

TOWNSHIP OF MILLBURN

QUICK CHECK LIST FOR RAFFLE LICENSES

| <u>DO</u> | <u>DON'T</u> |
|--|---|
| <ol style="list-style-type: none"> 1. The original <u>current I.D. certificate</u> issued by the State of New Jersey <i>shall</i> be brought in when submitting an application for a raffle. The I.D. number shall appear on the application. 2. Submit four (4) original copies to the Office of the Township Clerk at least eight (8) weeks <i>prior</i> to the event and at least 7 days before a Township Committee meeting; meeting dates located on page 4. 3. Have an <u>officer of the organization as well as the member in charge of the game</u> sign <u>all</u> applications <u>in the presence of a notary.</u> 4. Submit four (4) copies of a sample ticket for off-premise raffles. (See attached forms). 5. Complete separate set of raffle of applications for each On- Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50. 6. Bring two checks in the proper amount: one payable to the <u>Legalized Games of Chance Control Commission</u> [LGCCC] and one payable to the <u>Township of Millburn</u> (use instruction sheet attached for the type of raffle you are conducting). 7. Following receipt of all documents, a fifteen (15) business day holding period imposed by LGCCC will apply before a license is issued. 8. If your event is a Casino night, must provide a <u>notarized Casino Night Form 13.</u> 9. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14 10. Complete a <u>Report of Raffles Operations</u> (must be notarized) and send to the Legalized Games of Chance Control Commission within fifteen (15) days of the event. | <ol style="list-style-type: none"> 1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, cash, gift cards that can be converted to cash, money trees, lottery tickets or any merchandise refundable in any of the foregoing as money or cash. (Note: cash prize only allowed when a 50/50 raffle is held.) |

State of New Jersey
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION
 PO BOX 46000
 Newark, NJ 07101 973-273-8000
www.state.nj.us/lps/ca/lgccc.htm

(All state forms are available on this website)

RAFFLES LICENSING FEES

OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE

("Off-premise" is one in which tickets are printed and sold in advance of the occasion of the drawing.)

| <u>Amount of retail value of prizes</u> | <u>Fee to Licensing Municipality</u> | <u>Fee to Legalized Games of Chance</u> | <u>Total</u> |
|---|--------------------------------------|---|--------------|
| 0 - \$1,000 | \$ 20.00 | \$20.00 | \$40.00 |
| \$1,000.01 - 2,000 | 40.00 | 40.00 | 80.00 |
| 2,000.01 - 3,000 | 60.00 | 60.00 | 120.00 |
| 3,000.01 - 4,000 | 80.00 | 80.00 | 160.00 |
| 4,000.01 - 5,000 | 100.00 | 100.00 | 200.00 |
| 5,000.01 - 6,000 | 120.00 | 120.00 | 240.00 |
| 6,000.01 - 7,000 | 140.00 | 140.00 | 280.00 |
| 7,000.01 - 8,000 | 160.00 | 160.00 | 320.00 |
| 8,000.01 - 9,000 | 180.00 | 180.00 | 360.00 |
| 9,000.01 - 10,000 | 200.00 | 200.00 | 400.00 |

To continue the above schedule, add a **\$20.00 fee for the licensing municipality** and **\$20.00 fee for the Legalized Games of Chance Control Commission** for each additional \$1,000 retail value.

OFF-PREMISE 50/50 CASH RAFFLES

Two checks are to be submitted *at the time the application is submitted*:

\$20.00 payable to **Legalized Games of Chance Control Commission**

\$20.00 payable to the **Township of Millburn**

If the cash award *exceeds* \$1,000, the balance of the fees, according to the schedule above, to be sent payable to LGCCC with the Report of Raffles that must be filed *and* one payable to the Township of Millburn.

