



Delaware Township - Hunterdon County
Township Clerk's Office
PO BOX 500 | 570 Rosemont Ringoes Rd
Sergeantsville, NJ 08557
Phone: (609) 397-3240 Email: dtclerk@delawaretpnj.org

Raffle Application Checklist

- All applications must be submitted 4 (four) weeks prior to event
 - Date submitted: _____

- Contact information for application
 - Name: _____
 - E-mail: _____
 - Phone: _____
 - Organization: _____

- Application must be submitted in quadruplicate (4 copies)
 - Each copy of the application must contain original signatures
 - Each copy of the application must contain an original notary seal

- Raffle License Affidavit for EACH MEMBER listed in Parts F and G on application

- Copy of valid Registration card issued by LGCCC
 - Must be valid through the date of Raffle
 - License Number: _____
 - Expiration Date: _____

- Date of Raffle
- Type of Raffle (50/50, Gift Auction, Calendar, Bingo)
- Is the Raffle On Premise or Off Premise (Please choose one)
 - On Premise - Tickets will only be sold at the event and Winner must be present to receive prize
 - Off Premise - Tickets can be sold prior to the event and Winner does not need to be present to receive

- Sample ticket needs to be provided if the raffle is Off Premise
- Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)
 - Check Number _____
 - Amount: _____

- Check for fees payable to Township of Delaware
 - Check Number _____
 - Amount: _____



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Frequently Asked Questions

How do I register with the Legalized Games of Chance Control Commission?

According to the State website:

- Every organization interested in conducting bingo or raffles or allows its members to assist a licensed affiliated organization, must first apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club it issues a registration certificate reflecting its identification number.
- **“Qualified organization”** means a bona fide organization or association of veterans, religious congregation, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, officially recognized rescue squad, and senior citizens association or club.
- **“Registered organization”** means an organization which has applied for, received, and possesses a valid registration certificate bearing an identification number issued to it by the Legalized Games of Chance Control Commission. Only a registered organization is qualified within J.J.S.A. 5:8-60.3 to conduct raffles.

Is there a list of organizations that holds a LGCCC registration?

The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website that is updated daily. Please visit

<http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx>

Where do I apply for a game of chance Registration Card?

Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission. This registration card allows the holder to apply for each of their games in the municipality where the games will be held. **HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING FOR AND BEING APPROVED FOR BY THE MUNICIPALITY IN WHICH THE GEAMES ARE TO BE HELD.**

Where do I apply for each game of chance?

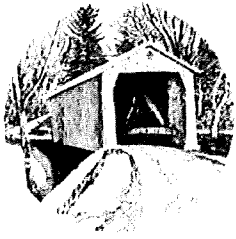
You must apply in the town where the games are to be held or the winner will be drawn. Each game must be applied for as there are no “blanket licenses”.

Can I apply for a game of chance if my LGCCC registration card has expired?

No. A copy of the valid registration card must be submitted with the application. Registration must be valid through the date of the raffle in order for the application to be processed.

Does my application need to be notarized?

Yes, applications must be submitted in quadruplicate (4 copies) and each application MUST contain original signatures and have a notary seal.



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Can I give one application and have Delaware Township make copies?

No. As the signatures and notary seals must be originals copies of a single application will not be accepted.

What is the difference between On and Off Premise games of chance?

On Premise means the winner of the prize needs to be present and tickets are sold at the event. Off Premise means the winner of the prize does not need to be present and tickets may be sold prior to the event. A Sample ticket ALWAYS must be provided if the game is Off Premise.

What needs to be on a Sample Ticket?

Sample Tickets must have the following:

1. NJ LGCCC Registration ID number
2. Name of the organization- This must exactly match what is on the Registration Card of the Organization Card issued by the LGCCC.
3. Description of Prize
4. Location of Drawing
5. Date of Drawing
6. Time of Drawing
7. Price of Ticket
8. Ticket Number
9. Purpose to which proceeds will be devoted
10. Space for the Municipality Issued Raffle Number
11. Space for purchasers information, including but not limited to: Name, address, telephone number (Please see sample ticket)

When do I need to provide a Sample Ticket?

Sample tickets must be provided at the time of the application for any game of chance that is considered OFF PREMISE.

What fees are associated with games of chance?

The Township of Delaware charges \$20.00 per game of chance. The State LGCCC charges different amounts based on the game and anticipated prizes. Please see the fee listing for further information.

How far in advance do I need to submit a raffle application?

Delaware Township requests that applications are submitted at least four (4) weeks prior to a game of chance's date of operation. This allows for the following:

- The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a raffle.
- If a holiday, unexpected closing, etc. occurs this timeline may be extended.



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- It is important to submit the application as soon as possible in case an error is present it can be corrected without affecting the date of the raffle.

My application was rejected, who do I speak to?

The municipality where you applied can be contacted to assist you in correcting an application. The denial of an application always comes from the State and the State has the ultimate decision on whether or not an application is approved.

What is the Report of Operations?

The Report of Operations is a form that needs to be completed and submitted to Delaware Township and the State of New Jersey.

- The form may require additional fees based on the value of the prizes or the proceeds raised.
- It must be submitted no later than the 15th day of the calendar month following the date of the licensed activity.

Can I change the date of my game?

Yes, you can fill out an Application to Amend a Raffle License.

Common Reasons Raffles are Denied

<p style="text-align: center;">Sample Ticket not provided</p>	<ul style="list-style-type: none"> • Sample Tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of drawing
<p style="text-align: center;">Sample Ticket filled out incorrectly</p>	<ul style="list-style-type: none"> • Sample Tickets must have the following: <ul style="list-style-type: none"> ○ NJ LGCCC Registration ID number ○ Name of the Organization <ul style="list-style-type: none"> ▪ This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC ○ Description of Prize ○ Location of Drawing ○ Date of Drawing ○ Time of Drawing ○ Price of Ticket ○ Ticket Number ○ Purpose to which proceeds will be devoted ○ Space for the Municipally Issued Raffle Number ○ Space for purchasers information including but not limited to: <ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Telephone number
<p style="text-align: center;">Incorrect Sample Ticket used</p>	<ul style="list-style-type: none"> • Sample tickets must be altered depending on the type of game of chance being hosted • Merchandise Raffles <ul style="list-style-type: none"> ○ Must have disclaimer “ No Substitution of the offered prize may be made and no cash will be given in lieu of the prize ○ Must list prizes and retail values • 50/50 Raffle <ul style="list-style-type: none"> ○ Must have disclaimer “No substitution of the offered prize may be made” ○ Must state that “This is a 50/50 cash raffle and the winner will receive 50% of the amount received” <p style="text-align: center;">Please see Sample Ticket Section for more information</p>

<p>Raffle Report of Operations not completed</p>	<ul style="list-style-type: none"> • Raffle Reports of Operation are due by the 15th of the calendar month after the date of the raffle • This report must be completed in their entirety • The form must be notarized • Off Premise games must have a printers certificate and a sample ticket • Additional fees when required
<p>Proper Fees not included with Raffle Report of operations</p>	<ul style="list-style-type: none"> • Some games will incur additional fees based on the amount • These fees will need to be included with the report of operations otherwise future games will be denied
<p>Name of Registered Organization does not match Application or Sample Ticket</p>	<p>The name on the Registration Card provided by the Legalized Games of Chance Control Commission is the ONLY way the organization name should be listed on the application or sample ticket. Any deviation will lead to a denial.</p>
<p>Incorrect fees</p>	<p>Please make sure to check the fee listing included in this packet to insure you are including the correct fees with your application</p>

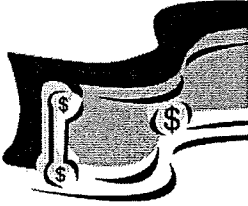
Delaware Township Raffle Fees

Legalized Games of Chance has the right to update fees at their discretion. This list is a guide to the fees due. Please confirm fees on the State Website. If you do not see the game of chance listed below, please reference the LGCCC website for additional games and corresponding fees <http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx>

