

VOLUNTEER FIRE DEPARTMENT

Qualifications, Requirements and Necessary Documentation



Texas Administrative Code Rule §402.420

This guide is to be used to assist organizations in completing an original application to conduct bingo.
Submittal of information does not guarantee approval.

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DEFINITIONS

Bylaws are a standing set of rules governing the regulation of an organization's internal affairs.

A **constitution** is the set of fundamental principles according to which an organization is governed.

Articles of Incorporation are documents that set forth the basic terms and purposes of an organization and are the official recognition by the Texas Secretary of State.

A **Certificate of Formation** is a document filed with the Texas Secretary of State, to create a nonprofit corporation under the provisions of the Texas business Organization Code (BOC).

Nonprofit organization means an unincorporated association or a corporation that is incorporated or holds a certificate of authority under the Texas Non-Profit Corporation Act.

The following chart provides the terms used by the Texas Non-Profit Corporation Act and the terms used to describe the same filing instrument under the BOC.

CONTRACTOR NAME	TEXAS BUSINESS ORGANIZATIONS CODE	
ARTICLES OF INCORPORATION	<i>now</i>	CERTIFICATE OF FORMATION
ARTICLES OF AMENDMENT	<i>now</i>	CERTIFICATE OF AMENDMENT
RESTATED ARTICLES OF INCORPORATION	<i>now</i>	RESTATED CERTIFICATE OF FORMATION
ARTICLES OF CORRECTION	<i>now</i>	CERTIFICATE OF CORRECTION
ARTICLES OF DISSOLUTION	<i>now</i>	CERTIFICATE OF TERMINATION
ARTICLES OF MERGER	<i>now</i>	CERTIFICATE OF MERGER
ARTICLES OF CONSOLIDATION	<i>now</i>	CERTIFICATE OF MERGER
APPLICATION OF CERTIFICATE OF AUTHORITY	<i>now</i>	APPLICATION FOR REGISTRATION

INTRODUCTION – A GUIDE FOR VOLUNTEER FIRE DEPARTMENTS

To qualify under the VOLUNTEER FIRE DEPARTMENT status (Bingo Enabling Act §2001.002 (28)(a)(b)(c)(d):

“Volunteer Fire Department” means a fire-fighting organization that:

- (A) operates fire-fighting equipment;
- (B) is organized primarily to provide fire-fighting service;
- (C) is actively providing fire-fighting service; and
- (D) does not pay its members compensation other than nominal compensation.

Your organization has decided it wants to conduct bingo to fund a charitable purpose, and needs to be licensed to legally operate.

Here are some questions to consider before your organization begins the process:

1. Is the conduct of bingo legal in the municipality, county, or justice precinct where your organization has its primary business office?
If not, you may be able to play in an adjacent county where bingo is legal. Check the adjacent counties.
2. Has your organization been organized in the state of Texas for at least three years?
3. Does your organization have a bona fide membership list/roster?

If you answer “NO” to any of these questions, you are not currently qualified for a license to conduct charitable bingo.

If you answer “YES” to all the questions; proceed with your application and utilize this guide to assist you in the process.

Organization Services

The applicant is organized primarily to provide fire-fighting services.

What is needed:

Proof of membership in a professional fire-fighting organization.

Or

Copy of a publication that lists the organization and its phone number to call in case of fire.

Or

A letter from a local government agency recognizing the organization as a volunteer fire department.

Or

A copy of all organizing instrument(s) which list this purpose for the organization.

Or

A dated newspaper article which details the organization's activities.

The name of the applicant organization must match the name of the organization on the documents submitted.

Submit one of the following:

- Proof of membership in a professional fire-fighting organization.

Or

- Copy of listing of organization's phone number to call in case of fire.

Or

- Letter from a local government agency recognizing the organization as a volunteer fire department.

Or

- Copy of the organizing instruments which list the purpose for the organization.

Or

- A dated newspaper article which details the organization's activities.

EXAMPLE of Web Listing

FireDepartment.net

[Home](#) » [Directory](#) » [Texas](#) » [Hill County](#) » [Whitney](#) » White Bluff on Lake Whitney Volunteer Fire Department

White Bluff on Lake Whitney Volunteer Fire Department



Contact Information

Physical Address

White Bluff on Lake Whitney Volunteer Fire Department
20016 Misty Valley CIR
Whitney, TX 76692

Mailing Address

White Bluff on Lake Whitney Volunteer Fire Department
20016 Misty Valley CIR WB65
Whitney, TX 76692

Phone: (254) 694-4357

Fax: (254) 694-4357

Dial 911 for Emergencies!