ON PREMISE DRAW OR 50/50 VALUED UNDER \$400: No Fee

ON-PREMISE DRAW OR 50/50 VALUED OVER \$400:

\$20.00 to the **Township of Millburn** for *each day raffle is held*

\$20.00 to **Legalized Games of Chance Control Commission** for *each day raffle is held*

NON-DRAW RAFFLE:(Carnival games)

\$20.00 to the **Township of Millburn** for each wheel or game conducted on any day or a series of six consecutive days in one week

\$20.00 to **Legalized Games of Chance Control Commission** for each wheel or game conducted on any day or a series of six consecutive days in one week

ON PREMISE DRAW CASINO NIGHT:

\$100.00 to the **Township of Millburn**

\$100.00 to **Legalized Games of Chance Control Commission**

ARMCHAIR RACE

\$50.00 to the **Township of Millburn**

\$50.00 to **Legalized Games of Chance Control Commission**

Note: All fees are to be paid by check or money order.

PLEASE PROVIDE CURRENT I.D. CERTIFICATE

APPLICATION DEADLINES AND TICKET FORMAT

PLEASE FILL OUT ALL FOUR (4) APPLICATIONS INCLUDING SAMPLE TICKET FORMAT FORMS FOR OFF-PREMISE DRAW OR 50/50. ONE APPLICATION WILL BE RETURNED TO YOU. APPLICATION DEADLINE: Eight weeks before the event

RAFFLE APPLICATION INSTRUCTIONS

1. **READ APPROPRIATE PORTIONS OF THE LEGALIZED GAMES OF CHANCE CONTROL COMMISSION BOOKLET** (available from the State). This is YOUR responsibility. Complete four (4) copies of the application:

Part A - General - #3 - indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc. Off-Premise simply means that tickets will be sold in advance of the occasion of the drawing.)

Part C - Schedule of Expenses - Be sure to include as an Item of Expense the License Fee to the Township of Millburn and the Legalized Games of Chance Control Commission and all items which will not be donated or the percentage not donated.

Part D-1. Schedule of Purposes - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....." Fill out four (4) copies of ticket format (see attached). The name of organization to which proceeds will be given and signature of individual authorized to accept proceeds.

Part E -Schedule of Prizes -The description should be detailed, i.e., a Sony Trinitron Plus 15" Color TV or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras. If part of the prize is donated, then its percentage and value must be indicated.

Part G - Members of Applicant in Charge of Games - Individuals listed must be members of the organization applying for the license.

Part H - Members of Applicant Who Will Assist - Same applies as in Part G.

Part J - Statement of Applicant - Original signatures of officer(s) and member(s) in charge of the game of applying organization needed on all four copies of application. These officers must sign the application before a Notary.

2. **AFTER COMPLETION AND SUBMISSION OF APPLICATION**

Raffles can not take place until the license is approved by the State of New Jersey and issued by Township Clerk's office. This **15 BUSINESS DAY WAITING PERIOD** is required for the State of New Jersey Legalized Games of Chance Control Commission to review the application. A raffle license issued by the Township Clerk's office will be mailed to the individual listed as the person in charge of the event following the wait period accompanied by the requisite Report of Raffles Operations (See #3).

3. **REPORT OF RAFFLES OPERATIONS**

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. **If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the actual ticket must be submitted with this report.** The LGCCC will advise upon receipt if an additional check is required. A check equal to the amount due the LGCCC will also be due and payable to the Township of Millburn.

