

## **GENERAL INSTRUCTIONS FOR RAFFLE APPLICATIONS**

Applicant must submit original ID registration from Legalized Games of Chance Control Commission (LGCCC) to the Florham Park Borough Clerk's Office. A registered organization may not allow another organization to use its registration to conduct raffles. This could lead to suspension/revocation of the registered organization's LGCCC privileges.

### **Per Statute 13:47-6.10**

- (a) No person under the age of 18 years shall be permitted to participate as a player in any game of bingo.**
- (b) No person under the age of 18 years shall be permitted to participate in any draw raffle or in any non-draw raffle offering and awarding cash or money as a prize.**
- (c) Except for the serving or selling of food and beverages, no person under the age of 18 years shall hold, operate or conduct or assist in the holding, operating or conducting of any game of chance held, operated or conducted under any license issued pursuant to the Bingo Licensing Law, N.J.S.A. 5:8-24 et seq. or the Raffles Licensing Law, N.J.S.A. 5:8-50 et seq., and the rules set forth in this chapter.**

Raffle applications are to be completed in **quadruplicate** and must be signed by an officer of the applying organization and a member in charge of the raffle. If this is the same person, they must sign twice—as an officer and as the member in charge. All four applications must contain original signatures and be notarized. An affidavit must also be submitted, which is provided in the raffle packet. Only one affidavit is required. A sample copy of the ticket is required for off premise merchandise draw raffles and off premise raffles awarding cash. All fees are to be paid at the time the application is submitted (see fee schedule).

Please note that incomplete forms and/or sample tickets will be returned. Once an application has been approved by the Borough Clerk, it is forwarded to the LGCCC for review. **LGCCC requires fourteen days for review – please allow sufficient time for the review process.**

### **Raffles are defined as follows:**

**OFF-PREMISE DRAW RAFFLE** – conducted by a drawing, for a merchandise prize(s), with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win.

**OFF-PREMISE 50/50 RAFFLE** – conducted by a drawing for cash or money prize, or prizes, with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win, the prize or prizes equaling 50% of the amount received for all tickets sold. 50/50 raffles may be awarded to more than one winner if the percentage of the award is so stipulated on the ticket.

**ON-PREMISE DRAW RAFFLE** – conducted by a drawing for a merchandise prize or prizes, with respect to all tickets sold only to persons present at the place of the drawing, the winner(s) determined and the prize(s) awarded to a person or persons present at the drawing.

**ON-PREMISE 50/50 RAFFLE** – conducted by a drawing for cash or money prizes with respect to which all tickets are sold only to persons present at the place of the drawing, the winner(s) determined and the prize(s) awarded equaling 50% of the amount received for all tickets sold.

**CASINO NIGHT** – conducted by a licensed equipment supplier – play money used to exchange for prizes – NO CASH – Form LGCCC 13 must be provided by equipment supplier along with applications.

**SILENT AUCTION** – no license is required. This is not considered a game of chance.

**PROHIBITED PRIZES** – no licensee shall offer any prize consisting of real estate or an interest therein, bonds, shares of stock, securities or evidence of indebtedness, weapons, live animals, foreign or domestic coins (except collector pieces not intended for use as legal tender), tobacco products, motor vehicle leases, or any merchandise refundable in any of the foregoing or in money or cash.

**FEE SCHEDULE:**

**OFF-PREMISE RAFFLES ONLY:** Fee is based on total retail value of all prizes offered in the drawing.

<b>Amount of retail value value of prizes</b>	<b>Fee to licensing municipality</b>	<b>Fee to State of NJ</b>
\$0 - \$1,000.	\$ 20.00	\$ 20.00
\$1,000.01 - \$2,000.	\$ 40.00	\$ 40.00
\$2,000.01 - \$3,000.	\$ 60.00	\$ 60.00
\$3,000.01 - \$4,000	\$ 80.00	\$ 80.00
\$4,000.01 - \$5,000.	\$100.00	\$100.00

To continue the above schedule, add a \$20.00 fee for the licensing municipality and a \$20.00 fee for LGCCC for each additional \$1,000.00 of retail value. The payment of fees should be in the form of a check, or money order.

**Fees for other types of raffles are as follows:**

**ON-PREMISE MERCHANDISE RAFFLE:**

If retail value of merchandise awarded is in excess of \$400.00, the fee is \$20.00 for each day to Borough and \$20.00 to LGCCC. If retail value of merchandise is less than \$400.00, there is no fee.

**ON-PREMISE 50/50 RAFFLE:**

If amount awarded will be in excess of \$400.00, the fee is \$20.00 for each day to Borough and \$20.00 to LGCCC. If the amount is less than \$400.00, there is no fee.

**CARNIVAL GAMES or WHEELS:**

\$20.00 to Borough and \$20.00 to LGCCC, for each game or wheel, for any series of consecutive days not exceeding six in any one week at one location.

**OFF-PREMISE 50/50 RAFFLE:**

\$20.00 at time application is filed to the Borough and \$20.00 to LGCCC. Additional fees may be owed after raffle has been held. If prize exceeds \$1,000, then an additional fee of \$20.00 for each \$1,000, or part thereof in value of the awarded prize, is due.

**CASINO NIGHT:**

\$100.00 to Borough and \$100.00 to LGCCC.

**SPECIAL DOOR PRIZE RAFFLE:**

No fee is payable and no license is required provided the merchandise is wholly donated and has a total retail value of less than \$50.00. There can be no other raffle held on the same day as a door prize raffle. The organization must still have a registration with LGCCC.