Fire Chief

[Richard Ashley](#)

Fire Department Statistics

Department Type: Volunteer

Number of Stations: 1

Firefighting Personnel

Full-Time Paid Firefighters: 0

Part-Time Paid Firefighters: 0

Volunteer Firefighters: 16

Non-Firefighting Support Personnel

Non-Firefighting Paid Staff: 0

Non-Firefighting Volunteers: 20

EXAMPLE of Yellow Pages Listing

84

FERTILIZERS - FIRE

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FERTILIZERS-RETAIL (CONT'D)

- Elgin Fertilizer Co 916 N Hwy 95 Elgin..... 512-281-4723
- Farmers Co-Op Gin & Feed
811 Bohlmann Schulenburg..... 979-743-3153
- Pace Fertilizer Co 12100 Schuster Rd Round Top..... 979-249-3993
- Round Top Farm & Ranch
2121 Hwy 237 N Round Top..... 979-249-5666

**FERTILIZERS-
WHOLESALE & MANUFACTURERS**

- Bumper Crop Texas LLC
804 Bohlmann Ave Schulenburg..... 979-743-4157

FIBERGLASS PRODUCTS

- L F Mfg Inc 5528 E US 290 Giddings..... 979-542-8027

FILTERS-AIR & GAS

- Filter Technology Co Inc 215 Ginsel Ln Elgin..... 512-281-4898

FINANCIAL PLANNING CONSULTANTS

- CLINE AND COMPANY PC**
CERTIFIED PUBLIC ACCOUNTANTS
1007 Main St Ste D Bastrop..... 512-321-2200
- Dehan Financial Group
2630 Exposition Blvd Webberville..... 512-276-2584

FINANCIAL SERVICES

- Approved Money Center Bastrop..... 512-308-9675
- EDWARD JONES**
3851 Hwy 71 East Bastrop..... 512-321-5525
- 815 Hwy 71 West Bastrop..... 512-321-3353
- 201 Hunters Crossing Blvd Bastrop..... 512-332-0045
- 700 Hwy 21 West Caldwell..... 979-567-4248
- 100 North Main St Elgin..... 512-281-5867
- 797 West Austin St Giddings..... 979-542-3940
- 776 South Main St Giddings..... 979-542-6061
- 322 North Jefferson La Grange..... 979-968-6373
- 227 West Travis St La Grange..... 979-968-9494
- 260 North Kessler Ave Schulenburg..... 979-743-5187
- 301 Royston Smithville..... 512-237-3376

- ERICH LEHMANN THRIVENT FINANCIAL**
109 N Main St Ste 206 La Grange..... 979-338-9998
See Our Ad At Insurance

- Filippello John 17701 Mahonia Ln Elgin..... 512-285-9503
- Hollub Financial Services La Grange..... 979-968-1010

- Meservey Mark
262 W Colorado St La Grange..... 979-968-3937
- OneMain Financial 696 W Hwy 71 Bastrop..... 512-308-9190

- THRIVENT FINANCIAL ERICH R LEHMANN**
109 N Main St Ste 206 La Grange..... 979-338-9998
See Our Ad At Insurance

- World Finance
1105 Main St Bastrop..... 512-308-9085
- 200 W Austin St Giddings..... 979-542-1475
- 223 W Travis La Grange..... 979-968-6080

FINANCING

- Pioneer Bank 143 N Main St La Grange..... 979-968-9556

FIRE DEPARTMENTS

- Bastrop City Of Fire Dept
Routine Calls Only 904 Water St Bastrop..... 512-321-5550
- Birch Creek Area Volunteer Fire Dept
208 Birch Forest Dr Deanville..... 979-535-4422
- Burton Fire Station
520 N Brazos St Burton..... 979-289-3473
- Fire Chief Burton..... 979-289-3510
- Carmine Volunteer Fire Department
Meeting Hall Carmine..... 979-278-3250
- City Of Snook Fire Dept
10201 FM 2155 Snook..... 979-272-1409
- Elgin City Of
Fire Department Administrative Calls Elgin..... 512-281-4025
- Fayetteville Fire Dept 202 W Main St Fayetteville..... 979-378-4404
- Five Points Volunteer Fire Dept
Nonemergency FM 20 Bastrop..... 512-321-0706
- Industry Volunteer Fire Department & Rescue
Fire Station Industry..... 979-357-4450
- Firemen's Hall Industry..... 979-357-9998
- Ledbetter Volunteer Fire Dept Ledbetter..... 979-249-5439
- McDade Volunteer Fire Department
134 Brown Rd McDade..... 512-273-5019
- Paige Volunteer Fire Dept
168 Washington St Paige..... 512-253-6516
- Winchester Area VFD
8810 FM 153 Winchester..... 979-242-3173

FIRE EXTINGUISHERS

- Fayette Fire & Safety Inc
2200 Roznov Rd Fayetteville..... 979-249-3400

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FIREWORKS

- HOMEYER FEED & SUPPLY**
768 State Hwy 36 South Caldwell.....

