Township of Washington
Township Clerk's Office 523
Egg Harbor Road
Sewell, NJ 08080
856-589-0520 Ext. 213
lselb@twp.washington.nj.us

RAFFLES

This packet has been designed to assist registered organizations with the games of chance process. We have created and gathered forms and samples and simplified instructions for the purpose of streamlining this process.

This package is meant to be used simply as a guide. The State Legalized Games of Chance has full authority over games of chance.

It is important to visit the website for Legalized games of Chance for the most updated and current information. A comprehensive list of links and contact information has been provided on the next page.

Please feel free to contact the Washington Township Clerk's Office for further assistance when applying for games of chance. The office can be reached at (856)589-0520 Ext. 213 or 214 or at e-mail address lselb@twp.washington.nj.us

The Washington Township Website, www.twp.washington.nj.us, contains raffle information for our town as well as fillable forms and applications.

Legalized Games of Chance Control Commission Contact Information and Important Links

Contact Information	
Legalized Games of Chance Phone Number	(973)273-8000
Legalized Games of Chance Mailing Address	PO Box 46000 Newark, NJ 07101
Legalized Games of Chance Physical Address	124 Halsey Street Newark, NJ 07102

Website Links	
Home Page	www.njconsumeraffairs.gov/lgccc/pages/default.aspx
LGCCC Registration Information	http://www.njconsumeraffairs.gov/lgccc/Pages/requestspeaker.aspx
LGCCC Application and Forms	http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx
Laws and Regulations	http://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx
LGCCC Fees	http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx
Registered Organizations, Licensed Dealers, Licensed Equipment Providers	http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx

RAFFLE
APPLICATIONS/SAMPLE TICKETS

This section contains:

APPLICATIONS

Instructions Application for a Raffle License
Blank **Application** for a Raffle License
Raffle Types and Associated Fees
Checklist for Raffle applicant

Application for a Raffles License

Application No. *RA*_____
Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

1. Name of applying organization: _____
2a. 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). **Type of Raffle to be held**

Date	Hours	Date	Hours

4a. Address of place where raffles will be played:

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

5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose

Applications need to be submitted in quadruplicate.
Applications must be originals.

Copies of signature or notary seal will not be accepted

The name of the organization must **match exactly** the name on the Registration card issued from Legalized Games of Chance Control Commission.

The Type of Raffle should be noted here. The Legalized Games of Chance Control Commission has rejected applications because they believe the application is for a type of game the applicant is not applying for.

Make sure to state whether the game is considered ON premise or OFF premise. (Sample Ticket required if Off Premise)

Make sure to include the type of game. Please see raffle types and fee schedule for proper names.

Equipment and Premises rented and listed in the schedule of expenses MUST be approved by the Legalized Games of Chance Control Commission

Payment for prizes in a draw raffle must be made PRIOR to the date of drawing

The expenses listed in this section must be goods, wares or merchandise. SERVICES cannot be listed as an expense.

Part C - Schedule of Purposes

1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:

2. If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:

"It is hereby certified that _____
Name of organization

will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."

Date: _____ Signature: _____

Part D - Schedule of Prizes

A description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as possible the information requested below.

Description of Prize	Donated (Yes or No)	Retail value
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	

Organizations may donate the proceeds to another organization. This section must be completed and signed.

This does not mean the benefitting organization is "borrowing the license" or can operate without the licensed organization. They are merely benefitting from the collected proceeds.

This information will also need to be noted appropriately in the Raffle Report of Operations. Failing to do so will result in future denials.

The description of prizes must be listed in this section. This can vary from merchandise to "50% of the proceeds collected"

It is very important to make sure the prizes you are offering are not prohibited by the Legalized Games of Chance Control Commission to be awarded during games of chance.

Please review prohibited prizes

This is where you should note the **ANTICIPATED** value of the prizes.

The amount due for each game of chance is dependent on the anticipated and actual retail value of prizes awarded.

If no amount is put in this space, the Legalized Games of Chance Control Commission will assume the highest value for fee purposes.

Part E - Officers of Applicant

(1) Office | Name of officer | Age

Residence address | Telephone No. *(include area code)*

Day _____ Evening _____

(2) Office | Name of officer | Age

Residence address | Telephone No. *(include area code)*

Day _____ Evening _____

(3) Office | Name of officer | Age

Residence address | Telephone No. *(include area code)*

Day _____ Evening _____

(4) Office | Name of officer | Age

Residence address | Telephone No. *(include area code)*

Day _____ Evening _____

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. *(include area code)* Day / Evening	Age
		/	
		/	
		/	
		/	
		/	

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games.

Their information should be listed in order of best contact.

They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held.

They should be listed in order of best contact.

They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.

They must be a registered organization with the Legalized Games of Chance Control Commission.

Part I - 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 o the members listed who are familiar with the Raffles Licensin 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 recompens will be paid to any person for holding, operating or conductin or assisting in the holding, operation or conducting, of th games, except to bookkeepers or accountants for professiona services not exceeding the amounts fixed by the Schedul of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. N prize may be offered and given in cash, except as otherwis provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.) If a cash prize under certain circumstances **is** permitted by th law, the amount of the cash prize may not exceed the limit prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ___.

_____
Notary Public (Print name)

_____
Signature of Notary Public

AFFIX SEAL HERE

_____
Signature of Officer and Title

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL NOT be accepted!

