

RAFFLE

LEGALIZED GAMES OF CHANCE CONTROL COMMISSION
(N.J.S.A. 5:8-1 & N.J.A.C. 13:47-1.1)

GENERAL INFORMATION

The Legalized games of Chance Control Commission was established in 1954 to supervise the administration of the Bingo License Law and the Raffles Licensing Law and to adopt, amend and repeal rules and regulations governing the issuance and amendment of licenses.

APPLICATIONS

The Governing body of the municipality in which you are holding the bingo or raffle must approve your license at an open public meeting prior to the license being issued. You cannot begin any portion of the bingo or raffle prior to physically receiving your license from the municipal clerk.

When you have completed filling out the application, present it to the clerk of the municipality in which you want to hold the event, along with a valid registration certificate issued by the Legalized Games of Chance Control Commission. No application will be accepted with a copy of your registration certificate!

BINGO 1. Four (4) copies of the Application for Bingo License (form LGCCC 2B-A) are filed with the Municipal Clerk. If the premises are to be rented, the organization must file a Statement of Landlord (form LGCCC 10-A) and a copy of the Lease Agreement attached to each copy of the application.

RAFFLE 2. Four (4) copies of the Application for Raffle License, (form LGCCC 2R-A) are filed with the Municipal Clerk. If the raffle equipment is to be leased, a certificate of the lessor (form LGCCC 13) must be attached to the application.

1. An applicant must present the organization's registration form on which the identification number is shown at the time the license application is filed with the Municipal Clerk.
2. A copy of the sample raffle ticket must be present with all four (4) copies of the application.
3. The licensing fees payable to: LEGALIZED GAMES OF CHANCE CONTROL COMMISSION LISTED ON THE ATTACHED FORM

**4. Payment of Municipal Fees is equal to the amount charged by the LGCCC and are payable to:
Township of Middle**

LICENSE ISSUANCE

The application for Raffle / Bingo License will be presented to the Governing Body of the Township of Middle at a regularly scheduled Committee Meeting held on the 1st and the 3rd Monday of each month (excluding holidays) for approval. **** PLEASE NOTE – the application must be filed at least seven (7) days prior to the Township Committee meeting, but not less than 3 weeks prior to the first scheduled game authorized****

The Municipal Clerk will then (not less than 14 days after the meeting) issue to the applicant the required license and approving resolution.

FOR FURTHER INFORMATION PLEASE REFERENCE THE STATUTES LISTED ABOVE OR CONTACT THE MUNICIPAL CLERK'S OFFICE AT (609) 465-8721

Report of Operations

No later than the 15th day of the calendar month following the month in which a game of chance is conducted, the organization conducting the game and the member or members responsible for the conduct of the game must file a report of operation with the Commission. The report must include the gross receipts derived from each game; the expenses incurred and to whom such amounts were paid; the net profit from each game; the uses to which the net profit has been or will be applied; and a list of the prizes offered or given and the respective value of each.

Fines and Penalties

A violation of the bingo and raffles licensing laws or regulations carries a fine of up to \$7,500 for a first offense and up to \$15,000 for the second and each subsequent offense. In addition, the Commission is authorized to order restitution to an aggrieved party. All penalties may be collected in a summary manner pursuant to the Penalty Enforcement Act.

Conclusion

New Jersey non-profit organizations can successfully raise funds through bingo or raffles. However, if the organization does not adhere to the bingo and raffles licensing laws or the regulations, the penalty may wipe out any profits realized. Care should be taken, therefore, to understand and comply with all applicable laws and regulations.

Legalized Games of Chance Application Checklist

1. Has the organization's ORIGINAL LGCCC registration certificate been presented to the you? Yes No

*******It is the responsibility of the Municipal Clerk to see an original copy of the LGCCC registration certificate with each raffle/bingo application.**

Part A General

1A. Will the registration certificate be current for the entire time period stated on raffle/bingo application? Yes No

2. Is the LGCCC ID# stated on the raffle/bingo application exactly as it appears on the organization's registration certificate? Yes No

3. Is the organization's name on the raffle/bingo application exactly as it appears on the organization's registration certificate? Yes No

4. Are the date(s) and time(s) listed in part 3? Yes No

5. Is there a description of the type of raffle included in part 3? Yes No

FYI

**** An on-premise raffle is a raffle in which raffle tickets are being sold only at the time of the event. The winner does need to be present!! NO SAMPLE TICKET IS REQUIRED WITH THE APPLICATION FOR ON-PREMISE RAFFLES.**

**** An off-premise raffle is a raffle in which raffle tickets are printed and sold prior to the day of the drawing. The winner does not need to be present!! A SAMPLE TICKET IS REQUIRED WITH THE APPLICATION FOR OFF-PREMISE RAFFLES. Please see the attached sample tickets for off-premise 50/50 and merchandise raffles.**

****Form 13 is required for all casino night, armchair race night, and non-draw (games and wheels) raffles. Form 13 is supplied to the organization by the Raffle Equipment Providers.**

6. Is there a fee associated with the conduct of this raffle/bingo? Yes No
See attached schedule of fees

7. Is there a check attached to the application made payable to Legalized Games of Chance?
Yes No

Part B Qualification of the applicant is self explanatory

Part C Schedule of expenses

*******FYI** - NJAC 13:47-6.12(a) states: No item of expense shall be incurred or paid in connection with the holding, operating, or conducting of a game of chance, except such expenses as are bona fide items of reasonable amount for goods, wares, and merchandise furnished or services rendered, which are reasonably necessary to be purchased or furnished for the holding, operating, or conducting of the game of chance. In other words, only expenses directly related to the conduct of the raffle/bingo may be taken.

8. Is this part filled out? Yes No

9. Are there any expenses stated which are not directly related to the conduct of the raffle/bingo? (See FYI above)
Yes No

10. For games and wheels, casino nights, armchair race nights, or bingo, is there a name of the equipment supplier listed? Yes No

11. Is there an expense for the printing of raffle tickets? Yes No
If so, is there a sample ticket included with application? Yes No

Part D Schedule of Purposes

12. Does it state for what purpose the organization plans to use the net proceeds of this raffle/bingo? Yes No

*****NJAC 13:47-1.1 "Authorized Purpose" means an educational, charitable, patriotic, religious or public-spirited purpose, which terms are defined to be the purpose of benefitting an indefinite number of persons either by bringing their minds or hearts under the influence of education or religion, by relieving their bodies from disease, suffering, or constraint, by assisting them to establish themselves in life or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government or, in the case of a senior citizen association or club, the support of such organization. Such terms do not include the erection, acquisition, improvement, maintenance or repair of property, real, personal, or mixed, unless such property is and shall be used exclusively for one or more of the purposes hereinabove stated.

Part E Schedule of Prizes

*******FYI** - 50/50 raffles must award 50% of **gross receipts**!!!! Organizations cannot guarantee cash prizes in 50/50 raffles. There must always be a percentage of gross receipts stipulated for each prize offered in a 50/50 raffle. Please check sample tickets to make sure the organization is not guaranteeing a cash prize!!!

Merchandise raffles have a list of prohibited prizes associated with them. See attached list of prohibited prizes.

13. Is there a description of the prizes being awarded along with the retail value of each prize?
Yes No

*****Reminder - a sample ticket must be included with all off-premise raffle applications.

- 13A. If this is a bingo application, is there a list of games and prizes included with the application?
Yes No

Part F Officers of Applicant

14. Is there at least one name of an officer of the organization with address, age, and office held?
Yes No

Part G Members of Applicant Who Will Be in Charge of the Games

15. Is there at least one name of a member in charge with address, phone, and age?
Yes No

Part H Members of Applicant Assisting in Conducting Games

16. If names are listed, is there an address and age listed as well? Yes No

Part I Names of Other Organizations Whose Members Will Assist in Conducting the Games

17. Is this organization related to the applicant? How? Yes No
18. Does this related organization have a LGCCC ID#? Yes No
19. Is the LGCCC ID# stated? Yes No

