



Village Hall circa 1869
National Register of Historic Places
New Jersey Register of Historic Places

Township of South Orange Village

Village Hall • 101 South Orange Avenue • South Orange, NJ 07079
www.SouthOrange.org

Tel 973-378-7715 x7724 • Fax 973-761-4357 • rkline@southorange.org

Robin R. Kline, MAS, RMC
Village Clerk

RAFFLE APPLICATION PACKET

This Raffle Application Packet has been prepared to make the Raffle Application process easier for your organization to understand and follow and will guarantee success in obtaining a Raffle License for your fundraising event.

The Raffle Application Packet includes:

1. Instructions to successfully complete your Raffle Application
2. Raffle Application
3. Sample Ticket for Off-Premise Raffle Awarding Cash
4. Sample Ticket for Off-Premise Raffle Awarding Merchandise
5. Legalized Games of Chance Control Commission Fee Schedules
6. Instructions for Filing the Raffle Report of Operations
7. Raffle Report of Operations

We hope you find this information helpful when completing the Raffle Application. Best wishes for a successful fundraising event!

Robin R. Kline, MAS, RMC
Village Clerk

HOW TO APPLY AND OBTAIN A RAFFLE LICENSE

1. Complete the Raffle Application

Submit three (3) copies of your completed Raffle Application at least 6 weeks prior to your scheduled event to the Village Clerk's Office. Each copy of the completed Raffle Application must have original notarized signatures. Photocopied signatures cannot be accepted. Please refer to the Raffle Application Instructions included in this packet when completing your application.

The *original* Legalized Games of Chance Control Commission Registration certificate issued by the LGCCC to your organization must be presented at the time the Raffle Application is submitted. Raffle Applications will not be processed otherwise.

Please visit the LGCCC website at http://www.state.nj.us/lps/ca/lgccc/lgc_registration.htm or contact LGCCC at 973-273-8000 for details on how to obtain or renew your registration certificate.

2. Raffle Application Fees

Submit two separate checks with your completed Raffle Application.

- The first check is made payable to the "Township of South Orange Village" in the amount of \$20.00.
- The second check is made payable to "LGCCC" in the amount listed on the LGCCC Fee Schedule. The LGCCC fees vary depending on the type and value of raffle prizes offered. Refer to the LGCCC Fee Schedule included in the application packet.

3. Background Check performed

The South Orange Police Department will conduct a background check of the applicants listed on "Part F" and "Part G" of the Raffle Application. The background check process takes approximately 14 days.

4. Approval by the Township of South Orange Village

Once the South Orange Police Department has completed the background check, the Board of Trustees for South Orange Village must formally approve your Raffle Application. Keep in mind, the Board of Trustees Meeting is held the 2nd and 4th Monday of each month. Upon approval by the Board of Trustees, the Village Clerk prepares a Findings and Determination Report which will be mailed to State together with your Raffle Application and check payable to the LGCCC.

5. Approval by the Legalized Games of Chance Control Commission (LGCCC)

The Clerk's Office will be authorized to issue a Raffle License upon State approval. State approval takes approximately 15 days.

6. Issuance of Raffle License

Upon receiving State approval, the Clerk's Office will prepare your Raffle License for issuance and you will be notified when your Raffle License is available for pick up. Congratulations! You have successfully completed the Raffle Application process and your Raffle License has been issued.

7. Raffle Report of Operations to be filed

After the raffle event is over, but no later than the 15th day of the calendar month immediately following the raffle event, your organization must file a Report of Operations with the LGCCC. We have included a Raffle Report of Operations form and instructions in this packet.

The completed *Raffle Report of Operations* is mailed directly to the Legalized Games of Chance Control Commission, PO Box 46000, Newark, NJ 07101, and a copy filed with the Village Clerk.

RAFFLE APPLICATION INSTRUCTIONS

PART A - GENERAL

1. Print the name of organization as it appears on LGCCC ID registration card.
- 2a Print the address of organization as it appears on LGCCC ID registration card.
- 2b The mailing address of should reflect the name and address of the person who is to receive the Raffle License, Report of Operations form, and any other pertinent information regarding the raffle.
3. Date, time and type of raffle (example: July 1, 2010, 7:30 p.m., Off-premise 50/50 Cash prize)
4. Address of the location where raffle will be conducted (must be in South Orange)
5. Answer question, Yes or No.
6. Answer question.

