

PROCEDURE FOR A QUALIFIED ORGANIZATION TO CONDUCT A RAFFLE IN WYCKOFF

1. To Conduct a Raffle in Wyckoff, an Organization Must Apply for a Raffle License

- Any organization applying for a raffle license must have an identification number/registration certificate which is issued by the State of New Jersey, Legalized Games of Chance Control Commission (LGCCC). To determine if your organization is a qualified organization contact the LGCCC at 973-273-8000 or call them for instructions on how to obtain an identification number/registration certificate. **ANTICIPATE 6-8 WEEKS TO OBTAIN THE LGCCC IDENTIFICATION NUMBER/REGISTRATION CERTIFICATE FROM THE LGCCC.**

2. On-Site/Off-Site Raffle Definitions

- An **on-premise raffle** is a raffle in which raffle tickets are sold only at the time of the event. The winner does need to be present. A sample ticket is not required with the raffle application.
- An **off-premise raffle** is a raffle in which raffle tickets are printed and sold prior to the day of the drawing. The winner does not need to be present. **A sample ticket is required with the application for an off-premise raffle.**

3. Filing the Raffle Application

- File raffle permit applications in quadruplicate for each raffle, all four (4) applications must have original signatures and they must all be notarized. The applications and fees are submitted to the Municipal Clerk along with a copy of the LGCCC identification number/registration certificate. All games of chance need an application (ie, if you are having a 50/50 and a merchandise raffle at the same event you must fill out four (4) raffle applications for the 50/50 raffle and four (4) raffle applications for the merchandise raffle). The application must be **signed** by the same people whose names appear in Parts F and G of the application. A **criminal background check** is required by state statute only for persons signing in Part F of the application. The application to IdentoGo for the background check is included in this packet; the phone number to make an appointment for the background check is on the application. Allow 2-3 weeks for IdentoGo to process the background report and forward it to the police department. **Note regarding criminal background checks: please be aware that your organization's representatives signing the application in part F must provide the results of a criminal background check dated within three (3) years of the date of your application.**
- When the raffle applications, fees, identification number/registration certificate and background report from IdentoGo (& sample ticket for an off-premise raffle) are filed with the Municipal Clerk, a Findings and Determinations Report is then prepared by the Clerk - the raffle application to the township is now complete and all items are forwarded to the LGCCC for a 15 business day review. **A minimum of 15 days are required by the LGCCC to review the application to determine if the Municipal Clerk can issue the raffle license.** Organization's applying for off-site raffle sales cannot have tickets printed until the sample ticket has been approved by the LGCCC.

4. Timing

- AWARENESS OF THE TIME REQUIREMENTS ON THE PART OF THE APPLICANT IS ESSENTIAL FOR OBTAINING GAMES OF CHANCE LICENSES. IF THIS IS YOUR FIRST RAFFLE AND YOUR ORGANIZATION DOES NOT HAVE A QUALIFYING CERTIFICATE/IDENTIFICATION NUMBER FROM THE LGCCC IT COULD TAKE UP TO FOUR MONTHS FOR A RAFFLE PERMIT TO BE ISSUED. IF YOUR ORGANIZATION HAS PREVIOUSLY OBTAINED A QUALIFYING CERTIFICATE/IDENTIFICATION NUMBER FROM THE LGCCC, THE PROCESS COULD TAKE UP TO 6-8 WEEKS TO PROCESS THE APPLICATION AND ISSUE THE PERMIT.
- THESE ARE ALL STATE REGULATIONS THAT THE TOWNSHIP CANNOT WAIVE THEREFORE, THE APPLICANT MUST PLAN FOR THESE TIME REQUIREMENTS WHEN SCHEDULING AN EVENT.

5. For Off Premise Raffles (This is a Raffle where tickets are sold prior to the date of the Raffle) When submitting an application to the Municipal Clerk for an off premise raffle, a sample ticket form must accompany the application and the LGCCC must approve the ticket.

Contents of Raffle Ticket:

- a) Name and identification number of the qualified organization and number of the license issued for the occasion
- b) Place where the occasion will be held and the date and time
- c) A list of the prizes and the retail value of each
- d) The number of the ticket
- e) Price of the ticket
- f) The purpose to which the entire net proceeds will be devoted
- g) The statement: "No substitution of the offered prize may be made and no cash will be given in lieu of the prize."
- h) The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement: NOT VALID UNLESS HOLDER IS PRESENT AT THE TIME OF THE DRAWING."
- i) The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license number issued for the occasion and the identification number of the organization.

6. For Off Premise 50/50 Cash Raffle

Same as above except for Item 'c' shall read the statement: "This is a 50/50 Cash Raffle and the winner will receive 50% of the amount received for all tickets or rights to participate".

If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive.

7. Fees Made Payable to LGCCC and the Township of Wyckoff

Off Premise Raffle

- \$20.00 for each \$1,000.00 or part thereof of the retail value of the prize (ie a raffle with the total amount of prizes being \$2,559.00 would pay LGCCC \$60.00 and the Township \$60.00). Fees are due at the time the application is filed with the Municipal Clerk.

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Off Premise 50/50 Raffle

- \$20.00 fee shall be paid to LGCC and \$20.00 to the Township at the time the application is filed. In the event that the awarded prize exceeds \$1,000.00, then an additional fee of \$20.00 per thousand or part thereof in value of the awarded prize shall be forwarded to LGCCC together with the Raffle Report of Operations form.

On Premise Raffle (a Raffle conducted in which all tickets are sold *only at the event* and not prior to the event).

- \$20.00 to LGCCC and \$20.00 to the Township for each day a drawing is to be held. Two (2) separate checks are needed; one payable to Legalized Games of Chance Control Commission and the second to the Township of Wyckoff.

8. **Prohibited Prizes**

No licensee shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, foreign or domestic coins, or any other merchandise refundable in any of the foregoing or in money or cash.

No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 Cash Raffle.

9. **Raffle Report of Operations – MUST BE SUBMITTED BY THE RAFFLE APPLICANT TO THE LGCCC AFTER THE RAFFLE**

The Report of Operations shall be on a form provided by the LGCCC and submitted to LGCCC no later than the 15th day of the month following the conduct of the Game(s) of Chance.

- a) Gross receipts derived from each game.
- b) Expenses incurred or paid and a description of the merchandise purchased or the services rendered therefore.
- c) Net profit from each game and the uses to which the net profit has been or will be applied.
- d) A list of the prizes offered or given and their respective values.
- e) The licensee shall file one copy of the report with the LGCC no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held.
- f) Off Premise Raffle licensees shall secure from the printer of tickets a certificate showing:
 - The number of tickets printed.
 - The first and last numbers used.
 - That the tickets were consecutively numbered.
 - A sample of the actual ticket.

10. Questions

PLEASE PLAN YOUR EVENT AFTER YOU HAVE COMPLETED THE ABOVE STEPS. IF THIS IS YOUR FIRST RAFFLE, YOU NEED TO PLAN FOUR (4) MONTHS TO COMPLETE THESE STATE REQUIREMENTS. IF YOU HAVE A RAFFLE IDENTIFICATION NUMBER/REGISTRATION CERTIFICATE ISSUED BY LGCCC, PLEASE PLAN TWO (2) MONTHS TO COMPLETE THESE REQUIREMENTS IN ADVANCE OF YOUR EVENT.

My signature acknowledges that I have received this four (4) page instruction guide.

Sign

Print Name

Contact Phone #