

## Legalized Games of Chance Application Checklist

1. Has the organization's **ORIGINAL** LGCCC registration certificate been presented to the you? Yes No

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

### Part A General

- 1A. Will the registration certificate be current for the entire time period stated on raffle/bingo application? Yes No

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

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

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

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

### FYI

**\*\* An on-premise raffle is a raffle in which raffle tickets are being sold only at the time of the event. The winner does need to be present!! NO SAMPLE TICKET IS REQUIRED WITH THE APPLICATION FOR ON-PREMISE RAFFLES.**

**\*\* 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 OFF-PREMISE RAFFLES. Please see the attached sample tickets for off-premise 50/50 and merchandise raffles.**

**\*\* 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.**

6. Is there a fee associated with the conduct of this raffle/bingo? Yes No  
See attached schedule of fees

7. Is there a check attached to the application made payable to Legalized Games of Chance?  
Yes No

**Part B Qualification of the applicant is self explanatory**

**Part C Schedule of expenses**

\*\*\*\*\***FYI** - NJAC 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 taken.

8. Is this part filled out? Yes No
9. Are there any expenses stated which are not directly related to the conduct of the raffle/bingo? (See FYI above) Yes No
10. For games and wheels, casino nights, armchair race nights, or bingo, is there a name of the equipment supplier listed? Yes No
11. Is there an expense for the printing of raffle tickets?  
If so, is there a sample ticket included with application? Yes No  
Yes No

**Part D Schedule of Purposes**

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

\*\*\*\*\*NJAC 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 benefitting an indefinite number of persons either by bringing their minds or hearts 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, improvement, 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.

**Part E Schedule of Prizes**

\*\*\*\*\*FYI - 50/50 raffles must award 50% of **gross receipts**!!!! Organizations cannot guarantee cash prizes in 50/50 raffles. 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. See attached list of prohibited prizes.

13. 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.

- 13A. If this is a bingo application, is there a list of games and prizes included with the application?  
Yes No

**Part F Officers of Applicant**

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

**Part G Members of Applicant Who Will Be in Charge of the Games**

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

**Part H Members of Applicant Assisting in Conducting Games**

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

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

17. Is this organization related to the applicant? How? Yes No  
18. Does this related organization have a LGCCC ID#? Yes No  
19. Is the LGCCC ID# stated? Yes No

**Part J Statement of Applicant and Member(s) in Charge**

20. Is the application notarized? \_\_\_\_\_ Yes No

21. Is the application signed by the same people whose names appear in Parts F and G?  
Yes No

**\*\*\*\*\*Please remember to attach a Findings and Determination to each raffle/bingo application.**

Attached Documents

1. LGCCC Registration Certificate
2. Raffle Fee Schedule and Bingo Fee Schedule
3. Frequency and location of games Schedule
4. List of prohibited prizes
5. Sample Ticket for Off-Premise Raffle Awarding Cash - 50/50. Remember CASH PRIZES CANNOT BE GUARANTEED!
6. Sample Ticket for Off-Premise Raffle Awarding Merchandise. Remember to check the list of prohibited prizes.
7. 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.
8. Findings and Determination
9. 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.