (Margin Note)
Item 3 – IRS Determination Letter	Catholic entities may submit an Archdiocese Group Ruling Letter in lieu of an individual IRS letter.
Items 5 & 6 – Articles / Bylaws	Provide Archdiocese directory listing or parish/school affiliation documentation instead of corporate bylaws.
Item 7 – Officers/Directors	List Pastor, Parish Administrator, Principal, and key personnel instead of a Board of Directors.
Item 16 – Financial Recording Systems	Describe dedicated bingo account/ledger, cash handling, and tracking of revenue, prizes, and expenses.
Item 8 -	Statement of Services supported by proceeds generated from previous year Bingo activities.
Item 17 – Board Resolution	Not applicable. Submit Pastor Authorization Letter instead. (Please see template)
Additional Requirement	Disclose any agreements related to bingo operations. Third-party operators are not permitted.

PAGE 2 – APPLICATION FORM

Application Field	Catholic Guidance (Margin Note)
Organization Name	Use official parish or school name recognized by the Archdiocese.
Applicant	Must be internal. Third-party operators are not allowed.
Signatures	Pastor (required) + Administrator or Principal.
Charitable Purpose	Provide specific uses: parish operations, school support, religious programs, or outreach.
Property Ownership	Indicate 'Owned by Archdiocese (RCALA/E&W Corp.)' unless a lease exists.
Bingo Schedule	Must include complete days and times; incomplete entries delay processing.

PAGE 3 – FINANCIAL FORM

Application Field	Catholic Guidance (Margin Note)
Account Use	All bingo proceeds and expenses must flow through this account.
Signatories	Include Pastor and at least one additional authorized financial representative.
Certification	Confirm all funds are tracked and records available for inspection.

PAGE 4 – FLOOR PLAN

Application Field	Catholic Guidance (Margin Note)
Floor Plan	Must be Fire Department approved and include layout, exits, seating, and spacing.

PAGE 5 – VOLUNTEER FORM

Application Field	Catholic Guidance (Margin Note)
Membership Definition	Includes parishioners, school parents, staff, and parish-affiliated volunteers.
Compensation	No compensation allowed for bingo workers.

Pastor Authorization Template (to be submitted in lieu of a Board of Directors Resolution)

I, [Pastor Name], serving as Pastor of [Parish Name], hereby certify that I am the canonical head of the parish and authorized to act on its behalf in all administrative and financial matters pursuant to Canon Law. I authorize the submission of the Bingo License Application to the City of Los Angeles Police Commission, Charitable Services Section, and affirm that all bingo activities will comply with applicable provisions of the Los Angeles Municipal Code and California Penal Code §326.5. I further certify that all individuals participating in the operation of bingo games are members of the parish or affiliated school community, and that all proceeds will be used solely for charitable purposes consistent with the mission of the parish and applicable law.

Signature: _____

Date: _____

For additional information, please contact the **Charitable Services Section, Los Angeles Police Commission**, 100 W. 1st Street, Los Angeles, CA 90012, (213) 996-1260.