

**FOR VILLAGE USE ONLY:** Pursuant to the Illinois Raffles Act and local ordinance, the organization named herein is authorized and licensed to conduct a single raffle in accordance with the terms and conditions set forth in this Application.

License No.: \_\_\_\_\_ Effective: \_\_\_\_\_ Expires: \_\_\_\_\_ By: \_\_\_\_\_, President

## VILLAGE OF RIVER GROVE APPLICATION FOR RAFFLE LICENSE

Any qualified organization desiring to obtain a raffle license shall file this Application for Raffle License with the Village Clerk, and shall pay any applicable license fees at the time of filing. All raffles shall be conducted within one year from the date the license is issued by the village, and no organization shall conduct more than 3 raffles in any one calendar year. The village will act on an application within 30 days from the date the application is filed with the Village Clerk.

A permitted raffle means: (1) the player pays or agrees to pay something of value for a chance, represented and differentiated by a number or by a combination of numbers or by some other medium, one or more of which chances is to be designed the winning chance; and (2) the winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of persons conducting or connected with the raffle. The winning chance shall not be determined by the outcome of a publicly exhibited sporting contest, and any other gambling scheme, enterprise, activity or device is other than a raffle under the Illinois Raffles Act is prohibited.

A. **RAFFLE MANAGER.** Identify the raffle manager designated by the organization to operate and conduct the raffle:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Attach, as required by the Illinois Raffles Act, a certified copy of the organization's minutes appointing this manager, and if applicable, of the unanimous vote of the organization's members requesting that the village waive the bond required by law.

B. **BOND.** Attach a copy of the manager's fidelity bond in the amount equal to two times the aggregate retail value of all prizes or merchandise to be awarded by the organization in the raffle in favor of the organization conditioned upon the manager's honesty in the performance of the duties of the position. The bond must provide that notice shall be given in writing to the village not less than 30 days prior to its cancellation. The village may waive this requirement of requested by a unanimous vote of the members of the organization.

C. **LOCATION.** Specify the area(s) within the village in which raffle chances will be sold or issued: \_\_\_\_\_

D. **DATES.** Specify the time period during which raffle chances will be sold: Starting: \_\_\_\_\_ Last Day: \_\_\_\_\_  
(Time period may not exceed 60 days; and may not commence more than 300 days from application date.)

E. **WINNING DETERMINATION.** Specify the date: \_\_\_\_\_; and time: \_\_\_\_\_; of determination of winning chances; and the location(s) at which winning chances will be determined: \_\_\_\_\_

NOTE: The Organization may rent a premises on which it will determine the winning chance or chances in a raffle only if the lessor is an organization which is also licensed. If applicable, attach a copy of the lessor's license permitting the conducting of such raffles.

F. **VALUES:** Specify the aggregate retail value of **all** prizes or merchandise to be awarded in this raffle: \$ \_\_\_\_\_

Identify and specify the retail value of **each** prize to be awarded in this raffle:  
(use separate sheet if necessary )

Prize #1 \_\_\_\_\_ Retail Value \$ \_\_\_\_\_

Prize #2 \_\_\_\_\_ Retail Value \$ \_\_\_\_\_

Prize #3 \_\_\_\_\_ Retail Value \$ \_\_\_\_\_

**NOTE:** The retail value of each prize may not exceed \$50,000; and the total retail value of all prizes awarded cannot exceed \$50,00.

G. **PRICE:** Specify the price to be charged for each raffle chance issued or sold: \$ \_\_\_\_\_ (Shall not exceed \$25.00).

H. **ACCOUNTING.** Identify the person who shall account for gross receipts, expenses and net proceeds from the operation of this raffle:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

(This person shall not be the same person who accounts for other revenues of the organization). The organization shall report promptly after the conclusion of the raffle to its membership and to the Village Clerk, its gross receipts expenses and net proceeds from the raffle and the distribution of net proceeds itemized by payee, purpose, amount and date of payment.

