



FLOSSMOOR

# RAFFLE LICENSE APPLICATION

THIS APPLICATION WAS PREPARED PURSUANT TO  
ILLINOIS COMPILED STATUTES 230/15-1  
AND CHAPTER 224 OF THE 2014 FLOSSMOOR MUNICIPAL CODE

Revised (12/20/18)

**\*\* To ensure timely permit issuance, please submit your application no later than 3 weeks prior to your event date, to allow for administrative processing \*\***

**OFFICE USE ONLY**

Raffle Name: \_\_\_\_\_

Applicants: \_\_\_\_\_

CLASS:    A    B    C            Location License:    YES    NO            Issue Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_            Police Department Approval: \_\_\_\_\_

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CLASS Transfer To:    A    B    C            Location License:    YES    NO            Issue Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_            Police Department Approval: \_\_\_\_\_

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CLASS Transfer To:    A    B    C            Location License:    YES    NO            Issue Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_            Police Department Approval: \_\_\_\_\_

**It is the responsibility of all holders of licenses to notify the Village of any changes in the initial application data immediately as they occur. Applicant Initials \_\_\_\_\_**

**All licensees shall be responsible and liable for the safety of all participating in the raffle and all costs incurred by the Village in connection with providing public safety or public works personnel shall be paid by the licensee. Applicant Initials \_\_\_\_\_**

**The Village retains the right to immediately revoke any license in the event the conduct of the raffle results in the disruption of vehicle or pedestrian traffic or jeopardizes the safety of the public. Applicant Initials \_\_\_\_\_**

**I. APPLICANT INFORMATION**

All operation of and the conduct of raffles licensed by the Village shall be under the supervision of a raffle manager designated by the licensed organization. **A license and application will be required by each such organization participating in the conduct of a raffle. If your raffle has multiple participating organizations, section II and III may be skipped by additional applicants.**

Mark type of license being applied for, please note applicants can only receive a CLASS B or CLASS C license **once every 24 month period.**

	<b>CHECK HERE</b>	<b>License Fee Each</b>	<b>Max Aggregate Retail Value</b>	<b>Max Duration</b>	<b>Max price per chance issued/sold</b>	<b>Fidelity Bond Required?</b>
<b>CLASS A</b>		<b>\$25</b>	\$250,000	120 days	\$100	May be waived
<b>CLASS B</b>		<b>\$75</b>	\$1,000,000	1 year	\$100	YES
<b>CLASS C</b>		<b>\$100</b>	\$5,000,000	1 year	\$100	YES

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Name of Raffle Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is the type of organization? (CIRCLE ONE) Religious Charitable Labor Fraternal Educational Veterans Other

Explain: \_\_\_\_\_

Has your organization been in existence for a minimum of five years? Yes \_\_\_\_\_ No \_\_\_\_\_

What are the objectives of your organization and how long has your organization been pursuing them?

\_\_\_\_\_  
 \_\_\_\_\_

**II. RAFFLE INFORMATION**

A. Where will the raffle drawing be held? \_\_\_\_\_  
\_\_\_\_\_

B. Are the premises where the raffle drawing is to be held owned by your organization?  
Yes \_\_\_\_\_ (If yes, skip to Item D) No \_\_\_\_\_

C. **If the raffle applicant is not the owner of the premise where the raffle will be conducted, the raffle applicant is responsible for obtaining a license in the same respective CLASS, in addition to their own license, on behalf of the premise owner. The owners of the premises where the raffle will be conducted should complete the following:**

Location where raffle will be conducted \_\_\_\_\_

Address \_\_\_\_\_

Business phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Printed name \_\_\_\_\_

D. At what location(s) and by whom will raffle chances (tickets) be sold? Please give names and addresses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. On what day(s) will raffle chances (tickets) be sold? \_\_\_\_\_

\_\_\_\_\_

F. On what date(s) will the raffle drawing be held? \_\_\_\_\_

\_\_\_\_\_

**III. FINANCING AND PROCEEDS OF THE RAFFLE**

What is the aggregate retail value of all prizes? \_\_\_\_\_

\_\_\_\_\_

	<b>Max Aggregate Retail Value</b>
<b>CLASS A</b>	\$250,000
<b>CLASS B</b>	\$1,000,000
<b>CLASS C</b>	\$5,000,000

What is the retail value of each prize to be awarded? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What will the price be for each raffle chance (ticket)? THE PRICE OF EACH CHANCE (TICKET) CANNOT EXCEED \$100.