An officer that was named in the previous section MUST sign this section and note their title. **(Part E)**

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should **ALL** sign in this section. **(Part G)**

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application for a Raffles License

Application No. ***RA***_____
Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

1. Name of applying organization: _____

2a. 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). **Type of Raffle to be held**

Date	Hours	Date	Hours

4a. Address of place where raffles will be played:

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

5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose

Part C - Schedule of Purposes

1. The specific purpose(s) to which the entire net proceeds of the games listed in this application are to be devoted, and the manner in which they are to be so devoted, are:

2. If any part of the net proceeds are to be devoted to a purpose allowed by the Raffles Licensing Law by turning the same over to another organization which is exclusively devoted to such purposes, secure the signature of its president or other executive officer to the following certificate:

   "It is hereby certified that _____
   Name of organization

   will accept from the licensee any part of the net proceeds of the games listed in this application to be turned over to it."

   Date: _____ Signature: _____

Part D - Schedule of Prizes

A description of all prizes to be offered and given in all of the games listed in this application is as follows. For merchandise, describe the article and state the retail value; if prizes are to be donated, indicate that fact and estimate as accurately as possible the information requested below.

Description of Prize	Donated (Yes or No)	Retail value
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____
_____	☐ Yes ☐ No	_____

Part E - Officers of Applicant

(1) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. *(include area code)* Day _____ Evening _____

(2) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. *(include area code)* Day _____ Evening _____

(3) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. *(include area code)* Day _____ Evening _____

(4) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. *(include area code)* Day _____ Evening _____

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. *(include area code)* Day / Evening	Age
		/	
		/	
		/	
		/	
		/	

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ***ss.***

County of _____

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, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances **is** permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____day of _____ , 20 ___.

_____
Notary Public (Print name)

_____
Signature of Notary Public

AFFIX SEAL HERE

_____
Signature of Officer and Title

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.

The licensing fees payable to the Commission are:

1. Bingo: $20.00 for each occasion on which any game or games of bingo are to be conducted under the license;

2. On-premises draw raffle for cash prizes (50/50) in excess of $400.00 or merchandise prices where the total combined retail value of prizes awarded is in excess of $400.00: $20.00 for each day on which a drawing(s) is to be conducted under the license;

3. On-premises draw raffle for cash prizes (50/50) that do not exceed $400.00 or merchandise prizes where the total combined retail value of prizes awarded does not exceed $400.00: no licensing fee. In the event the retail value of the prize(s) offered or awarded exceeds $400.00 in a
raffle in which it was anticipated that the retail value would not exceed $400.00, the licensee shall submit a check or money order made payable to the Legalized Games of Chance Commission in the amount of $20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9 and if required, provide the licensing municipality with any additional fees due, together with a copy of the Report of Raffle Operations;

4. Off-premises draw raffle awarding merchandise as a prize: $20.00 for each $1,000 or part thereof of the retail value of the prize(s) to be awarded;

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;

6. Off-premises 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 $1,000, then an additional fee of $20.00 for each $1,000 or part thereof in value of the awarded prize in excess of $1,000 shall be forwarded to the Control Commission by check payable to the Legalized Games of Chance Control Commission together with the Report of Operations as required by N.J.A.C. 13:47-9 and if required, any additional fees due, together with a copy of the Report of Raffle Operations shall be provided to the licensing municipality;

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 the raffle is conducted in accordance with N.J.A.C. 13:47-3.11 and 8.15;

8. Calendar raffle awarding cash or merchandise as a prize: $20.00 for each $1,000 or part thereof of the retail value of the prize(s) to be awarded.

9. Instant raffle games awarding cash or merchandise as a prize: i. $20.00 for each day on which instant raffle tickets are sold or offered for sale; or ii. $750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.

10. Golf Hole-in-One Contest: $20.00 for each $1,000 or part thereof of the retail value of the ancillary prizes offered.

11. Armchair race: $50.00 per licensed day of operation.

12. Casino Night: $100.00 for each day of operation.

Township of Washington
Township Clerk's Office
523 Egg Harbor Rd.
PO Box 1102
Sewell, NJ 08080
(856)589-0520 ext 213/214

Checklist for Raffles Applicant

New Jersey Legalized Games of Chance Control Commission (LGCCC) has final say on all determinations for games of chance. Washington Township acts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.

☐	• **All applications must be submitted 5 (five) weeks prior to event** o **Date Submitted** _____
☐	• Contact information for application Name _____ E-mail _____ Phone _____ Organization _____
☐	• Application must be submitted in quadruplicate (4 copies) o Each copy of the application must contain at least two (2) original signatures o **Each copy of the application must contain an original notary seal**
☐	• Copy of valid Registration card issued by LGCCC o Must be valid through the date of Raffle License Number _____ Expiration Date _____
☐	• Date of Raffle _____
☐	• Type of Raffle (50/50, Gift Auction, Calendar, Bingo) _____
☐	• Is the Raffle On Premise of Off Premise (Please choose one) ☐ On Premise ▪ Tickets will only be sold at the event and **Winner must be present to receive prize** ☐ Off Premise ▪ Tickets can be sold prior to the event and **Winner does not need to be present to receive prize**
☐	• Sample ticket needs to be provided if the raffle is Off Premise
☐	• Check for fees payable to Legalized Games of Chance Control Commission (LGCCC) o For fee schedule, please visit http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx o Common games of chance and corresponding fees are attached **Check Number** _____ **Amount** _____

