

GUIDELINE FOR BINGO OR RAFFLE LICENSE APPLICATIONS

1. APPLICATIONS FOR A BINGO OR RAFFLE LICENSE MUST BE RECEIVED WITH ENOUGH TIME TO ALLOW FOR A BACKGROUND CHECK TO BE CONDUCTED AND FOR THE APPLICATION TO BE PLACED ON AN AGENDA FOR APPROVAL BY THE GOVERNING BODY.

KEEP IN MIND COUNCIL MEETING IS HELD THE FOURTH THURSDAY OF THE MONTH .

2. THE APPLICATION MUST BE SUBMITTED IN QUADRUPLICATE (4 COPIES) WITH **ORIGINAL SIGNATURES AND ORIGINAL NOTARIZATION** AND WITH THE APPROPRIATE FEES - ONE CHECK MADE PAYABLE TO THE BOROUGH OF WALLINGTON AND THE OTHER TO LEGALIZED GAMES OF CHANCE CONTROL COMMISSION (NJ LGCCC). THE ORGANIZATION MUST PRESENT THEIR REGISTRATION CERTIFICATE FROM LGCCC (IT SHOWS THE ISSUE DATE, EXPIRATION DATE, ORGANIZATION NAME, ID #)

FEES

- A. \$20.00 PER \$1,000 PRIZE AND PER OCCASION.....FOR EXAMPLE

AN ORGANIZATION WANTS TO HOLD AN OFF PREMISE CASH RAFFLE FOR ONE DAY AND THEY KNOW THAT THEY WILL MAKE \$2,000. THE FEE WOULD BE \$40.00 TO THE BOROUGH AND \$40.00 TO THE NJ LGCCC (SEPARATE CHECKS).

IF AN ORGANIZATION WANTS TO HOLD ON PREMISE CASH RAFFLES (50/50) - ONE RAFFLE A MONTH FOR SIX MONTHS (\$20.00 X 6 DIFFERENT DATES = \$120.00 TO THE BORO AND TO THE STATE)

THE SAME FOR BINGOS....IF AN ORGANIZATION WANTS TO HOLD BINGO EVENTS ONCE A WEEK FOR 52 WEEKS IT WOULD BE (\$20.00 X 52 OCCASIONS = \$1,040.00).

OFF PREMISE CASH RAFFLE – YOU MUST SUBMIT A MOCK TICKET SHOWING ORGANIZATION NAME, DATE, TIME, PLACE AND PRIZE AMOUNT.

ON PREMISE CASH RAFFLE (ROLL TICKETS),

ON PREMISE MERCHANDISE RAFFLE – PROVIDE A LIST OF PRIZES WITH THE RANGE OF PRIZE AMOUNTS OR PROVIDE A FULL LIST MERCHANDISE AND VALUES WHEN YOU SUBMIT YOUR REPORT OF RAFFLE OPERATIONS

PLEASE BE ADVISED THERE IS A 2 WEEK WAITING PERIOD FROM TIME OF APPROVAL BY COUNCIL TO WHEN THE ORIGINAL LICENSE CAN BE RELEASED TO THE ORGANIZATION. LGCCC HAS 14 DAYS TO REVIEW AND ADVISE IF ADDITIONAL INFORMATION IS REQUIRED. WE DO NOT RELEASE THE LICENSE NUMBER **FOR ANY REASON** IN CASE THERE IS AN ISSUE WITH SOMETHING IN THE APPLICATION OR LICENSE.

IT IS THE ORGANIZATION'S RESPONSIBILITY TO ALLOW FOR ENOUGH TIME BETWEEN APPLYING AND ACTUALLY RECEIVING THEIR LICENSE.

3. THE ORGANIZATION MUST FILE A REPORT OF OPERATIONS, AFTER THE EVENT HAS TAKEN PLACE, DIRECTLY WITH LGCCC. IF ADDITIONAL MONEY IS REQUIRED (THE ORGANIZATION TOOK IN MORE MONEY THAN ANTICIPATED) THAT SHOULD ACCOMPANY THEIR REPORT AND THEY ARE TO SUBMIT A COPY OF THEIR REPORT TO US WITH ADDITIONAL MONEY OWED, IF REQUIRED.

NOTE: ANY RENEWAL OF A REGISTRATION ID OR TO OBTAIN A NEW REGISTRATION ID MUST BE DONE THROUGH THE LGCCC.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT

Agnieszka Brynczka, RMC, CMR
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973-777-0318 ext. 202
abrynczka@wallingtonnj.org



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 C - Schedule of Purposes

- 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:
- 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.

[illegible]

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



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.