Part J Statement of Applicant and Member(s) in Charge

20. Is the application notarized? Yes No
21. Is the application signed by the same people whose names appear in Parts F and G? Yes No

*******Please remember to attach a Findings and Determination to each raffle/bingo application.**

Attached Documents

1. LGCCC Registration Certificate
2. Raffle Fee Schedule and Bingo Fee Schedule
3. Frequency and location of games Schedule
4. List of prohibited prizes
5. Sample Ticket for Off-Premise Raffle Awarding Cash - 50/50. Remember CASH PRIZES CANNOT BE GUARANTEED!
6. Sample Ticket for Off-Premise Raffle Awarding Merchandise. Remember to check the list of prohibited prizes.
7. Form 13 - this form is supplied to the applicant by the Licensed Raffle Equipment provider and is required to be submitted with all casino night, armchair race, and non-draw raffle applications.
8. Findings and Determination
9. Raffle/Bingo reports of operations. ***This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9 must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

Application Fees

1. Bingo: \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license. Remember, an organization may only have 6 occasions per month and 72 occasions per year;
2. On-premise draw raffle for cash prizes (50/50) in excess of \$400.00 or merchandise prizes where the total combined retail value of prizes awarded is in excess of \$400.00: \$20.00 for each day on which a drawing is to be conducted under the license. Remember, no sample tickets are required with application and no further fees are to be paid with the report of operations;
3. On-premise draw raffle for cash prizes (50/50) of less than \$400.00 or merchandise prizes where the total combined retail value of prizes awarded is less than \$400.00; No licensing fees. In the event the retail value of the prizes awarded exceeds \$400.00, the licensee shall submit a payment of \$20.00 at the time of filing the report of operations;
4. Off-premise draw raffle awarding merchandise as a prize: \$20.00 for each \$1000 or part thereof of the retail value of the prize(s) to be awarded. Remember, a sample ticket must be submitted with the application;
5. Carnival games or wheels: \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location. Remember, a Form 13 must be submitted with the application along with a list of games and wheels;
6. Off-premise cash (50/50) raffle: a \$20.00 fee shall be paid at the time the application is filed. In the event the awarded prize exceeds \$1000 then an additional fee of \$20.00 for each \$1000 or part thereof in value of the awarded prize in excess of \$1000 or part thereof shall be forwarded to the Control Commission with the Report of Operations. Remember, a sample ticket must be submitted with the application;
7. Special door prize raffle: no fee is payable and no license is required, provided the merchandise is wholly donated, has a total retail value of less than \$50.00, and no other raffle is being conducted at the event. Remember, the qualified organization shall notify the clerk in writing and in duplicate signed by an officer giving the following: 1. name and id # of organization, 2. place and date of the raffle, a description of the prizes and the retail value thereof, 4. Names and donors of the prizes; *letter must be sent to Municipal Clerk + Forwarded to LAFCO*
8. Calendar raffle awarding cash or merchandise as a prize: \$20.00 for each \$1000 or part thereof of the retail value of the prize(s) to be awarded. Remember, a sample calendar must be submitted with the application. See enclosed examples and regulations concerning calendar raffles;
9. Instant raffle games awarding cash or merchandise as prizes: \$20.00 for each day or \$750.00 for a one-year license to sell, or offer for sale, instant raffle tickets during that year;
10. Golf Hole-in-One Contest: \$20.00 for each \$1000 or part thereof of the retail value of the ancillary prizes to be awarded;
11. Casino nights - \$100 per occasion. Remember, a Form 13 must be submitted with the application;
12. Armchair race nights - \$50 per occasion. Remember, a Form 13 must be submitted with the application.