Helpful Hints

- For more information, visit http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx
- Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the Town where the game is to be held.
- **An organization must apply with the LGCCC to obtain a registration.**
  - Must be a "Qualified Organization"
    - A bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
- **A Raffle Report of Operations** must be submitted to the LGCCC no later than the 15th day of the calendar month immediately following the date of the licensed activity.
  - Failure to file this report will result in future applications being denied
  - The form can be found at http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx

RAFFLE
SAMPLE TICKETS

This section contains:

SAMPLE TICKETS

Please note that Sample Tickets are required for any game of chance that is considered OFF PREMISES. OFF Premise means the winner does not need to be present at time of drawing

Raffle Ticket Printers Certificate

Instructions for Sample Ticket for Off Premises 50-50
Blank Sample Ticket for Off Premise 50-50
Instructions for Sample Ticket for Off Premises Merchandise Raffle
Blank Sample Ticket for Off Premise Merchandise Raffle

Equipment Providers

All equipment for games of chance must be provided by NJ State Approved providers. Make sure you check there expiration date of registration!

RAFFLE TICKET

PRINTER'S CERTIFICATE

Pursuant to N.J.A.C. 13:47-8.10 of Legalized Games of Chance Control Commission, a certificate shall be attached to each copy of form 8R-A, Report of Raffles Operations for each off-premise raffle conducted.

I do hereby certify that·:

1. The total number of raffle tickets printed was_____

2. The first number used was the last number used was _____

3. The cost of the raffle ticket printing was $_____

4. These tickets were numbered consecutively, a sample of which is attached.

Name of printing company _____

Address of company _____

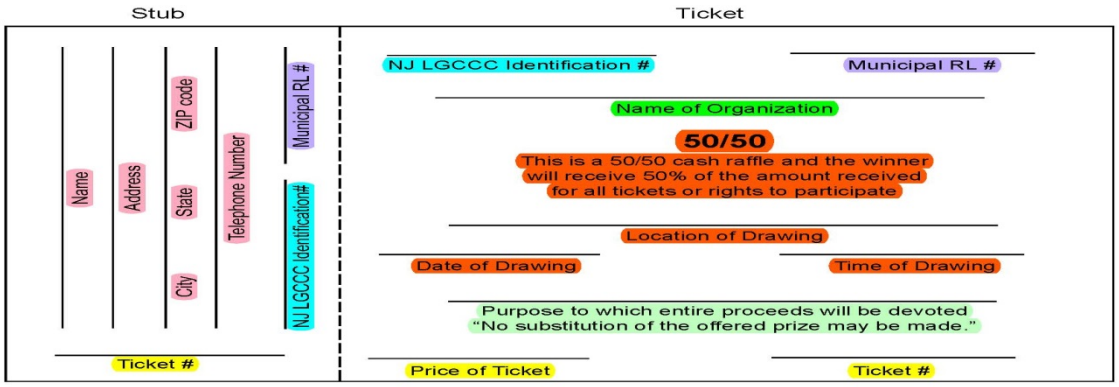
_____

Signature of printer_____

ATTACH A COPY OF TICKET BELOW

THIS FORM MAY BE DUPLICATED

Sample Ticket
Off Premises Raffle Awarding Cash
N.J.A.C. 13:47-8.8



This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This information must match the information supplied on the application regarding the game of chance.

