

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 2011 - 01	Revision Date:
Date Approved: 04-11-11 Administrative	

**SUBJECT: RECOGNITION OF NON-PROFIT ORGANIZATIONS
OPERATING IN THE CITY**

PURPOSE: To provide clear instructions to any non-profit organization in the City which may wish to obtain a charitable gaming license to conduct a fund-raising raffle. The Bureau of State Lottery requires the local governing body to first pass a resolution to recognize the group's designation as a non-profit agency before a license will be issued. This action requires action by the Marquette City Commission.

POLICY

When a non-profit group operating in the City of Marquette requests that the City Commission adopt a resolution to recognize them as holding this designation within the municipality, the group should contact the City Manager's office at least one full week prior to the City Commission meeting at which the resolution would be discussed. Before they do this, the organization needs to provide:

- A copy of the proposed resolution from the Bureau of State Lottery
- A roster of their board of directors
- Written confirmation of their IRS 501(c)(3) designation
- A copy of their bylaws
- A copy of their articles of incorporation
- The date of their proposed raffle drawing.