FIREWORKS

- American Fireworks 1315 Hwy 71 Bastrop
- Champ's Sitework
602 Wolters Ave Schulenburg.....

FISH HATCHERIES

- LARRY'S FISH FARM**
www.LarrysFishFarm.com
4203 N US Hwy 77 Giddings.....
- Lone Star Lake Management Deanville

FISHERMENS

- BLUE MOON MARKET & BAIT**
Call.....

FISHING

- Willie's Bait Shop 3029 State Hwy 159 La Grange

FITNESS CENTERS

- Anytime Fitness
696 Hwy 71 Bastrop.....
- 910 W 11th St Elgin.....
- 2400 E Austin St Giddings.....
- Curves Of Elgin 219 Main St Elgin.....
- HT Fitness 14001 Shadowglen Blvd Manor
- Jazzercise 106 Gazley St Smithville
- Mainstreet Gym 211 W Buck St Caldwell.....

FLOOR COVERING

- Lincke Floors Inc
146 N Jefferson St La Grange.....

**FLOOR LAMINATE
REFINISHING & INSTALLATION**

- Accent Flooring
316 W State Hwy 21 Cedar Creek.....
- AMAZING FLOORS LP**
1366 Hwy 71 W Ste 100 Bastrop.....

- CLASSIC HARDWOOD FLOORING**
Call..... See Our Ad On T

- Daryl's Hardwood Floors Manor
- NAYLOR'S WOOD FLOORS LL**
708 Seelhorst St Brenham..... See Our Ad On T

FLORISTS

- A Flower Connection Elgin.....
- BASTROP FLORIST**
www.BastropFlorist.net
806 Chestnut St Bastrop..... See Our Ad On T

IT *only* TAKES A SPARK.


Please

ONLY YOU CAN PREVENT WILDFIRES.

smokeybear.com

Ad Council U.S. Forest Service

EXAMPLE of Web Listing



Fire Department Directory

STATE OF TEXAS

Home
Directory

Home > Directory

Directory

Fire Depts (1,879)

Fire Departments

FD name:

County: Choose a county... ▾

Search
Reset

NAME	COUNTY	CHIEF	TYPE
2604 VFD	Hill	Robert Palasota	Volunteer
287 R/C Fire & Rescue	Navarro	John Gantt	Volunteer
356 VFD	Trinity	Marvin Saunders	Volunteer
84 East VFD	Anderson	Alan Fox	Volunteer
980 North VFD	San Jacinto	Johnny Arnold	Volunteer
Abbott VFD	Hill	Bradley Mathy's	Volunteer
Abernathy VFD	Hale	Kelly Vandygriff	Volunteer
Abilene Fire Department	Taylor	Larry Bell	Paid
Ables Springs Fire Dept	Kaufman	Buddy Mann	Volunteer
Ackerly Volunteer Fire Department	Dawson	Scott Ragle	Volunteer
Adamsville VFD	Lampasas	Gordon Hyatt	Volunteer
Addison Fire Department	Dallas	John O'neal	Paid
Adell-Whitt VFD	Parker	David Phillips	Volunteer
Adrian Vol Fire and EMS	Oldham	Richard Petty	Volunteer
Agua Dulce VFD	Nueces	Shaunna Covazos	Volunteer
Alabama-Coushatta Indian Nation	Polk	Willo Sylestine	Volunteer
Alamo Fire Department	Hidalgo	Rolando Espinoza	Combination / Part Paid
Alamo Springs VFD	Kendall	Gary Miller	Volunteer
Alba VFD	Wood	Shawn Newland	Volunteer
Albany VFD	Shackelford	Kyle Tischler	Volunteer
Aldine Fire & Rescue	Harris	Scott Turrentine	Combination / Part Paid
Aledo Fire Department	Parker	Morris Leondar	Combination / Part Paid
Alice Fire Department	Jim Wells	Dean Van Nest	Paid
Allen Fire Department	Collin	Bill Hawley	Paid
Allison Vol Fire Dept	Wheeler	Jim Hall	Volunteer

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Export data as Excel ▾

EXAMPLE of Volunteer FD Bylaws/Constitution

CONSTITUTION AND BY-LAWS OF THE FIRE DEPARTMENT

WHEREAS, Certain laws and regulations are necessary for the good order and wellbeing of all associations, in order to define duty, to establish discipline, the maintenance of harmony for the full promotion of the object for which we are associated together, do ordain and adopt the following Constitution and By-Laws for our regulation and government, and do hereby pledge ourselves to cheerfully submit to the legally expressed will of the majority, and to support our Officers in the discharge of their duties.

