

Part E - Officers of Applicant

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	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

Signature of Officer and Title

Member in Charge

Member in Charge

Member in Charge

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.

RAFFLES APPLICATION INSTRUCTIONS

Three (3) copies, original signatures on all copies, of the application for Raffles must be submitted for the approval of the Municipal Clerk. Once received a background check of Part F & G applicants will be conducted by the Collingswood Police Department. The background check process is approximately **14 days**.

One original of the Collingswood Raffle Applicant Information form for **all** individuals listed in Parts F, G, H and I must be completed.

According to the Raffles Law, your raffle application and the Findings and Determination of the Governing Body is mailed to LGCCC after it is approved by the Municipal Clerk. The Clerk's office must wait 15 days after approval & remittance to LGCCC of an application to issue a license. You can call the Clerk's Office on the 15th day for your raffle number and your license may be picked up at this time.

TOP RIGHT CORNER OF THE APPLICATION: Please print Organizations Registration Identification Number in the identification number. section. (second line) The Organization's **ORIGINAL** Registration Identification number card, which is issued by LGCCC, must be presented at the time of filing the application. **NO APPLICATION WILL BE PROCESSED WITHOUT THIS.** Please contact LGCCC at 973-273-8000 for details of renewing or obtaining your registration card.

Print "**Borough of Collingswood**" as the host municipality.

PART A - GENERAL

- 1 & 2a: Name and address of organization as it appears on LGCCC ID registration card.
- 2b: the mailing address should reflect the name and address of person who is to receive license, report form and any other pertinent information regarding the raffle.
3. Date, time and type of raffle (on or off premise, 50/50, etc.)
4. Address of place where raffle will be conducted (must be in Borough of Collingswood)
5. Answer question.
6. Answer question.

PART B – QUALIFICATION OF APPLICANT

1-4 Answer all questions.

PART C – SCHEDULE OF EXPENSES

Complete list of expenses.

PART D- SCHEDULE OF PURPOSES:

1. State the specific purpose of the Raffle.
2. Complete only if another organization will be accepting proceeds.

PART E - SCHEDULE OF PRIZES: List prizes and values as they will appear on ticket. If you are unaware of retail value you may put to be determined or unknown at this time. (For 50/50 please put “50% of gross proceeds”).

PART F – OFFICERS OF APPLICANT: There must be at least two (2) officers listed, with all information completed.

PART G – MEMBERS OF APPLICANT WHO WILL BE IN CHARGE OF THE GAMES: There must be at least one (1) member in charge listed, with information completed.

PART H - MEMBERS OF APPLICANT WHO WILL ASSIST IN CONDUCTING THE GAMES: Complete if applicable

PART I – NAMES OF OTHER ORGANIZATIONS WHOSE MEMBERS WILL ASSIST IN CONDUCTING THE GAMES: Complete if applicable

PART J - STATEMENT OF APPLICATION & MEMBERS IN CHARGE: First and last names should be used. Responsible persons must be “Over age 21”. Officer original signature and member-in-charge original signature must be from two separate individuals. Signatures must be originally notarized.

SAMPLE TICKET FORM: Two copies of a sample ticket form must be submitted with all off-premise raffles where tickets are printed.

DEFINITION & FEES: Please see attached.

RAFFLES REPORT INSTRUCTIONS

Prepare report form and file **directly with the Legalized Games of Chance Control Commission (LGCCC, PO BOX 46000, NEWARK, NJ 07101** no later than the 15th day of the month following the games(s) of chance. Also, file a copy with the Municipal Clerk

For further information or questions - the NJLGCCC website is:

www.state.nj.us/lps/ca/lgccc.htm

LGCCC Fee Increases Effective 10/02/06

1. **On-Premise draw raffle for cash (50/50) or merchandise**
(Exceeding \$400.00 total prize value) - **\$20.00** for each day on which a drawing is to be conducted under license.
2. **On-Premise draw raffle for cash (50/50) or merchandise**
(Not exceeding \$400.00 total prize value) – No licensing fee.
If the raffle should exceed \$400.00, then submit \$20.00 at the time of filing report of operations.

4. **Off-Premise draw raffle** awarding merchandise as a prize (for each \$1,000 or part thereof)- **\$20.00**
5. **Off-Premise (50/50) raffle** - **\$20.00** fee application. If more than \$1,000 in awarded prizes, then \$20.00 per \$1,000 in awarded prizes or part thereof.
6. **Carnival games or wheel** - **\$20.00** for each game or wheel held on any one day, or any series of consecutive days not exceeding 6 at one location.
7. **Special door prize raffle** – **no fee** and no license, provided the merchandise is wholly donated and has retail value of less than \$50.00. NOTE: cannot be conducted when other games of chance are being conducted, held or operated.
8. **Calendar Raffle** - **\$20.00** (for each \$1,000 or part thereof of the retail value of the prize)
9. **Instant Raffle:** 1. **\$20.00** for each day on which instant raffle tickets are sold or offered for sale or **\$750.00** for a one year license.
10. **Golf Hole-In-One** - **\$20.00** (for each \$1,000 or part thereof of retail value of ancillary prizes)
11. **Armchair Race (Nite at the Races)**- **\$50.00** per licensed day of operation
12. **Casino Night** - **\$100.00** per occasion

Please submit correct fee in the form of two separate checks, one to NJ Legalized Games of Chance (NJ LGCCC) and one to the Borough of Collingswood for \$10.00.

You must come in person to the Borough Clerk's office, and bring along with you your **VALID REGISTRATION IDENTIFICATION CARD ISSUED BY THE STATE (NJLGCCC)**.