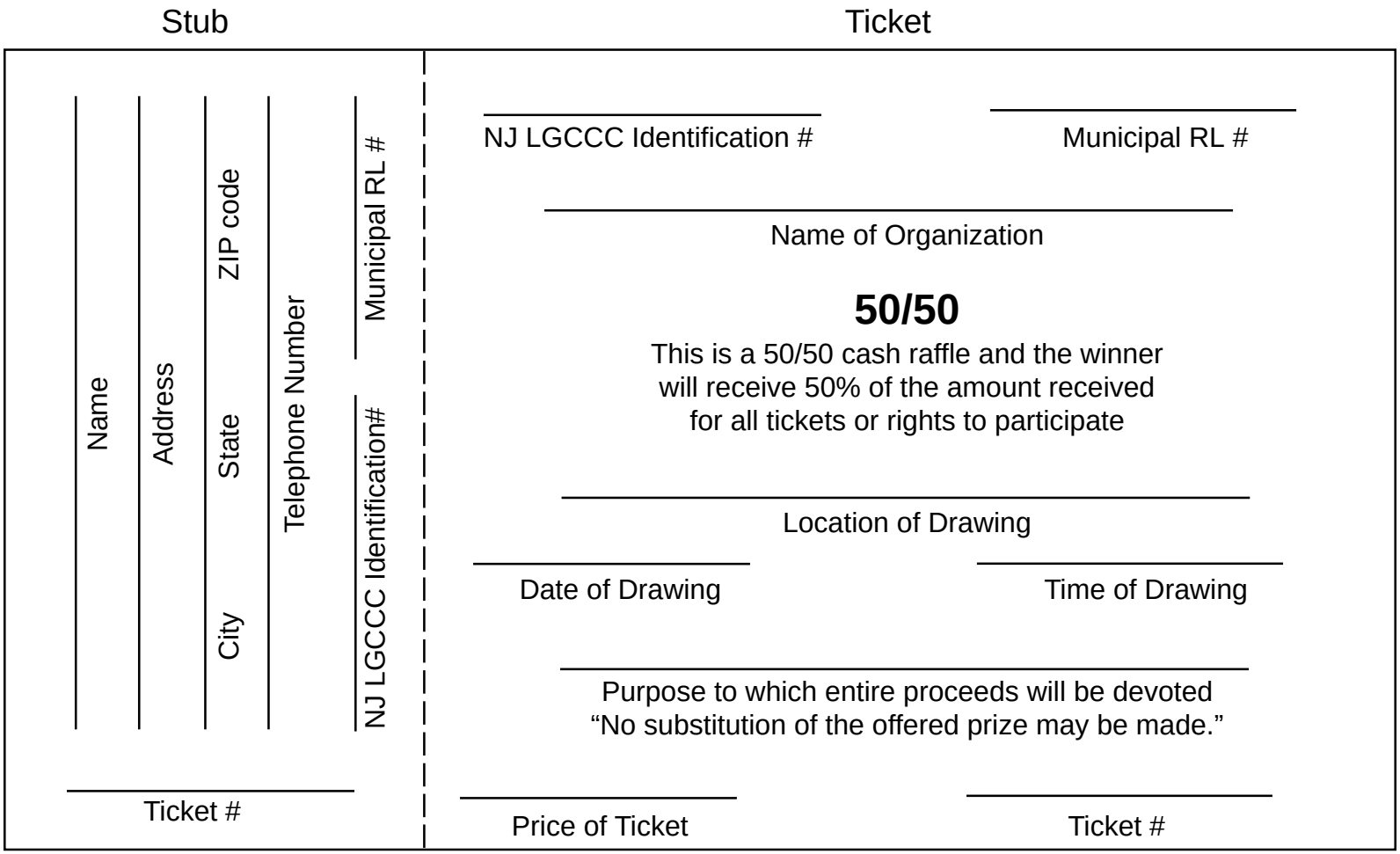
This statement must be included on all **Off Premise Raffles Awarding Cash**

The name of the organization that is listed on the registration card issued by the LGCCC

The name of the organization must be written exactly as it appears on the Registration card.

Any Alteration will be denied by the LGCCCC

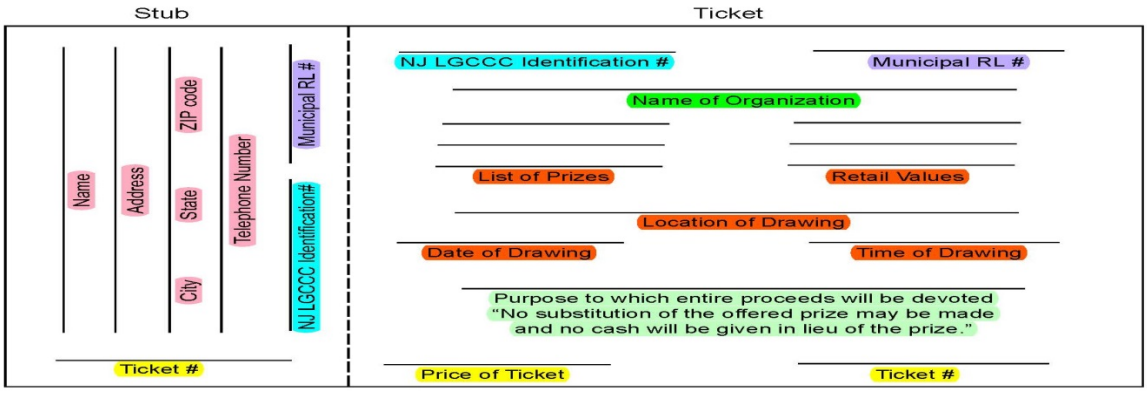
Sample Ticket
Off Premises Raffle Awarding Cash
N.J.A.C. 13:47-8.8



This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Internet

Sample Ticket
Off Premises Merchandise Raffle
N.J.A.C. 13:47-8.7



This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This information must match the information supplied on the application regarding the game of chance.