Article I

Section 1. The name of this department shall be _____ Fire Department.

Section 2. The object of the department shall be the saving of lives, and the protection of property endangered by fires and other disasters, and to promote the teaching and practice of fire prevention and protection.

Article II

Section 1. The Officers of this department shall consist of a President, a Vice President, a Secretary-Treasurer, a Chaplain, a Fire Chief, two Assistant Fire Chiefs, and one Captain and one Lieutenant for each piece of firefighting apparatus.

Article III

Section 1. It shall be the duty of the President to preside at all meetings of the department; he/she shall sign all minutes, resolutions, orders and summons of the department; as well as these By-Laws and Amendments thereto. He/she shall appoint all committees and officers, not otherwise provided for. He/she shall hold, as trustee for the City of _____, Texas, title to all property belonging to, used by, or in possession of the department, and shall execute all conveyances of such property as such trustee. He/she shall do such other and further things as the department may direct. He/she shall have the authority to fine any member in an amount not to exceed One Dollar (\$1.00) for misbehavior, or misconduct during any meeting of the department.

Section 2. The Vice-President shall act and have all authority of the President in his/her absence and shall do such other and further things as the department may direct.

Section 3. It shall be the duty of the Secretary-Treasurer to keep a record of all department business, a roster of all fire department personnel and an account of the department's finances. He/she shall have the authority to collect all monies due the department and shall keep a record of the same. He/she shall render an annual report

EXAMPLE of Volunteer FD Bylaws/Constitution (cont'd)

of all monies received and disbursed during the year, and submit his/her books to the proper committee for inspection at least one week before the annual meeting. It shall be the duty of the Secretary-Treasurer to keep a record of all fire alarms, meetings, drills and other activities of the department showing a list of those in attendance. He/she shall oversee all department correspondence. He/she shall pay no order or account unless certified by at least two members of the finance committee. He/she shall transfer to his/her successor all books, paper, stocks or other collateral belonging to the department within one week after the termination of his/her office.

Article IV

Section 1. It shall be the duty of the Chaplain to be present at all meetings of the department where he/she shall properly assist in their opening and closing. He/she shall officiate at funerals and such other occasions that may require his services.

Section 2. At the will of the department, the Chaplain may be exempt from all drills, dues and duties except those pertaining to this office.

Article V

Section 1. It shall be the duty of the Fire Chief to assume full charge of all members, apparatus, and equipment, while on parade, at drills, at conventions, and at fires or other emergencies requiring the services of the department. He/she shall have the right to call out any and all members and apparatus for any purpose incidental to this office. He/she shall assume full responsibility for all fire equipment and see to its proper care and maintenance. It shall be his/her responsibility to recommend the purchase of new equipment. He/she shall see that adequate training programs are conducted in the department and shall acquaint himself/herself with all new firefighting methods by attending fire schools, drills and conferences. He/she shall recommend the purchase of suitable training manuals, text books and other instructional material. He/she shall see that proper discipline is maintained in the department.

Section 2. It shall be the duty of the Chief to see that a proper record is kept of all fires, the hour and date, the type of occupancy, the name of owner or tenant, the value of the property involved, the estimated amount of damage, the amount of insurance carried and insured loss paid, the type of building construction, where the fire originated, the extent of its spread and how it was extinguished. He/she shall make such reports as is provided by law, furnishing a copy of same to the Secretary-Treasurer.

Section 3. It shall be the duty of the Chief to see that periodic inspections of the public and commercial buildings in the City be made for furnishing the members of the department with the necessary information to provide improved firefighting practices. And he/she shall do such other and further things as the department may direct.

Article VI

Section 1. The Assistant Fire Chiefs shall be under the orders of the Fire Chief, and

EXAMPLE of Volunteer FD Bylaws/Constitution (cont'd)

in his/her absence shall succeed to his duties and authority in the order of their respective rank.

Article VII

Section 1. It may be the duty of the Captain to take command of his/her company at all fires, drills, parades and other public appearances. He/she shall be held responsible for the action and discipline of his/her company. He/she shall have the authority to dismiss any member of his company for insubordination. It shall be his/her duty to see that the equipment in his/her charge is in good repair and ready for service. It shall be his/her duty to report any loss or breakage of equipment to the Chief immediately.

Article VIII

Section 1. The Lieutenant shall be under the orders of the Captain and in his/her absence shall succeed to his/her duties and authority.

