

**Instructions for
Raffle Applications**

*BOROUGH OF KINNELON
NEW JERSEY*

Please Read Carefully

Raffle License Application

- 1) Submit the LGCCC (Legalized Games of Chance Control Commission) application in quadruplicate with Original signatures and notarized, to Borough of Kinnelon, at least one month prior to the event.
- 2) Make sure your organization's LGCCC biennial registration is current and you have it available for Inspection when submitting the application to the Borough. You will need to have that identification number for your application.
- 3) Complete the "License Record Check Forms" for all members listed on the application in Part F and G; Only one person may be signed up for each section.
- 4) Sample raffle tickets should be attached to the application.
- 5) See the fee chart below for appropriate fees accompanying the application. Two checks will need to be submitted, one to the Legalized Games of Chance Control Commission and the other to the Borough of Kinnelon.

Raffle Fees: One check made payable to the Borough of Kinnelon and one check made payable to LGCCC

Bingo	Borough of Kinnelon: \$20.00 LGCCC: \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license
Calendar Raffle	Borough of Kinnelon: \$20.00 LGCCC: \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded
Casino Night	Borough of Kinnelon: \$20.00 LGCCC: \$100.00 for each day of operation of casino
Duck Race	Borough of Kinnelon: \$20.00 LGCCC: \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded
Instant Raffle	Borough of Kinnelon: \$20.00 LGCCC: \$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for A one-year license to sell, or to offer for sale, instant raffle tickets during that year
Non-Draw Raffle	Borough of Kinnelon: \$20.00 LGCCC: \$20.00 for each game or wheel held on any one day, or any series of consecutive days not Exceeding six at one location

**Instructions for
Raffle Applications page 2**

Please read Carefully

- Off Premises 50-50 Raffle** Borough of Kinnelon: \$20.00
LGCCC: \$20.00 paid at the time the application is filed for each day on which a drawing(s) is to be conducted under the license. In the event the awarded prize exceeds \$1,000, then an additional fee of \$20.00 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the Control Commission by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9
- On Premises 50/50 Raffle** Borough of Kinnelon: \$20.00
LGCCC: \$20.00 for each day on which a drawing(s) is to be conducted under the license Only if the anticipated prize is in excess of \$400.00. Otherwise, there is no license fee
- Off Premises Merchandise Draw Raffle** Borough of Kinnelon: \$20.00
LGCCC: \$20.00 for each \$1,000 or part thereof of the total retail value of the Prizes(s) to be awarded
- On Premises Merchandise Draw Raffle** Borough of Kinnelon: \$20.00
LGCCC: \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated retail value of the merchandise prize(s) is in excess of \$400.00. Otherwise, there is no license fee. In the event the total retail value of the merchandise prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C 13:47-9. In the event the prize(s) awarded exceeds \$400.00. the licensee shall submit a check or money order made payable To Commission in the amount of \$20.00 at the time of filling the report of Operations required by N.J.A.C 13:47-9.

Report of Operations

The report of Operations is due to the LGCCC the month following the event no later than the 15th.



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.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.

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



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Newark, New Jersey 07101
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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 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 must 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 must 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 his/her name and title, and that person must complete the information on page 3 and have the report notarized.

The Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles is to be accompanied with a sample ticket. Reports are to be mailed to Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101, or emailed to PetermanA@dca.lps.state.nj.us .

It is recommended that you maintain a copy of all reports as part of the organization's records.



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Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
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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	\$ _____