REGULATIONS REGARDING CONDUCT OF RAFFLES

1. Each registered organization shall establish, keep and maintain a bank account in a State or Federal chartered banking institution to which only the proceeds derived from the conduct of games of chance shall be deposited and from which only payments for authorized expenses and utilization of net proceeds for authorized purposes shall be made.
2. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
3. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
4. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prizes(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."
5. **Within FIFTEEN (15) BUSINESS DAYS AFTER APPLICATION HAS BEEN SUBMITTED TO THE TOWNSHIP CLERK**, you will be notified by mail when the raffles application has been approved by Legalized Games of Chance Control Commission.
6. A **Report of Operations must be completed and signed before a Notary and** submitted to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, NJ 07101 **within 15 days from the Raffle. If an Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket *must be attached and submitted with this report.***

GENERAL INTEREST TO RAFFLES LICENSE APPLICANTS

Please be sure to review the Legalized Games of Chance booklet available from the Legalized Games of Chance Control Commission with regard to the terms listed below so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Legalized Games of Chance Control Commission: <http://www.state.nj.us/lps/ca/lgcc/>

PAGE

- 5..... Authorized purpose
- 6..... Draw raffle, Goods, etc, Net proceeds (raffle), Non-draw raffle
- 6..... Off-premise, Off-premise 50/50
- 7..... On-premise, On-premise 50/50, Qualified organization
- 8..... Raffle, Raffle equipment, Special door prize (also see N.J.A.C. 13:47-2.7 and 13:47)
- 11..... License to conduct
- 12..... Filing
- 13..... Separate application
- 18..... Member in charge
- 19..... Member in charge of proceeds
- 21..... Advertise (see N.J.A.C. 13:47-6.14)
- 23..... Prohibited prizes

2013 Millburn Township Committee Meeting Dates

| | | | |
|----------------|-------------|-----------------|----------------|
| January 2, 15 | April 2, 16 | July 16 | October 1, 15 |
| February 5, 19 | May 7, 21 | August 20 | November 19 |
| March 5, 19 | June 4, 18 | September 3, 17 | December 3, 17 |

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 Merchandise Raffle

N.J.A.C. 13:47-8.7

| Stub | Ticket |
|--|---|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 15%; text-align: center;">Name</div> <div style="width: 15%; text-align: center;">Address</div> <div style="width: 15%; text-align: center;">State</div> <div style="width: 15%; text-align: center;">City</div> <div style="width: 15%; text-align: center;">ZIP code</div> <div style="width: 15%; text-align: center;">Telephone Number</div> <div style="width: 15%; text-align: center;">Municipal RL #</div> </div> <hr style="border: 0.5px solid black; margin-top: 20px;"/> <div style="text-align: center;">Ticket #</div> | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; text-align: center;">Municipal RL #</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="text-align: center;">Name of Organization</div> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <hr style="border: 0.5px solid black; margin-top: 5px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">List of Prizes</div> <div style="width: 45%; text-align: center;">Retail Values</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="text-align: center;">Location of Drawing</div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">Date of Drawing</div> <div style="width: 45%; text-align: center;">Time of Drawing</div> </div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="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."</div> <hr style="border: 0.5px solid black; margin-top: 10px;"/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">Price of Ticket</div> <div style="width: 45%; 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.



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 “SAVE AS” 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 | \$ _____ |

Bank

| | | |
|------|------------------------------------|----------------|
| Name | Address where balance is deposited | Account number |
| | | |

Person Responsible for Use of Proceeds

| | | |
|------|---------|--|
| Name | Address | Telephone number <small>(include area code)</small> |
| | | |

I certify that all of the statements on this report of operations are true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Prizes Offered or Awarded

Please list the prizes offered or awarded and their respective retail values.

| Prizes Offered or Awarded | Retail Value | Prizes Offered or Awarded | Retail Value |
|---------------------------|--------------|---------------------------|--------------|
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N.J.S.A. 5:8-37 "It shall be the duty of each licensee to maintain and keep such books and records as may be necessary to substantiate the particulars of each such report." Facts stated on this report are regarded as if made under oath.

I certify that I have reviewed this report and that the information on this report of operations is true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

*I **certify** by placing a check in this box, that I have reviewed the report and that the information provided is true, accurate and complete.*

You must state your name and title below. Reports that are not properly certified will be sent or e-mailed back.

Name and title of officer (please print)

Signature of officer

Sworn and subscribed to before me this _____
day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public

