

## 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 15<sup>th</sup> 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 15<sup>th</sup> 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](http://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)**.