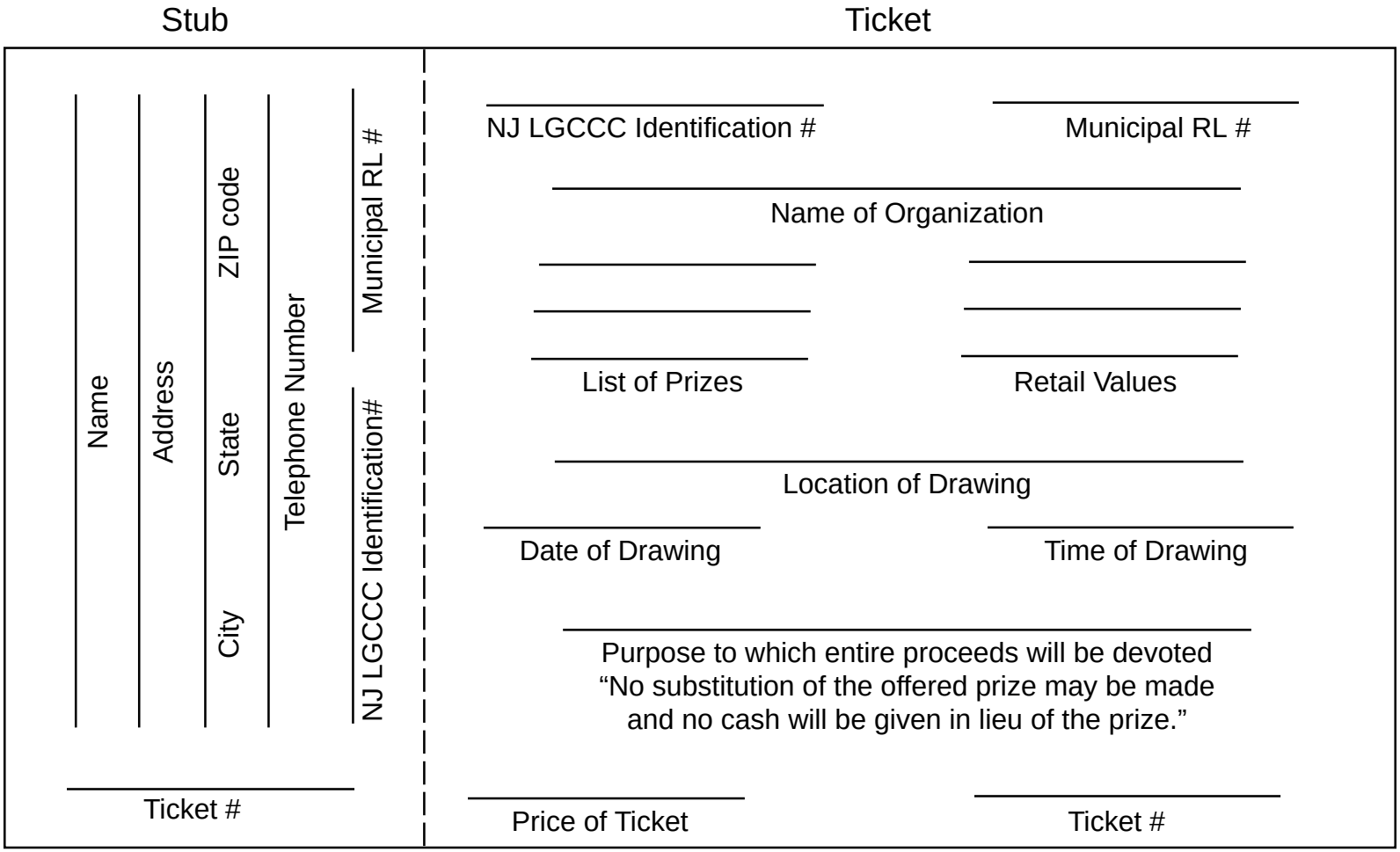
This statement must be included on all **Off Premise Merchandise Raffle Tickets**

The name of the organization that is listed on the registration card issued by the LGCCC

The name of the organization must be written exactly as it appears on the Registration card.

Any Alteration will be denied by the LGCCCC

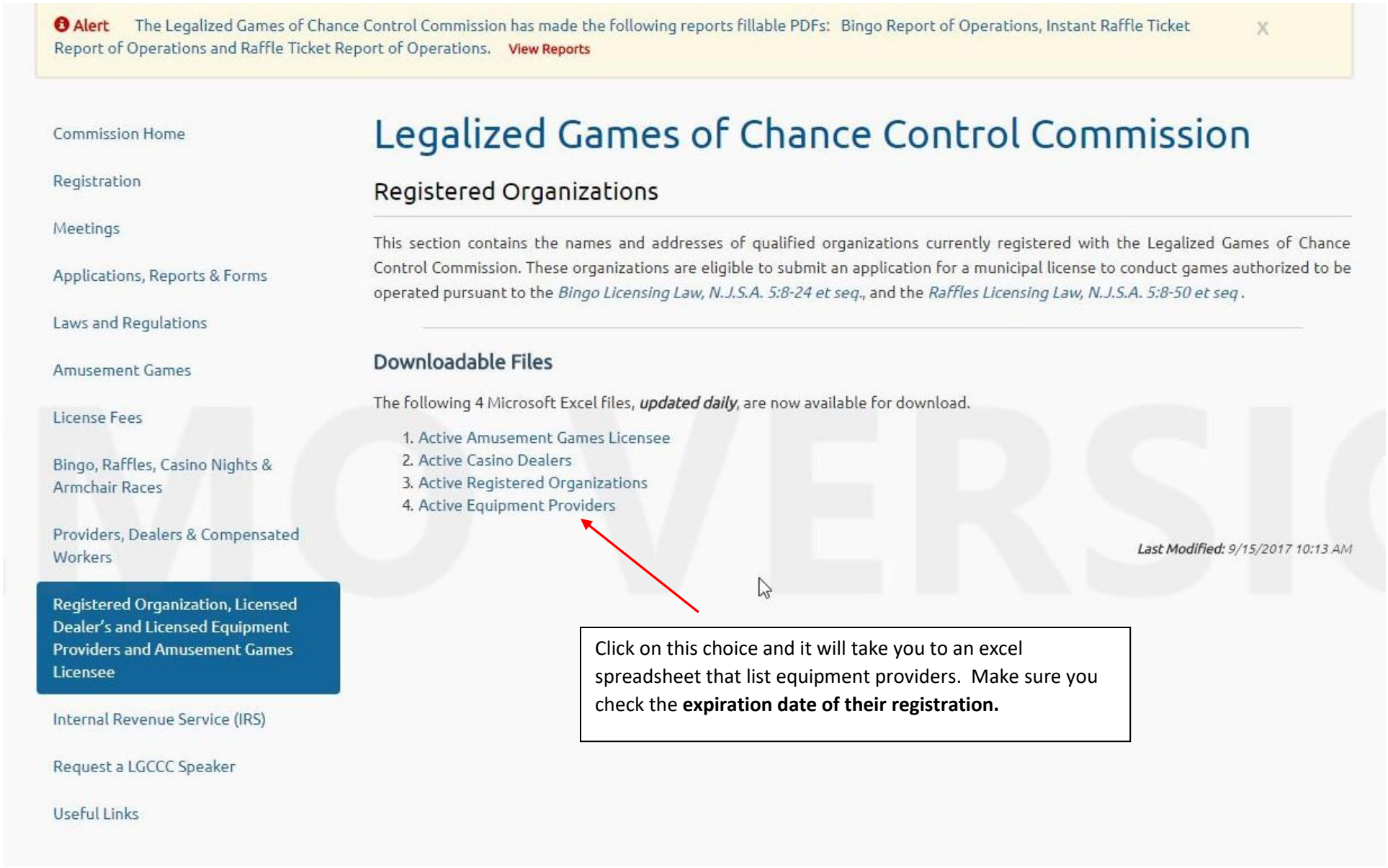
Sample Ticket
Off Premises Merchandise Raffle
N.J.A.C. 13:47-8.7