\_\_\_\_\_

Where will the proceeds of the raffle go? \_\_\_\_\_

\_\_\_\_\_

How will the proceeds be used? \_\_\_\_\_

\_\_\_\_\_

**IV. APPLICANT RESPONSIBILITIES**

- 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 net proceeds shall be itemized as to payee, purpose, amount and date of payment.
- B. Gross receipts from the operation of raffle programs shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are conducted by the same nonprofit organization pursuant to license thereof issued by the Department of Revenue of the State of Illinois, and placed in a separate account.
- C. 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.
- D. Each organization licensed to conduct raffles shall report monthly to its membership, and to the licensing local unit of government, its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required in this Section.
- E. Records required by this Section shall be preserved for three (3) years, and organizations shall make available their records relating to operation of raffles for public inspection at reasonable times and places.

- F. The Village requires that your organization post a fidelity bond with the Village of Flossmoor within one week after the license application is approved but prior to the issuance of the license. The bond shall be in an amount equal to the aggregate retail value of all prizes or merchandise to be awarded by the licensee in the raffle.
- G. The representative of the organization shall give a copy of the fidelity bond, in favor of the organization conditioned upon his honesty in the performance of his duties, to the Village of Flossmoor. Terms of the bond shall 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 bond requirement for CLASS A licenses by including a waiver provision in the license issued to an organization, provided that a license containing such waiver shall be granted only by unanimous vote of the members of the licensed organization.*

**Does the organization have a fidelity bond(s) on individual management members? Yes\_\_\_ No\_\_\_**

**If not, is the organization requesting the Village to waive the bond requirement? Yes\_\_\_ No\_\_\_**

A waiver is only an option for CLASS A licenses. Please include a letter reflecting that the organization's members have voted in favor of the fidelity bond waiver option.

- H. The bond will be released when the Village receives the financial statement referenced above.
- I. The license fee shall be paid to the Village within one week after the license application is approved but prior to the issuance of the license and prior to the sale of any raffle chances (tickets).
- J. The license may be revoked at any time in the event of any violation of the following:
  - a. The entire net proceeds of any raffle must be exclusively devoted to the lawful purpose of the organization permitted to conduct that game.
  - b. No person except a bona fide member of the sponsoring organization may participate in the management or operation of the raffle.
  - c. No person may receive any remuneration or profit for participating in the management or operation of the raffle.
  - d. A licensee may rent a premise on which to determine the winning chance or chances in a raffle only from an organization which is also licensed under this Act.
  - e. 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.
  - f. A person under the age of eighteen (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 eighteen (18) years may be within the area where winning chances are being determined only when accompanied by his parent or guardian.
  - g. The conducting of the raffle shall not disrupt the vehicular or pedestrian traffic within the Village or jeopardize the safety of the public.

**V. AFFIDAVIT**

No raffle license shall be issued to any of the following who are deemed ineligible for such license:

- A. Any person who has been convicted of a felony;
- B. Any person who is or has been a professional or gambling pro promoter;
- C. Any person who is not of good moral character;
- D. Any firm or corporation in which a person defined in Subsection A, B or C has a propriety, equitable or credit interest, or in which such person is active or employed;
- E. Any organization in which a person defined in Subsection A, B or C is an officer, director, or employee, whether compensated or not;
- F. Any organization in which a person defined in Subsection A, B or C is to participate in the management or operation of a raffle as defined in this Chapter;
- G. Any other person or organization prohibited from receiving such license by the State of Illinois.

I hereby certify that there are no willful misrepresentations or falsifications of the above statements, answers and attachments. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be rejected or, if already issued, my license will be subject to revocation.

Provide the printed name, title and signatures of the President and Secretary of the organization and the authorized person who will be conducting the raffle.

- 1. Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_
- 2. Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_
- 3. Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and Sworn To Before Me This

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary