

Legalized Games of Chance Application Checklist

Has the organization's **CURRENT ORIGINAL** LGCCC registration certificate been presented to the Municipal Clerk? **Yes No**

******* It is the responsibility of Municipal Clerk to see an original copy of the LGCCC registration certificate with each raffle/bingo application. *******

Part A General

Will the registration certificate be current for the entire time period stated on the raffle/bingo application? **Yes No**

Is the LGCCC ID# stated on the raffle/bingo application exactly as it appears on the organization's registration certificate? **Yes No**

Is the organization's name on the raffle/bingo application exactly as it appears on the organization's registration certificate? **Yes No**

Are the date(s) and time(s) listed in part 3? **Yes No**

Is there a description of the type of raffle included in part 3? **Yes No**

****An on-premise raffle means the drawing for or allotment of cash or merchandise prizes with respect to which all tickets are sold only to persons present at the place of the drawing or allotment, the winner(s) determined and the prize(s) awarded to a person who is present at the drawing or allotment.**

**** An off-premise raffle means the drawing for or allotment of cash or merchandise prizes with respect to which tickets may be sold in advance of the occasion of the drawing or allotment of prizes, and the winner(s) **need not be present to win.****

**** Form 13 is required for all casino night, armchair race night and non-draw (games and wheels) raffles. Form 13 is supplied to the organization by the Raffle Equipment Providers.**

On-premises draw raffle for cash prizes (50/50) that do not exceed \$400.00 or merchandise prizes where the total combined retail value of prizes awarded does not exceed \$400.00; no licensing fee is required. Refer to N.J.A.C. 13:47-4.9 for details.

Is there a fee associated with the conduct of this raffle/bingo? **Yes No**

Is there a check included with the application made payable to Legalized Games of Chance Control Commission (LGCCC)? **Yes No**

Part B Schedule of Expenses

** N.J.A.C. 13:47-6.12(a) states: No item of expense shall be incurred or paid in connection with the holding, operating, or conducting of a game of chance, except such expenses as are bona fide items of reasonable amount for goods, wares, and merchandise furnished or services rendered, which are reasonably necessary to be purchased or furnished for the holding, operating, or conducting of the game of chance. In other words, only expenses directly related to the conduct of the raffle/bingo may be listed.

Is this part filled out? **Yes No**

Are there any expenses stated which are not directly related to the conduct of the raffle/bingo? (as noted above) **Yes No**

For games and wheels, casino nights, armchair race nights, or bingo, is there a name of the equipment supplier listed? **Yes No**

Is there an expense for the printing of raffle tickets? **Yes No**

Is a sample ticket included with application? **Yes No**

Part C Schedule of Purposes

Does it state for what purpose the organization plans to use the entire net proceeds of this raffle/bingo? **Yes No**

**N.J.A.C. 13:47-1.1 “Authorized Purpose” means an educational, charitable, patriotic, religious or public-spirited purpose, which terms are defined to be the purpose of benefiting an indefinite number of persons either by bringing their minds or heart under the influence of education or religion by relieving their bodies from disease, suffering or constraint, by assisting them to establish themselves in life or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government or, in the case of a senior citizen association or club, the support of such organization such terms do not include the erection, acquisition, improvements, maintenance or repair of property, real, personal, or mixed, unless such property is and shall be used exclusively for one or more of the purposes hereinabove stated.

If any of the net proceeds are to be devoted to another organization, did you secure a signature of the president of that organization? **Yes No**

Part D Schedule of Prizes

50/50 raffles must award 50% of the **gross receipts!!!! Organizations cannot guarantee cash prizes in a 50/50 raffle. There must always be a percentage of gross receipts stipulated for each prize offered in a 50/50 raffle. Please check sample tickets to make sure the organization is not guaranteeing a cash prize!!!

Merchandise raffles have a list of prohibited prizes associated with them.

Is there a description of the prizes being awarded along with the retail value of each prize?
Yes No

****Reminder – a sample ticket must be included with all off-premise raffle applications, as well as for all on-premises basket raffles and 50/50 raffles.**

If this is a bingo application, is there a list of games and prizes included with the application?
Yes No

Part E Officers of Applicant

Is there at least one name of an officer of the organization with address, age, and office held?
Yes No

Part F Members of Applicant Who Will Be in Charge of the Games

Is there at least one name of a member in charge with address, phone, and age? Yes No

Part G Members of Applicant Assisting in Conducting Games

If names are listed, is there an address and age listed as well? Yes No

Part H Names of Other Organizations Whose Members Will Assist in Conducting the Games

Is this organization related to the applicant? How? Yes No

Does this related organization have a LGCCC ID#? Yes No

Is the LGCCC ID# stated? Yes No

Part I Statement of Application and Member(s) in Charge

Are all four (4) applications notarized? Yes No

Is the application signed by the same people whose name appears in parts F and G?
Yes No

Please make sure to submit four (4) notarized applications, all with original signatures.

Attach the Following Documents:

Copy of LGCCC Registration Certificate

Sample Ticket for all off-premise raffle applications, as well as for all on-premises basket raffles and 50/50 raffles. REMEMBER-SPECIFIC CASH PRIZES CANNOT BE GUARANTEED!

Please check the Legalized Games of Chance website at www.state.nj.us/lps/ca/lgccc.htm for a list of prohibited prizes.

Form 13-this form is supplied to the applicant by the Licensed Raffle Equipment provider and is required to be submitted with all casino night, armchair race, and non-draw raffle applications.

Note: Raffle/Bingo Reports of Operations.

***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.