- I. **QUALIFIED ORGANIZATIONS.** (A) *Bona Fide* religious, charitable, labor, business, fraternal, educational or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of 5 years immediately before making application and had a *bona fide* membership engaged in carrying out the objects of the organizations; or (b) a non-profit fundraising organization organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.

Name of Organization: \_\_\_\_\_ Number of Members: \_\_\_\_\_

Specific Purpose of Organization: \_\_\_\_\_

Date Organization Was Organized: \_\_\_\_\_ Date Organization Commenced Operations: \_\_\_\_\_

If a Non For Profit Corporation, attach a certified copy of the organizations Articles of Incorporation issued by the Secretary of State.

By my signature below, I certify that this organization has been organized and conducted on a non-for-profit basis with no personal profit incurring to anyone as a result of the operation; that the organization has been in existence continuously for 5 or more years; has maintained a *bona fide* membership engaged in carrying out the objects of this organization during this period of time; and that the organization is generally classified as one of the following qualified organizations:

\_\_\_\_\_ **Business:** We are a voluntary organization of individuals and businesses who, on a non-for-profit basis, seek to advance the commercial, financial, industrial and civic interests of the River Grove community.

\_\_\_\_\_ **Charitable:** We are organized and operated to benefit an indefinite number of eligible members of the public.

\_\_\_\_\_ **Educational:** We are organized and operated to provide systematic instruction in useful branches of learning.

\_\_\_\_\_ **Fraternal:** We promote the welfare of our members and 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:** We are workers organized seeking to improve the conditions of our occupation.

\_\_\_\_\_ **Religious:** We are a church, congregation, society or organization founded for the purpose of religious worship.

\_\_\_\_\_ **Veterans:** We are an organization of veterans or spouses, widows or widowers of veterans, promoting the welfare of our members and to provide assistance to the general public in such a way as to confer a public benefit.

\_\_\_\_\_ **Other:** We are a non-profit fundraising organization organized to provide financial assistance to the identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.

Name of Individual or Group: \_\_\_\_\_

Cause of Financial Hardship: \_\_\_\_\_

- J. **FEES.** Based upon the information set forth above, the organization submits the fee in accordance with the following schedule:

\$ 1.00 A non-profit fundraising organization providing financial assistance to the identified individual or group of individuals suffering extreme financial hardship as stated above.

\$ 5.00 A religious, charitable, educational or veterans' organization for each single raffle license.

\$10.00 A labor, business or fraternal organization for each single raffle license.

\$ 5.00 If the organization has already paid for one raffle license in the current calendar year and the organization is applying for an additional license (No organization may conduct or be licensed for more than three (3) raffles per calendar years).

Provide previous license number issued by Village: \_\_\_\_\_.

- K. **CERTIFICATION.** Under penalties of perjury, I hereby certify and warrant that I am the presiding officer and authorized to complete this application for this organization; that the organization is qualified to conduct raffles under the Illinois Raffles Act; that I have read and completed this application in its entirety (4 pages); and that the information contained in this application and all attachments are true and correct.

\_\_\_\_\_, Presiding Officer

Attest: \_\_\_\_\_, Secretary of Organization



## **TERMS, CONDITIONS AND LIMITATION IN CONDUCTING RAFFLES**

All qualified organizations obtaining a Raffle License from the village should conduct each raffle in accordance with the Illinois Raffles Act and the following terms, conditions and limitations:

- (a) **License Mandatory.** No person, firm or corporation shall conduct raffles or chances without having first obtained a license therefore.
- (b) **Location of Raffle Sales.** The licensee shall sell raffle chances only within the corporate boundaries of the Village of River Grove, Cook County, Illinois.
- (c) **Maximum Value of All Prizes.** The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed Fifty Thousand dollars (\$50,000.00).
- (d) **Maximum Value of Single Prize.** The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed Fifty Thousand Dollars (\$50,000.00).
- (e) **Maximum Ticket Charge.** The maximum price which may be charged for each raffle chance issued or sold shall not exceed Twenty Five Dollars (\$25.00).
- (f) **Maximum Length of Ticket Sales.** The maximum number of days during which chances may be issued or sold shall be 60 days from the date the license is issued by the president of the village. In the event the organization has received a license for more than one raffle, tickets for each licensed raffle shall be issued and sold within a 60 day period in accordance with the schedule provided by the organization in its Application for Raffle License.
- (g) **Conduct of Raffles.** All organizations licensed to conduct a raffle, and all individuals acting on behalf of the licensed organization, shall comply with the following restrictions when conducting any raffle:
  - (1) The entire net proceeds of any raffle shall be exclusively devoted to the lawful purposes of the organization permitted to conduct the raffle.
  - (2) No person except a bona fide member of the sponsoring organization may participate in the management or operation of the raffle.
  - (3) No person may receive any remuneration or profit for participating in the management or operation of the raffle.
  - (4) A license may rent a premises on which it will determine the winning chance or chances in a raffle only if the lessor is an organization which is also licensed under this Act. If a lessor rents premises where a winning chance or chances on a raffle are determined, the lessor shall not be criminally liable if the person who uses the premises for the determining of winning chances does not hold a license issued by the village under the provisions of this ordinance and in accordance with the Illinois Raffles Act.
  - (5) Raffle chances may be sold or issued only within the area specified on the license and winning chances may be determined only at those locations specified on the license.
  - (6) A person under the age of 18 years may participate in the conducting of raffles or chances only with the permission of a parent or guardian. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by a parent or guardian.
- (h) **Designation of Raffle Manager and Bond.** The operation of and the conduct of raffles shall be under the supervision of a single raffle manager designated by the organization. The manager shall provide a fidelity bond in the amount determined by the village in favor of the organization conditioned upon manager's honesty in the performance of the duties of the position. Terms of the bond shall provide that notice shall be given in writing to the village not less than 30 day prior to its cancellation. The village may waive this bond requirement by including a waiver provision in the license issued to an organization, provided that a license containing such waiver provision shall be granted if requested by a unanimous vote of the members of the licensed organization. The organization shall designate the raffle manager, and provide the village with certified copies of the organization's minutes appointing the manager, and if applicable, of the unanimous vote of the organization's members requesting that the village waive the bond requirements set forth above.

**(I) Records, Banking & Accounting.**

- (1) 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 net proceeds shall be itemized as to payee, purpose, amount and date of payment.
- (2) Gross receipts from the operation of each raffle program shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same non-profit organization pursuant to license therefore issued by the Department of Revenue of the State of Illinois, 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.
- (3) Each organization licensed to conduct raffles shall report promptly after the conclusion of each raffle to its membership and to the corporate authorities of the village, its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required in this section.
- (4) Records required by this section shall be preserved for 3 years, and organizations shall make available their records relating to the operation of raffles for public inspection at reasonable times and places.

**PROHIBITED LICENSEES:** The following persons and organizations shall not be eligible for any license under this Ordinance or the Illinois Raffles Act:

- (a) any person who has been convicted of a felony;
- (b) any person who is or has been a professional gambler or gambling promoter;
- (c) any person who is not of good moral character;
- (d) any firm or corporation in which a person defined in (a), (b) or (c) 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 (a), (b) or (c) is an officer, director, or employee, whether compensated or not;
- (f) any organization in which a person defined in (a), (b) or (c) is to participate in the management or operation of a raffle as defined in this ordinance.

**VIOLATIONS AND FINES.** In addition to the sanctions provided in the Illinois Raffles Act, any person or organization in violation of any provision of this Ordinance shall be subject to a fine not to exceed \$500.00 for each day a violation is determined to exist. The corporate authorities may also revoke the license of the organization.

**LIMITATION.** Nothing in the Village Code shall be construed to authorize the conducting of operating of any gambling scheme, enterprise, activity of device other than raffles as provided by Village Code and the Illinois Raffles Act.