	No.
Name _____	
Address _____	
City _____	
State _____	Zip _____
Telephone _____	
ID. # _____	R.L. # _____

	\$ _____
Raffle Sponsored by _____ No. _____	
50/50 Raffle	
This is a 50/50 cash raffle and the winner(s) will receive 50 percent of the amount received for all tickets or rights to participate.	
First Prize _____	Percent of the prize pool _____
Second Prize _____	Percent of the prize pool _____
Third Prize _____	Percent of the prize pool _____
Drawing	
Will be held on _____ at _____ p.m.	
at _____ NJ _____	
(Benefit of _____)	
No substitution of the offered prize(s) may be made.	
I.D. No. _____	R.L. No. _____

<p>No. _____</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____ Zip _____</p> <p>Telephone _____</p> <p>I.D. # _____ R.L. # _____</p>	<p style="text-align: right;">\$ _____ No. _____</p> <p style="text-align: center;">Raffle Sponsored by _____</p> <p style="text-align: center;">Raffle</p> <p>First Prize _____ (Retail Value\$ _____)</p> <p>Second Prize _____ (Retail Value\$ _____)</p> <p>Third Prize _____ (Retail Value\$ _____)</p> <p style="text-align: center;">Drawing</p> <p>Will be held on _____ at _____ p.m. at _____</p> <p style="text-align: right;">NJ _____</p>
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This is a sample ticket

COMPLETE THIS FORM AND ATTACH A COPY TO ALL THE APPLICATIONS

PLEASE INCLUDE ALL DETAILED INFORMATION ON THE SAMPLE TICKET

All this information must appear on the printed tickets

Please note that this sample ticket is for guidance only

Prohibited Prizes

No licensee shall offer or award any prize consisting of:

real estate or an interest therein;

bonds;

shares of stock;

securities or evidence of indebtedness;

weapons;

live animals; (Expect edible Seafood Only)

~~alcoholic beverages;~~ (Now allowed)

foreign or domestic coins, except collector pieces or sets that are marked as such and are clearly not intended for use as legal tender;

tobacco products;

motor vehicles leases or;

any merchandise refundable in any of the foregoing or in money or cash.

A prize consisting of money or cash shall not be offered or awarded except in the case of:

1. A raffle conducted by drawing with the prize(s) equaling 50 percent of the amount received for all the tickets or rights to participate, a calendar raffle within the limits set in N.J.A.C. 13:47-8.22; an instant raffle game within the limits set forth in this Chapter; or

2. Any bingo game(s) conducted in accordance with the provisions of this chapter and the Bingo Licensing Law, N.J.S.A. 5:8-24 et seq.; or

3. Big six wheels and horse race wheels conducted in accordance with the provisions set forth in N.J.A.C. 13:47-8.

N.J.A.C. 13:47-6.20 Prohibited Prizes

Application for Raffles License

Application No. RA:

Insert name
of Municipality

Identification No.

Prepare 4 copies of application. One copy will be returned

Part A General

1 Name of applying organization

2 a. Street address of headquarters

b. Mailing address (if different)

3 A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

4 Address of place where Raffles will be played

a. Does the applicant own the premises or regularly occupy them for its general purposes? Yes
..... No

5 If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 18.

Part B Qualification of Applicant

1 Is this the first time the applicant has applied for a license in this municipality? Yes No

2 If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? Yes No

3 If applicant is unincorporated, state number of members: members.

Part H. Members of Applicant Who Will Assist in Conducting the Games

Name of Member	Residence Address	Age
.....
.....
.....

Part I. Names of Other Organizations Whose Members Will Assist in Conducting the Games

Name and Address of Organization	How Related	Identification Number
.....

Part J. Statement of Applicant and Member(s) in Charge

State of New Jersey
County of

} ss.:

We do hereby each make the following statement, under oath, with respect to the foregoing application:

- 1 The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
- 2 Prior to the issuance of any license to it to conduct games of chance the applicant was actively engaged in serving one or more "authorized purposes."
- 3 The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
- 4 The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
- 5 For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
- 6 No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games; except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, no prize will be offered and given in cash, except as otherwise provided by the Raffles Licensing Law, or of greater value than is provided in said Law.
- 7 All statements in the foregoing application are true.

Sworn to and subscribed before me this
..... day of 19.....

Notary Public

(SEAL OF NOTARY)

Signature of Officer, and Title

Member in Charge

Member in Charge

Member in Charge

Member in Charge

Applicant's registration slip from the Control Commission must be presented to the Municipal Clerk with this application