

Raffle License Application Packet

NOTE: Raffle Licenses must be approved by City Council.

**Council meets on the first and third Tuesday of each month.
Submit completed application by noon on the Wednesday
prior to the Council Meeting.**

Applicant's Checklist

Did you fill out the Application completely?

Did you attach a copy of a Fidelity Bond?

If not, did you fill out the Waiver?

Did you pay the \$10.00 Raffle License Fee in the Water Department?

Did you include your receipt with your Application?

Did you retain the [Raffle Final Account Form](#) to complete and return to City Clerk?

NOTE: RETURN [Raffle Final Account Form](#) within 14 Days of Raffle Drawing to:

City Clerk
520 Jackson Avenue
Charleston, IL 61920

APPLICATION for RAFFLE LICENSE

1. Applicant is (Please check appropriate Box):

Business Organization—A voluntary organization composed of individuals and businesses who have joined together to advance the commercial, financial, industrial and civic interests of a community.

Charitable Organization—An organization or institution organized and operated to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer benefit on the public.

Educational Organization—An organization or institution organized and operated to provide systematic instruction and useful branches of learning by methods common to schools and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax supported schools.

Fraternal Organization—An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those that otherwise would be cared for by the government.

Labor Organization—An organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.

Law Enforcement Agency—An agency of the state or a unit of local government in the state that is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws or ordinances.

Nonprofit Organization—An organization or institution organized and conducted on a not for profit basis with no personal profit inuring to anyone as a result of the operation.

Religious Organization—Any church, congregation, society, or organization founded for the purpose of religious worship.

Veterans Organization—An organization or association comprised of members of which substantially all are individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

2. License Fee: \$10.00 (Cash or Check Payable to the City of Charleston.)

3. Name of Organization: _____

Local Address: _____

Date Organization Commenced Operating: _____

4. Purpose of raffle (describe in detail how funds raised will be used.): _____

5. **Date** raffle chance sale **commences**: _____

Date raffle chance sale **terminates**: _____

6. **Area or Areas** where raffle chances will be sold or issued: _____

7. **Date** and **time** of determination of winning chance or chances: _____

8. **Location** where winning chances will be determined: _____

9. **Name, address** and **phone number** of person making this application: _____

INELIGIBILITY FOR LICENSE:

No license shall be issued to any of the following:

A. Any person who has been convicted of a felony that will impair the person's ability to engage in the licensed position?

B. Any person who is or has been a professional gambler or professional gambling promoter.

C. Any person who is not of good moral character.

D. Any organization in which a person defined in subsection A, B or C of this section has a proprietary, equitable or credit interest, or in which such a person is active or employed.

E. Any organization in which a person defined in subsection A, B, or C of this section is an officer, director or employee, whether compensated or not.

F. Any organization in which a person defined in subsection A, B or C of this section is to participate in the management or operation of a raffle.

RESTRICTIONS ON LICENSE:

A. The conduct of raffles is subject to the following restrictions:

1. The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the organization permitted to conduct the game.
2. No person except a bona fide director, officer, employee, or member of the sponsoring organization may manage or participate in the management of the raffle. No person may receive any remuneration or profit for managing or participating in the management of the raffle. Sponsoring organizations may contract with third parties who, acting at the direction of and under the supervision of the sponsoring organization, provide bona fide services to the sponsoring organization in connection with the operation of a raffle and may pay reasonable compensation for such services. Such services include the following: (a) advertising, marketing and promotion, (b) legal, (c) procurement of goods, prizes, wares and merchandise for the purpose of operating the raffle, (d) rent, if the premises upon which the raffle will be held is rented, (e) accounting, auditing and bookkeeping, (f) website hosting, (g) mailing and delivery, (h) banking and payment processing, and (i) other services relating to the operation of the raffle.
3. A licensee may rent a premises on which to determine the winning chance or chances in a raffle provided that the rent is not determined as a percentage of receipts or profits from the raffle.
4. Raffle chances may be sold throughout the state, including beyond the borders of the City. Winning chances may be determined only at those locations specified on the license.
5. No person under the age of eighteen (18) may participate in the conducting of the raffles or chances. A person under the age of eighteen (18) may be within the area where winning chances are being determined only when accompanied by his parents or guardian.