This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Internet

Go to http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx and you will find below. Click on Active Equipment Providers to make sure they are still licensed by the State. **THESE ARE THE ONLY ORGANIZATIONS THAT ARE PERMITTED TO PROVIDE EQUIPMENT BY THE STATE OF NJ.**



APPLICATION TO AMEND RAFFLE

This section contains:

AMENDMENT APPLICATION

Instructions For Amendment Application for a Raffle License

Blank Amendment **Application** for a Raffle License

Application to Amend a ☐ Bingo ☐ Raffles License

(Please check one.)

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.

License No. _____

Identification No. _____

Please print clearly.

Name of municipality: _____

Name of applicant: _____

Address: _____

Street address City State ZIP code

1. Application is made to amend the above license as follows:

2. Additional proofs, signatures and verifications required for this amendment are attached.
3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: _____ Signature of officer: _____

The statement on the reverse side must be signed and notarized.

Applications need to be submitted in quadruplicate.
Applications must be originals.

Copies of signature or notary seal will not be accepted

This is the license number provided by the municipality where the application was submitted. This number MUST be on the application to amend or the LGCCC will deny the application.

This is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the amended application, or the application will be denied.

The name of the organization must **match exactly** the name on the Registration card issued from Legalized Games of Chance Control Commission.

Describe the change you wish to make to the application previously submitted.

This can include, but is not limited to, date, time, location.

Please make sure to be specific as to what was on the original application and what the desired change is.

Statement of Applicant and Member(s) in Charge

State of New Jersey

} ss.

County of _____

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 Bingo Licensing Law or 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 this State 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 Bingo Licensing Law or the Raffles Licensing Law, as the case may be, 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, 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 greater in amount or retail value than authorized by law will be awarded in any single game.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____ , 20 ___.

Notary Public (Print name)

Signature of Notary Public

AFFIX SEAL HERE

Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

<u>Copies of this page WILL NOT be accepted!</u>

An officer that was named in the previous section MUST sign this section and note their title. **(Part E of Original Application)**

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should **ALL** sign in this section. **(Part G of Original Application)**

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

Application to Amend a ☐ Bingo ☐ Raffles License

(Please check one.)

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.

License No. _____

Identification No. _____

Please print clearly.

Name of municipality: _____

Name of applicant: _____

Address: _____

Street address City State ZIP code

1. Application is made to amend the above license as follows:

2. Additional proofs, signatures and verifications required for this amendment are attached.
3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: _____ Signature of officer: _____

The statement on the reverse side must be signed and notarized.

Statement of Applicant and Member(s) in Charge

State of New Jersey

} ***ss.***

County of _____

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 Bingo Licensing Law or 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 this State 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 Bingo Licensing Law or the Raffles Licensing Law, as the case may be, 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, 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 greater in amount or retail value than authorized by law will be awarded in any single game.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____day of _____ , 20 ___.

_____
Notary Public (Print name)

_____
Signature of Notary Public

AFFIX SEAL HERE

_____
Signature of Officer and Title

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

_____
Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Frequently Asked Questions

This section contains:

- Frequently Asked Questions about Raffle/Games of Chance
- Prohibited Prizes of Raffle/Games of Chance
- Common Reasons Applications are Denied

Raffle Frequently Asked Questions

1. **How do I register with the Legalized Games of Chance Control Commission?**
    a. According to the State website:
        i. Every organization interested in conducting bingo or raffles or allow its members to assist a licensed affiliated organization, must first apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club it issues to it a registration certificate reflecting its identification number.
        ii. **"Qualified organization"** means a bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
        iii. **"Registered organization"** means an organization which has applied for, received and possesses a valid registration certificate bearing an identification number issued to it by the Legalized Games of Chance Control Commission. Only a registered organization is qualified, within the meaning of N.J.S.A. 5:8-60.3, to conduct raffles.

