PLEASE MAKE SURE THAT YOUR APPLICATION HAS BEEN COMPLETED IN ITS ENTIRETY AND THAT ALL REQUIRED DOCUMENTS HAVE BEEN ATTACHED.

PLEASE REVIEW THIS CHECKLIST TO ENSURE THAT YOU ARE SUBMITTING A COMPLETED APPLICATION. PLEASE COMPARE YOUR RESPONSE TO THE APPLICATION REQUIREMENTS.

☐ $200 Check payable to the Treasurer of Virginia has been attached. Volunteer Fire Departments and Rescue Squads who have been recognized by their locality in accordance with Section 15.2-995 of the Code of Virginia, and who provide a valid and current copy to the Office of the ordinance or resolution of the locality, are exempt from the application fee.

☐ The application has been completed in its entirety and all questions have been answered. Do not leave any blanks.

☐ If applicable, a copy of a letter of good standing from the national organization has been attached.

☐ Personnel Information Section has been completed in its entirety for the President, Treasurer/Financial Officer, or their equivalent position, and Game Manager(s).

☐ Signature page has been completed and signed for the President/Chief Officer, or designee of the applicant organization.

☐ If applicable, provide confirmation of registration with the Virginia State Corporation Commission. The web site is www.scc.virginia.gov and the toll free telephone number in Virginia is 1-800-552-7945.

☐ If applicable, provide confirmation of registration with the Virginia Department of Agriculture and Consumer Services to solicit contributions for charitable purposes. The web site is www.vdacs.virginia.gov and the telephone number is 804-786-1343, Option 1.

VDACS Office of Charitable and Regulatory Programs
PO Box 526
Richmond, Virginia 23218
(804) 371-0495
www.vdacs.virginia.gov