PART B - QUALIFICATION OF APPLICANT

1. Answer question, Yes or No.
2. Answer question, Yes or No.
3. Answer question.
4. If answer to either 1. or 2., By-laws, Charter, or Certificate of Incorporation must be attached

PART C – SCHEDULE OF EXPENSES

Complete list of expenses

PART D – SCHEDULE OF PURPOSES

1. State specific purpose of holding your raffle event
2. Complete only if another organization will be receiving the proceeds of the raffle.

PART E – SCHEDULE OF PRIZES

Description of ALL prizes and their value.

- For 50/50 cash prizes, please indicate number of cash prizes and % of gross cash proceeds to be awarded.
- For merchandise prizes, please describe ALL merchandise prizes and value of each prize. If you are not aware of the retail value state "to be determined" or "unknown at this time."

PART F - OFFICERS OF APPLICANT

A minimum of two (2) officers must be listed. Complete all information requested for each officer listed.

PART G - MEMBERS OF APPLICANT WHO WILL BE IN CHARGE OF THE GAMES

At least one (1) member in charge must be listed. Complete all information requested for each member listed. Responsible persons must be "over age 21".

PART H - MEMBERS OF APPLICANT WHO WILL ASSIST IN CONDUCTING THE GAMES

Complete all information requested for members who will assist in conducting the raffle event. Responsible persons must be "over age 21".

PART I - NAMES OF OTHER ORGANIZATIONS WHOSE MEMBERS WILL ASSIST IN CONDUCTING THE GAMES

Complete if applicable

PART J - STATEMENT OF APPLICATION AND MEMBERS IN CHARGE

Signature of Officer and Title – individual must be listed in PART F of the Raffle Application

Member(s)-in-charge - individual(s) must be listed in PART G of the Raffle Application. All signatures must be original and notarized!

IMPORTANT: If you are applying for an OFF-PREMISE RAFFLE FOR EITHER CASH OR MERCHANDISE PRIZES you are required to attach a sample raffle ticket to your application. If you need assistance with your ticket, please contact the Legalized Games of Chance Control Commission at 973-273-8000 or visit their website at http://www.state.nj.us/lps/ca/lgccc/lgc_applications.htm.

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.

Sample Ticket

Off Premises Raffle Awarding Cash

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

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Address</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">City</div> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">State</div> <div style="width: 20%; border-bottom: 1px solid black; text-align: center;">ZIP code</div> <div style="width: 40%; border-bottom: 1px solid black; text-align: center;">Telephone Number</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;">Ticket #</div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Name of Organization</p> </div> <div style="text-align: center; margin-bottom: 10px;"> <p>50/50</p> <p>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> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Location of Drawing</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

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																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">Name</td> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">Address</td> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">City</td> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">State</td> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">ZIP code</td> <td style="border-right: 1px solid black; text-align: center; vertical-align: middle;">Telephone Number</td> <td style="text-align: center; vertical-align: middle;">Municipal RL #</td> </tr> <tr> <td colspan="6" style="border-right: 1px solid black; text-align: center; vertical-align: middle;">NJ LGCCC Identification#</td> <td style="text-align: center; vertical-align: middle;">Municipal RL #</td> </tr> </table>	Name	Address	City	State	ZIP code	Telephone Number	Municipal RL #	NJ LGCCC Identification#						Municipal RL #	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 50%; text-align: center;">NJ LGCCC Identification #</td> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Municipal RL #</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; text-align: center;">Name of Organization</td> </tr> <tr> <td style="border-top: 1px solid black; width: 50%; text-align: center;">List of Prizes</td> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Retail Values</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; text-align: center;">Location of Drawing</td> </tr> <tr> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Date of Drawing</td> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Time of Drawing</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; 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." </td> </tr> <tr> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Price of Ticket</td> <td style="border-top: 1px solid black; width: 50%; text-align: center;">Ticket #</td> </tr> </table>	NJ LGCCC Identification #	Municipal RL #	Name of Organization		List of Prizes	Retail Values	Location of Drawing		Date of Drawing	Time of Drawing	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."		Price of Ticket	Ticket #
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LGCCC Fee Increases
Effective 10/02/06

1. **Bingo** - \$20.00 for each occasion.
2. **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.
3. **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
 2. \$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, with matching amounts, one to NJ Legalized Games of Chance (NJ LGCCC) and one to the Borough of Manasquan. 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)**.



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 "SAVEAS" 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 _____ 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	\$ _____