2. **Is there a list of organizations that holds a LGCCC registration?**
    a. The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website updated daily.
    b. Please visit http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx

3. **Where do I apply for a game of chance Registration Card?**
    a. Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission.
    b. This registration allows the holder to apply for each of their games in the municipality where they will be held
    c. **HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING AND BEING APPROVED BY THE MUNICIPALITY IN WHICH THE GAMES ARE TO BE HELD.**
4. **Where do I apply for each game of chance**
    a. You must apply in the town where the games are to be held or the winner will be drawn.
    b. Each game must be applied for.
    c. There are no "blanket licenses"

5. **Can I apply for a game of chance if my LGCCC registration has expired?**
    a. No
    b. A copy of the valid registration must be submitted with the application.
    c. Registration must be valid through the date of the raffle in order for the application to be received by the office.

6. **Does my application need to be notarized?**
    a. Yes
    b. Applications need to be submitted in quadruplicate (4 copies)
    c. Each copy of the application MUST contain original signatures and original notary

7. **Can I give 1 application in to have Washington Township make copies made?**
    a. No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.

8. **What is the difference between On and Off Premise games of chance?**
    a. On Premise means the winner of the prize **needs to be present.**
    b. Off Premise means the winner of the prize does **not need to be present**
        i. Sample tickets **ALWAYS** need to be provided if off premise.

9. **What needs to be on a Sample Ticket?**
    a. Sample Tickets must have the following:
        i. NJ LGCCC Registration ID number
        ii. Name of the Organization
            1. This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC
        iii. Description of Prize
        iv. Location of Drawing
        v. Date of Drawing
        vi. Time of Drawing
        vii. Price of Ticket
        viii. Ticket Number
        ix. Purpose to which proceeds will be devoted
        x. Space for the Municipally Issued Raffle Number
        xi. Space for purchasers information including but not limited to:
            1. Name
            2. Address
            3. Telephone number
    b. Please see sample tickets provided in packet.

10. **When do I need to provide a Sample Ticket?**
    a. Sample tickets need to be provided for any game of chance that is considered OFF PREMISE.

11. **What fees are associated with games of chance?**
    a. The State LGCCC charges different amounts based on the game and anticipated prizes.
        i. Please see included fee listing for assistance.

12. How long do I need to hand in the application in order for my raffle to be accepted?

a. Washington Township requests that applications are submitted at least 5 (Five) weeks prior to a game of chance's date of operation.
b. This allows for the following:
    i. The application must be submitted to the Township at least one week prior to being submitted to the Legalized Games of Chance Control Commission
    ii. The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a raffle.
    iii. If a holiday, unexpected closing, etc. occurs in this time, this time-line may be extended.
c. It is important to get the application in as early as possible so that if an error is present, it can be corrected without affecting the date of the raffle.

13. My Application was rejected, who do I speak to?

a. The municipality where you applied can be contacted to assist in correcting an application.
b. The denial of an application always comes from the State.
c. **The State has the ultimate deciding power on whether an application is approved.**

14. What is the Report of Operations?

a. The report of operations is a form that needs to be completed and submitted to the State.
    i. Some municipalities also require a completed report of operations be submitted
b. The form may require additional fees based on the value of the prizes or the proceeds raised.
c. Must be submitted no later than the 15th day of the calendar month following the date of the licensed activity.

15. Can I change the date of my game?

a. Yes
b. An application to amend a raffle license must be completed.
c. Please see section in this packet regarding this application.

Prohibited Prizes



Cash or Money

- **Except for**
  - 50/50 with the maximum prize amount not to exceed $25,000 (twenty five thousand dollars)
  - Calendar Raffle with the maximum prize amount not to exceed $25,000 (twenty five thousand dollars)
  - Bingo game
  - Big 6 wheels
  - Horse Race wheels
  - Instant Raffle game with a maximum prize amount of $500 for any one (1) ticket
- Merchandise refundable in any of the subsequent or as money or cash

Bonds



Real Estate

Securities or evidence of indebtedness



Shares of stock

Weapons



Live animals

- May give a certificate redeemable for live edible seafood

Foreign or Domestic Coins

- Except collector pieces
- Sets marketed as collector pieces and no intended as legal tender