**CALENDAR RAFFLE:**

If awarding cash or merchandise as a prize, the fee is \$20.00 for each \$1,000.00 or part thereof of the retail value of the prize(s) to be awarded. A calendar raffle must cover a period of at least three months.

**CONTENTS OF TICKET: OFF-PREMISE RAFFLE AWARDING MERCHANDISE AS A PRIZE:**

- A. When tickets are sold for an off-premise raffle awarding merchandise as a prize, each ticket shall contain at least the following information. Tickets may not be sold online.
  1. Name and identification number of the qualified organization and number of the license issued for the occasion.
  2. Place where the occasion will be held and the date and time thereof.
  3. A list of the prizes and the retail value of each.
  4. The number of the ticket.
  5. Price of the ticket.
  6. The purpose to which the entire net proceeds will be devoted.
  7. The statement: "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."
- B. The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VALID UNLESS HOLDER IS PRESENT AT THE DRAWING".
- C. The stub or counterpart of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the licensed organization.
- D. All information required by A, B, & C above shall be clearly and conspicuously set forth on the face of the ticket.

**CONTENTS OF TICKET: OFF-PREMISE RAFFLE AWARDING CASH OR MONEY AS A PRIZE:**

- A. When tickets are sold for an off-premise raffle awarding cash or money as a prize, each ticket shall contain at least the following information. Tickets may not be sold online.
1. Name and identification number of the qualified organization and number of the license issued for the occasion.
  2. Place where the occasion will be held and the date and time thereof.
  3. The statement: "This is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate".
  4. If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.
  5. The number of the ticket.
  6. The price of the ticket.
  7. The purpose to which the entire net proceeds will be devoted.
  8. The statement: "No substitution of the offered prize may be made."
- B. The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VALID UNLESS HOLDER IS PRESENT AT THE DRAWING".
- C. The stub or counterpart of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the licensed organization.
- D. All information required by A, B, and C above shall be clearly and conspicuously set forth on the face of the ticket.

**RAFFLE REPORTS:**

**Raffle Report of Operations** – one copy of the "Raffle Report of Operations" must be forwarded to the LGCCC by the 15<sup>th</sup> Day of the month immediately following the month in which the activity is conducted along with the license. A copy of the "Printer's Certificate" with an actual ticket must also be submitted with all reports of Off-Premise Draw Raffles. Only expenses directly in connection with the raffle are allowed. Postage is not an allowable expense.

**DEFAULT:**

If a licensee fails to file a report within the time required, or if a report is not properly verified, or not fully, accurately, and truthfully completed, no further license shall be issued and any existing license shall be suspended until such time as the default has been corrected.

**If you have any questions regarding your raffle application, please call Maryann Lang at 973-410-5319, or [mlang@fpboro.net](mailto:mlang@fpboro.net). Good luck with your raffle!**



**New Jersey Office of the 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

# Application for a Raffle 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).

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 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.I.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.I.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



\_\_\_\_\_  
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.



# Sample Ticket

## Off Premises Raffle Awarding Cash

**N.J.A.C. 13:47-8.8**

Stub	Ticket
<p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>ZIP code _____</p> <p>Telephone Number _____</p> <p>NJ LGCCC Identification# _____</p> <p>Municipal RL # _____</p>	<p>Municipal RL # _____</p> <p>Name of Organization _____</p> <p style="text-align: center;"><b>50/50</b></p> <p style="text-align: center;">This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.</p> <p>Location of Drawing _____</p> <p>Date of Drawing _____</p> <p>Time of Drawing _____</p> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made." _____</p> <p>Price of Ticket _____</p> <p>Ticket # _____</p>

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.

# Sample Ticket

## Off Premises Merchandise Raffle

**N.J.A.C. 13:47-8.7**

Stub Ticket

<p style="text-align: center;">Stub</p> <p style="text-align: center;">Name _____</p> <p style="text-align: center;">Address _____</p> <p style="text-align: center;">City _____</p> <p style="text-align: center;">State _____</p> <p style="text-align: center;">ZIP code _____</p> <p style="text-align: center;">Telephone Number _____</p> <p style="text-align: center;">Municipal RL # _____</p>	<p style="text-align: center;">Ticket</p> <p style="text-align: center;">NJ LGCCC Identification # _____</p> <p style="text-align: center;">Municipal RL # _____</p> <p style="text-align: center;">Name of Organization _____</p> <p style="text-align: center;">List of Prizes _____</p> <p style="text-align: center;">Retail Values _____</p> <p style="text-align: center;">Location of Drawing _____</p> <p style="text-align: center;">Date of Drawing _____</p> <p style="text-align: center;">Time of Drawing _____</p> <p style="text-align: center;">Purpose to which entire proceeds will be devoted          "No substitution of the offered prize may be made          and no cash will be given in lieu of the prize."          _____</p> <p style="text-align: center;">Price of Ticket _____</p> <p style="text-align: center;">Ticket # _____</p>
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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.

**AFFIDAVIT**

**State of New Jersey**

**County of \_\_\_\_\_ ) ss.**

**Members designated to conduct and assist in conducting games --**

**application number \_\_\_\_\_ identification number \_\_\_\_\_.**

**I, \_\_\_\_\_, do hereby swear under oath that I am of good moral character and have never been convicted of a crime.**

\_\_\_\_\_  
**(Member)**

**Sworn to and subscribed before me**

**this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**(Notary Public)**