Article IX

Section 1. Any male/female resident of _____, Texas, or having resided within ___ miles of the Fire Station who has attained the age of ____ years and who is in good physical condition may apply for membership in the department and will become a member after receiving a favorable report from investigating committee and a favorable vote of the members present at any regular meeting. All applications shall contain the endorsement of at least two active firemen, it shall be read at the first meeting of the department following date of filing, and shall not be voted upon until the next regular meeting. If a vacancy exists, a secret ballot is taken and if the applicant receives no more than (___ negative) votes, he/she shall be declared an active member of the department.

Section 2. An investigating committee shall be appointed by the President to investigate the moral character and physical condition of all applicants. Their findings will be reported to the department and any member of the department who makes public the findings of this committee, upon being found guilty, will be dismissed from the department.

Section 3. Any member who is absent from three consecutive meetings of the department without legal excuse, shall be dismissed from the department and shall be so notified by the Secretary.

Section 4. In case of dismissal, expulsion, resignation, total disability, or death of an active member, the Secretary shall, in writing, certify such facts to the City Council and other authorities who, for legal purposes, are furnished a roster of the department.

Section 5. Any member whose name has been dropped from the rolls, shall deliver any property belonging to the department, which he/she may have in his/her possession, to the Secretary of the department.

Section 6. Any member who reports for duty at a fire, drill or parade, in a state of

EXAMPLE of Volunteer FD Bylaws/Constitution (cont'd)

intoxication, shall be subject to expulsion from the department.

Section 7. Any officer or member of the department who knowingly fails to report an intoxicated member as provided in Section 6, shall be fined the sum of one dollar (\$1.00).

Section 8. If any officer or member of the department be charged with improper conduct while discharging his/her duty as a fireman, or at any function sponsored by the fire department, the charges shall be made in writing, signed by the member making such charges, and filed with the Secretary. The Secretary will then furnish the accused member with a copy of the charges and require him/her to make his/her defense before the department, which, if he/she refuses to make within one month, after having been so notified, he shall be dismissed from the department.

Section 9. For gross neglect of duty an officer may be charged before a regular meeting of the department. After presenting his/her defense and if found guilty by a two-thirds majority of the members present, he/she shall be dismissed from the department.

Section 10. Each member shall pay \$_____ as annual dues, he/she shall pay \$_____ for non-attendance at fires, drills, meetings, or for leaving a fire before the equipment is back in service, unless excused by an officer. He/she shall pay \$_____ for disobedience of orders or disorderly conduct at a fire, drill or parade. He/she shall pay \$_____ for the use of profane or abusive language at a fire, or at a fire station.

Section 11. All excuses must be made to the department at its regular by the defaulter in person, unless he/she is unable to attend, due to absence from the city, sickness, or some other unavoidable cause, in which case a written excuse must be filled with the Secretary for action by the department. Sickness of the member, or in the family of a member, absence from the city, or business conditions being of such nature that prevented his/her leaving his/her work, shall constitute the only legal excuses.

Article X

Section 1. Honorary membership in the department may be conferred on a person only for outstanding service rendered to the department. Recommendations for honorary membership must be made in writing and signed by at least ten active members, unsolicited by the honoree. Said recommendations shall be read by the Secretary to the department at a regular meeting and carried over until the next regular meeting, a three-fourths majority vote being required.

Article XI

Section 1. The following standing committees shall be appointed by the President to serve a term of one year, three members shall constitute each committee, the first person named on each committee to be its chairman:

1. Finance Committee
2. Investigating Committee

EXAMPLE of Volunteer FD Bylaws/Constitution (cont'd)

3. Entertainment Committee

4. Welfare Committee

Section 2. It shall be the duty of the Finance Committee to check all finances, payments, dues, assessments, and to promote all fund-raising campaigns for the department.

Section 3. It shall be the duty of the Investigating Committee to investigate the Character, physical fitness, and other eligibility requirements for applicants for membership, and to report their findings at the next regular meeting of the department.

Section 4. It shall be the duty of the Entertainment Committee to arrange all programs conducted for the entertainment of the members of the department.

Section 5. It shall be the duty of the Welfare Committee to take care of all cases of distress among members of the department, including cases of illness or death where the services of the fire department may be required.

Article XII

Section 1. Any proposed amendment to this Constitution and By-Laws shall be presented at any regular meeting by ten members filing in writing with the Secretary of the department, the amendment offered to be voted. The Secretary shall read the proposed amendment and following the second reading at the next regular meeting if such amendment receives a two-third majority vote of the members present, same shall become a part of the Constitution and By-Laws.