Motor Vehicle Leases

Tobacco Products

Common Reasons Raffles are Denied

Sample Ticket not provided	• Sample Tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of drawing
Sample Ticket filled out incorrectly	• Sample Tickets must have the following: o NJ LGCCC Registration ID number o Name of the Organization ▪ This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC o Description of Prize o Location of Drawing o Date of Drawing o Time of Drawing o Price of Ticket o Ticket Number o Purpose to which proceeds will be devoted o Space for the Municipally Issued Raffle Number o Space for purchasers information including but not limited to: ▪ Name ▪ Address ▪ Telephone number
Incorrect Sample Ticket used	• Sample tickets must be altered depending on the type of game of chance being hosted • Merchandise Raffles o Must have disclaimer " No Substitution of the offered prize may be made and no cash will be given in lieu of the prize o Must list prizes and retail values • 50/50 Raffle o Must have disclaimer "No substitution of the offered prize may be made" o Must state that "This is a 50/50 cash raffle and the winner will receive 50% of the amount received" • **Please see Sample Ticket Section for more information**
Raffle Report of Operations not completed	• Raffle Reports of Operation are due by the 15th of the calendar month after the date of the raffle • This report must be completed in their entirety • The form must be notarized • Off Premise games must have a printers certificate and a sample ticket • Additional fees when required
Proper Fees not included with Raffle Report of operations	• Some games will incur additional fees based on the amount • These fees will need to be included with the report of operations otherwise future games will be denied
Name of Registered Organization does not match Application or Sample Ticket	The name on the Registration Card provided by the Legalized Games of Chance Control Commission is the ONLY way the organization name should be listed on the application or sample ticket. Any deviation will lead to a denial.
Incorrect fees	Please make sure to check the fee listing included in this packet to insure you are including the correct fees with your application

Report of Operations

Reports of Operation must be submitted on the 15th day of the calendar month immediately following the date of the licensed activity.

Failure to file this report on time will result in future games being denied by the State Legalized Games of Chance Control Commission.

This section includes:

- Report of Operation for Raffles

New Jersey Office of Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Instructions for Filing the Raffle Report of Operations

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state their name and title, and sign the document before a notary public.

Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles must be submitted along with a printer's certificate and a sample ticket. All reports on paper are to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail, EXCEPT FOR OFF-PREMISES 50/50 RAFFLES INVOLVING ADDITIONAL FEES. To employ this option, you must do a "SAVE AS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Raffle Report of Operations completed online must be e-mailed to the Commission at PetermanA@dca.lps.state.nj.us.

It is recommended that you maintain a copy of all reports as part of the organization's records.

New Jersey Office of Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Raffle Report of Operations

Please print clearly. Identification number _____

Municipality _____ **Type of Raffle to be held** License number _____

Name of licensee _____
Organization

_____
Street address City State ZIP code

Location of games _____

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.

Occasion 1 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	$ _____	Type of prize(s)	_____
2. Ticket price	$ _____	5. Supplies/Equipment cost	$ _____	_____	
3. Gross receipts	$ _____	6. Other expenses	$ _____		
		7. Total expenses	$ _____	8. Net proceeds	$_____

Occasion 2 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	$ _____	Type of prize(s)	_____
2. Ticket price	$ _____	5. Supplies/Equipment cost	$ _____	_____	
3. Gross receipts	$ _____	6. Other expenses	$ _____		
		7. Total expenses	$ _____	8. Net proceeds	$_____

Occasion 3 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	$ _____	Type of prize(s)	_____
2. Ticket price	$ _____	5. Supplies/Equipment cost	$ _____	_____	
3. Gross receipts	$ _____	6. Other expenses	$ _____		
		7. Total expenses	$ _____	8. Net proceeds	$_____

Occasion 4 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold	_____	4. Cost of prizes	$ _____	Type of prize(s)	_____
2. Ticket price	$ _____	5. Supplies/Equipment cost	$ _____	_____	
3. Gross receipts	$ _____	6. Other expenses	$ _____		
		7. Total expenses	$ _____	8. Net proceeds	$_____

Occasion 5 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold _____
2. Ticket price $ _____
3. Gross receipts $ _____
4. Cost of prizes $ _____ Type of prize(s) _____
5. Supplies/Equipment cost $ _____ _____
6. Other expenses $ _____
7. Total expenses $ _____ 8. Net proceeds $_____

Occasion 6 Date _____ Time _____ Type of raffle _____

1. Number of tickets sold _____
2. Ticket price $ _____
3. Gross receipts $ _____
4. Cost of prizes $ _____ Type of prize(s) _____
5. Supplies/Equipment cost $ _____ _____
6. Other expenses $ _____
7. Total expenses $ _____ 8. Net proceeds $_____

Total number of occasions ..... _____
Total number of tickets sold (1-6 combined)..... _____
Price of tickets..... $ _____
Total gross proceeds (1-6 combined)..... $ _____
Total expenses (1-6 combined)..... $ _____
Total net proceeds (1-6 combined)..... $ _____

Schedule of Expenses

Date	Description	Check number	Amount

Utilization of Net Proceeds

Date	Description	Check number	Amount

Bank

Name	Address where balance is deposited	Account number

Person Responsible for Use of Proceeds

Name	Address	Telephone number (include area code)

I certify that all of the statements on this report of operations are true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Prizes Offered or Awarded

Please list the prizes offered or awarded and their respective retail values.

Prizes Offered or Awarded	Retail Value

Prizes Offered or Awarded	Retail Value

N.J.S.A. 5:8-37 "It shall be the duty of each licensee to maintain and keep such books and records as may be necessary to substantiate the particulars of each such report." Facts stated on this report are regarded as if made under oath.

I certify that I have reviewed this report and that the information on this report of operations is true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

*I **certify** by placing a check in this ☐ box, that I have reviewed the report and that the information provided is true, accurate and complete.*

You must state your name and title below. Reports that are not properly certified will be sent or e-mailed back.

_____ _____

Name and title of officer (please print) Signature of officer

Sworn and subscribed to before me this _____ day of _____ , _____

Month Year

_____

Name of Notary Public (please print)

_____

Signature of Notary Public

Affix Seal Here