B. The following limitations shall apply to all licenses:

1. The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed ten million dollars (\$10,000,000.00).
2. The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed ten million dollars (\$10,000,000.00).
3. The maximum price which may be charged for each raffle chance issued or sold shall not exceed one hundred dollars (\$100.00).
4. The maximum number of days during which chances may be issued or sold for any one raffle shall not exceed one hundred eighty (180).
5. Each license shall be valid for only one raffle or for a specified number of raffles to be conducted during a specified period not to exceed one year.

RAFFLES MANAGER:

A. Manager Required: All management, operations, and conduct of raffles shall be under the supervision of a single raffles manager designated by the organization.

B. Bond Requirements:

1. The manager shall give a fidelity bond in favor of the organization applying for the license in accordance with the following schedule:

Bond Required:	Aggregate Retail Value of All Prizes to be awarded in Raffle:
\$ 5,000.00	Up to \$30,000.00
7,500.00	Up to \$40,000.00
10,000.00	Up to \$50,000.00
12,500.00	Up to \$60,000.00
15,000.00	Up to \$70,000.00
17,500.00	Up to \$80,000.00
20,000.00	Up to \$90,000.00
22,500.00	Up to \$100,000.00

2. The fidelity bond shall provide that notice be given, in writing, to the City not less than thirty (30) days prior to its cancellation.

3. The bond requirement shall be waived if the application states that the members, or if there are no members, the governing board of the organization applying for the license requests the waiver of the fidelity bond, and said request for waiver is approved by unanimous vote of the City Council.

RECORDS AND REPORTS:

A. Each organization licensed to conduct raffles and chances shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of the net proceeds shall be itemized as to payee, purpose, amount and date of payment.

B. Gross receipts from the operation of raffles program shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same nonprofit organization pursuant to license therefor issued by the State Department of Revenue, and placed in a separate account. Each organization shall have separate records of its raffles. The person who accounts for gross receipts, expenses and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the organization.

C. The licensee shall report promptly after the conclusion of each raffle to its membership, or if there are no members to its governing board, and to the City its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required by this chapter.

D. Records required by this section shall be preserved for three (3) years, and licensees shall make available their records relating to operation of raffles for public inspection at reasonable times and places.

PENALTY:

Any person guilty of any violation under this chapter shall be fined not less than one dollar (\$1.00) and not more than five hundred dollars (\$500.00) for each violation.

WAIVER OF BOND REQUEST

Name of Organization

WE, the MEMBERS or if no members, the GOVERNING BOARD of the above-named Organization request the waiver of a fidelity bond. Said request for waiver shall be approved by unanimous vote of the City Council.

Date _____

Organization Presiding Officer

Organization Secretary (or high officer)

ATTESTATION OF NOT-FOR-PROFIT CHARACTER OF ORGANIZATION

We, the undersigned Presiding Officer and Secretary hereby swear that the above-named organization is a not-for-profit entity.

Organization Presiding Officer

Organization Secretary

RAFFLE FINAL ACCOUNT

NOTE: Return this form within 14 Days of Raffle Drawing to:

**City Clerk
520 Jackson Avenue, Charleston, Illinois 61920.**

Name of Organization: _____

1. **Gross Receipts:** _____

2. **Less Expenses:** _____

3. **Net Proceeds (Total Donation):** _____

4. **Winner(s) and their winnings. (Note: If more than one, attach list.)**

Name: _____

Address: _____

Prize: _____

Date: _____

Raffle Manager: _____

(Signature)

(Please Print)

Phone # _____