A Suggested Form for Application for Membership

_____, Texas ____ 20____

To the President and Members of the _____ Fire Department:

Gentlemen:

I hereby make application for membership in your organization. I have been a resident of the City of _____, Texas, for the past ____ years. My occupation is _____, my age is ____ years. If elected I agree to abide by all of your Rules and Regulations.

Signed: _____

Recommended by:

Organized in Texas for Three Years

The organization must have been organized in Texas for at least three years.

What is needed:

A copy of a listing in a publication such as a national roster or newspaper article if not affiliated with a state or national organization.

Or

A letter to the applicant from a government agency.

The document submitted must reflect the applicant's name, Texas address, and be either dated three years before the application date or establish the date the organization was founded.

Submit one of the following:

- A copy of a listing in a publication.
- A newspaper article naming the organization.
- A letter to the applicant from a government agency.

EXAMPLE of Government Agency Letter

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: December 2, 2011

Person to Contact:

Ms. Harris

#0123456

Toll Free Telephone Number:

877-829-5500

Federal Identification Number:

12-3456789

Building a Better Community
%John Doe
1234 Town Street
Town, USA 12345

Dear Sir or Madam:

This is in response to your request of December 1, 2011, regarding your tax-exempt status.

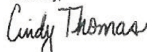
Our records indicate that in December 1968 the Building a Better Community was recognized as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and was classified as a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(a)(vi) of the Code.

Even though the Building a Better Community was issued an individual ruling, this ruling covers its chapters, branches and auxiliaries.

Donor may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gift purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Thomas
Manager, Exempt Organizations
Determinations

ACCEPTABLE GROUP LETTER

Letters are from the IRS and must include:

- 1) Group's EIN
- 2) Groups's name and address.
- 3) Dated at least 3 years prior to dated application.

Operate Fire-Fighting Equipment

The applicant must operate fire-fighting equipment.

What is needed:

Pictures of fire equipment reflecting the name of the volunteer fire department.

Or

Copies of canceled checks or invoices for fire-fighting equipment.

Submit one of the following:

Pictures of fire equipment with name of the applicant plainly visible.

Or

Copies of canceled checks or invoices for fire-fighting equipment.

EXAMPLE Pictures of Fire-Fighting Equipment



A good picture of equipment with VFD name plainly visible.



While showing an impressive piece of equipment, this is *not* a good picture, as the VFD name is not plainly visible.

MEMBER'S COMPENSATION

The applicant may not pay members other than nominal compensation.

What is needed:

The most recent copy of *IRS Form 990*, if the organization is required to file it with the Internal Revenue Service.

Indicate on application if organization is not required to file Form 990. (*FORMID 1*, Item 11).

A copy of a volunteer fire fighter application.

Or

A copy of an organizing instrument that describes compensation of members.

Submit the following:

- Most recent copy of *IRS Form 990*.
- "NO" marked on Item 11 of application Form 990. (*FORMID 1*).

Or

- Copy of organizing instrument.

Or

- Copy of a volunteer fire fighter application.

DEMONSTRATE PROGRESS

The applicant must demonstrate significant progress toward the accomplishment of the organization's purposes during the twelve months preceding the date of application.

What is needed:

A call list which shows the type of incident and location for the twelve-month period prior to the date the application was signed.

Submit the following:

- Call list.

EXAMPLE of Call List



4/27/2017 - Emergency Medical Services	290 Timberleaf Dr.
4/26/2017 - Emergency Medical Services	125 Eagle Peaks Ln.
4/26/2017 - Motor Vehicle Accident	Knobhill Ln & S. Woodland Trail
4/25/2017 - Emergency Medical Services	160 Villa Creek Dr.
4/23/2017 - Emergency Medical Services	214 S. Carruth Ln
4/21/2017 - Motor Vehicle Accident	Kings Rd. Bridlewood Blvd.
4/19/2017 - Emergency Medical Services	125 Willow Oak Ct.
4/17/2017 - Emergency Medical Services	110 Forest Oak Ct.
4/16/2017 - Emergency Medical Services	221 Cedar Crest
4/13/2017 - Fire Alarm	5301 Chinn Chapel Rd.
4/13/2017 - Emergency Medical Services	120 Twin Lakes Dr.
4/09/2017 - Emergency Medical Services	240 Cross Timbers Dr.
4/07/2017 - Grass Fire	221 Simmons Rd.
3/28/2017 - Fire Alarm	106 W. Carruth Ln.
3/25/2017 - Illegal Burn	380 Mobile Dr.
3/24/2017 - Illegal Burn	3122 Hillside Dr.
3/24/2017 - Illegal Burn	225 Greensprings St.

<http://www.dovfd.org/incidents/>

ORGANIZATION'S MEMBERS AS OPERATORS

The applicant may appoint only the organization's members to serve as operators.

What is needed:

A current membership list with all officers and directors noted. Membership list will be compared to the persons listed on the application to confirm that only members have been named as operators.

Submit the following:

- Membership list with officers and directors noted.

CRIMINAL HISTORY INVESTIGATION

The applicant must ensure that none of the organization's officers, directors and operators have been convicted in any jurisdiction of a gambling or gambling-related offense; and, have not been convicted of a criminal; fraud offense, with the exception of a criminal fraud offense that is a Class C misdemeanor.

The Commission will compare the number of officers and directors included in the documents to the application to ensure all officers and directors have been disclosed.

A criminal history check on all officers, directors and operators will occur.

Any officer, director, or operator not meeting the criminal history background requirement must resign before a license may be issued.

The guidelines and factors used by the Charitable Bingo Operations Division related to bingo workers can be found at: http://www.txbingo.org/export/sites/bingo/Documents/Guidelines_for_Current_Licensees_Registered_Workers_and_Applicants.pdf.

What is needed:

A signed and dated copy of the most recent version of all of the applicant organization's organizing instruments, that list the officer and director positions;

Or

If officers and/or directors are not listed in organizing instruments, a current membership list identifying officers and directors.

If officer and/or director positions are unfilled, a statement signed by an officer indicating which positions are vacant.

Submit one of the following:

- Copy of organizing instruments that list officers and directors.
- Copy of current membership list, noting all officers and directors and a statement indicating which positions are vacant, signed by an officer.

LICENSE APPLICATION REQUIREMENTS, SECTION 2001.102 (a)(b)(c)

What is needed:

A signed copy of the applicant organization's organizing instruments, including any bylaws, constitution, charter and articles of incorporation.

If the organization is organized under the law of this state, the organization must be in good standing with the Texas Secretary of State (SOS). The Commission will request additional documentation from the applicant if unable to validate good standing directly with the SOS.

This documentation may include a copy of "Tax Clearance Letter for Reinstatement" from the Texas State Comptroller of Public Accounts and a stamped filed copy of an "Application for Reinstatement" from the SOS.

Submit the following:

- A signed copy of the organizing instruments.
- Proof the applicant is in good standing with the Secretary of State. (The right to do business in Texas).

EXAMPLE of Tax Clearance Letter for Reinstatement



TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O. Box 13528 • Austin, TX 78711-3528

Tax Clearance Letter for Reinstatement*

To: Texas Secretary of State
Corporations Section

Re: Taxpayer number:
File number:


The referenced entity has met all franchise tax requirements and is eligible for reinstatement through

* The reinstatement must be filed with the Texas Secretary of State on or before the expiration date of this letter. After this date, additional franchise tax filing requirements must be met, and a new request for tax clearance must be submitted.

You can file for reinstatement online at www.sos.state.tx.us/corp/sosda/index.shtml. Forms and instructions for reinstatement are available at www.sos.state.tx.us/corp/forms_option.shtml or by calling 512-463-5555. This tax clearance letter must be attached to the reinstatement forms.

Form 05-377 (Rev.4-14/5)

EXAMPLE of Application for Reinstatement

Form 801 (Revised 05/11)	This space reserved for office use.
Submit in duplicate to: Secretary of State P.O. Box 13697 Austin, TX 78711-3697 512 463-5555 FAX: 512 463-5709 Filing Fee: See instructions	 Application for Reinstatement And Request to Set Aside Tax Forfeiture
1. The entity name is: _____	
The entity is a foreign entity that was required to obtain its registration under a name that differs from the legal name stated above. The name under which the entity is registered is: _____ _____	
2. The file number issued to the entity by the secretary of state is: _____	
3. The entity was forfeited or revoked under the provisions of the Tax Code on: _____ <small>mm/dd/yyyy</small>	
4. The undersigned requests that the forfeiture or revocation of the entity be set aside, and certifies that:	
a. The entity has filed each delinquent report that is required by chapter 171 of the Tax Code and has made payment for the tax, penalty, and interest imposed and that is due at the time of this application as evidenced by the attached tax clearance letter; and	
b. On the date of forfeiture or revocation, the undersigned person was:	
<ul style="list-style-type: none">• an officer, director or shareholder of the above-named for-profit or professional corporation; or• an officer, director, shareholder or member of the above-named professional association; or• an officer, director, or member of the above-named nonprofit corporation; or• a member or manager of the above-named limited liability company; or• a partner of the above-named limited partnership; or• a trustee or beneficial owner of the above-named statutory or business trust.	
Additional Required Documentation or Filings	
<input type="checkbox"/> Comptroller of Public Accounts Tax Clearance Letter	
<input type="checkbox"/> Letter of Consent or Amendment to Certificate of Formation or Registration (Required when entity name is no longer available.)	
Execution	
The undersigned declares under penalty of perjury, and the penalties imposed by law for the submission of a materially false or fraudulent instrument, that the undersigned is authorized to make this request; that the statements contained herein are true and correct, and that tax clearance was not obtained by providing false or fraudulent information.	
Date: _____	BY: _____
_____ Signature of authorized person (see instructions)	
_____ Printed or typed name of authorized person	
Form 801	3

EXAMPLE of Letter of Good Standing

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Carlos H. Cascos
Secretary of State

Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for ^{***Redacted***}, a Domestic Limited Liability Company (LLC), was filed in this office on June 18, 2012.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on May 23, 2016.



A handwritten signature in black ink, appearing to read "Cascos" followed by a horizontal line.

Carlos H. Cascos
Secretary of State

Phone: (512) 463-5555
Prepared by: SOS-WEB

Come visit us on the internet at <http://www.sos.state.tx.us/>

Fax: (512) 463-5709
TID: ^{***Redacted***}

Dial: 7-1-1 for Relay Services
Document: ^{***Redacted***}

REQUIRED TRAINING

1. The Pre-Licensing Interview Training is required to be completed by the Bingo Chairperson and one operator. The Pre-Licensing Interview is on the website: **www.txbingo.org**
2. The Bingo Chairperson is required to take the On-Line Bingo Training located in the Bingo Service Portal: **<https://bsc.txbingo.org/>**

REQUIRED FORMS

1. *Application for an Original License to Conduct Bingo FORMID 1 (Part 1)*
2. *Application for an Original License to Conduct Bingo Supplement FORMID 7 (Part 2)*
3. *Add Individuals to a License to Conduct Bingo FORMID 2*
4. **Bond Information (Submit one of the following)**
 - a. **Assignment of Security for a License to Conduct Bingo FORMID 3**
(Assignment of an account, such as Certificates of Deposit/Savings, for the specified amount to the Texas Lottery Commission.)
 - b. **Surety Bond for a License to Conduct Bingo FORMID 4** (Provide a bond from an authorized agent.)
 - c. **Cash Bond** (Send a check or money order payable to “Texas State Comptroller”.)
 - d. **U.S. Treasury Bonds**
 - e. **Letters of Credit**

All forms are available on the Texas Charitable Bingo Operations Division website:
txbingo.org

SUPPLEMENTAL FORMS

1. ***Application for Registry of Bingo Workers FORMID 46*** (This form must be completed by a person that will be involved with the conduct of bingo as an operator, manager, cashier, usher, caller, salespersons, bookkeeper, or Bingo Chairperson for an annual license holder.)
2. ***Add Designated Member to Conductor License FORMID 62*** (This form must be submitted by an applicant for a license to conduct bingo to designate an individual as a member of their organization for the purposes of conducting bingo and other law.)
3. ***Return of Organization Exempt From Income Tax IRS Form 990*** (This form is used by tax-exempt organizations and nonexempt charitable trusts, to provide the IRS with the information required by section 6033.)

**All forms, except for IRS forms, are available on the
Texas Charitable Bingo Operations Division website;
txbingo.org**

A FINAL-QUICK CHECKLIST

Ensure that all forms, fees and documentation are submitted with the application package.

Submit Now:

1. **Application for an Original License to Conduct Bingo FORMID 1.** Do not leave any item blank. If an item does not apply, enter “N/A.”
2. **Add Individuals to a License to Conduct Bingo FORMID 2.**
3. **Application for Registry of Bingo Workers FORMID 46.**
4. Ensure all required documentation is submitted.
5. **Pre-License Interview Training** for Bingo Chairperson and one operator designated as an operator. This training must be completed before the license will be issued.
6. **Bingo Training Program** for the Bingo Chairperson must be completed before the license will be issued.
7. All documents required in this guide.

May submit now or when notified:

1. **Application for an Original License to Conduct Bingo Supplement FORMID 7.**
2. **Bond** – Submit a check made payable to “Texas State Comptroller” or *Assignment of Security for a License to Conduct Bingo FORMID 3* or *Surety Bond for a License to Conduct Bingo FORMID 4* for the amount calculated.
3. Playing location, days and times of play.
4. **License fee balance.** This is the license fee for your applicable license class, less the non-refundable fee to defray administrative costs. (Fees are eliminated for Conductor licenses 09/01/17.)

For assistance:
1-800-BINGO77
(1-800-246-4677)

txbingo.org

bingo.services@lottery.state.tx.us