Game of Change	Fee due to LGCCC	Fee due to Delaware Twp	State fee due w Report of Operations
On premise 50/50 raffle	\$20 per day if prize is in excess over \$400	\$20	
Off premise 50/50 raffle	\$20	\$20	\$20 for each \$1,000 or part thereof in value of awarded prize
On premise Merchandise raffle	\$20 ONLY if prize is anticipated over \$400	\$20 ONLY if prize is anticipated over \$400	
Off Premise Merchandise raffle	\$20 for each \$1,000 or part thereof of total retail value of prizes	\$20	
Non-Draw Raffle	\$20 each game on any one day	\$20	
Bingo	\$20 each occasion	\$20 each occasion	
Duck Race	\$20 for each \$1,000 or part thereof of total retail value of prizes offered	\$20 for each \$1,000 or part thereof of total retail value of prizes offered	
Calendar Raffle	\$20 for each \$1,000 or part thereof of total retail value of prizes	\$20 for each \$1,000 or part thereof of total retail value of prizes	
Instant Raffle Game	\$20 for each day on which instant raffle tickets are sold or offered for sale, or \$750 for a one-year license to sell or offer for sale raffle tickets during that year		

Prohibited Prizes

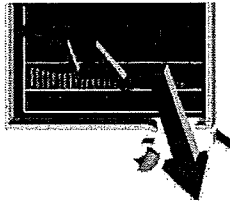
Cash or Money



- **Except for**
 - 50/50 with the maximum prize amount not to exceed \$25,000
(Twenty five thousand dollars)
 - Calendar Raffle with the maximum prize amount not to exceed \$25,000 (twenty five thousand dollars)
 - Bingo game
 - Big 6 wheels
 - Horse Race wheels
 - Instant Raffle game with a maximum prize amount of \$500 for anyone (1) ticket
- Merchandise refundable in any of the subsequent or as money cash



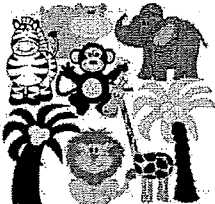
Bonds



Real Estate

Securities or evidence of indebtedness

Shares of stock



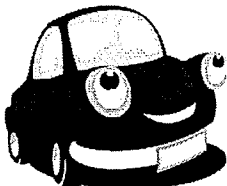
Weapons

Live animals

- May give a certificate redeemable for live edible seafood

Foreign or Domestic Coins

- Except collector pieces
- Sets marketed as collector pieces and no intended as legal tender



Motor Vehicle Leases

Tobacco Products

**Sample Ticket
Off Premises Raffle Awarding Cash
N.J.A.C. 13:47-8.8**

Stub				Ticket			
_____	_____	_____	_____	NJ LGCCC Identification # _____	Municipal RL # _____	_____	_____
Name	Address	City	State ZIP code	Name of Organization			
_____	_____	_____	_____	50/50	This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.		
_____	_____	_____	_____	Location of Drawing			
_____	_____	_____	_____	Date of Drawing		Time of Drawing	
_____	_____	_____	_____	Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."			
_____	_____	_____	_____	Price of Ticket		Ticket #	_____

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.

Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This information must match the information supplied on the application regarding the game of chance.

This statement must be included on all **Off Premise Raffles Awarding Cash**

The name of the organization that is listed on the registration card issued by the LGCCC
The name of the organization must be written exactly as it appears on the Registration card.

Any Alteration will be denied by the LGCCC

Sample Ticket

Off Premises Raffle Awarding Cash

N.J.A.C. 13:47-8.8

Stub	Ticket
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Name Address State Zip Code </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> City ZIP code </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Telephone Number </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Municipal RL # </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> NJ LGCCC Identification# </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> Ticket # </div>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> NJ LGCCC Identification # Municipal RL # </div> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <p>Name of Organization</p> <p>50/50</p> <p>This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> </div> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <p>Location of Drawing</p> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> Date of Drawing Time of Drawing </div> <div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;"> <p>Purpose to which entire proceeds will be devoted</p> <p>"No substitution of the offered prize may be made."</p> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> Price of Ticket Ticket # </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

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: 45%;"> <p style="text-align: center; color: red;">Name</p> <hr/> <p style="text-align: center; color: red;">Address</p> <hr/> <p style="text-align: center; color: red;">City</p> <hr/> <p style="text-align: center; color: red;">State</p> <hr/> <p style="text-align: center; color: red;">ZIP code</p> <hr/> <p style="text-align: center; color: red;">Telephone Number</p> <hr/> </div> <div style="width: 45%;"> <p style="text-align: center; color: blue;">N.J.LGCCC Identification #</p> <hr/> <p style="text-align: center; color: blue;">Municipal RL #</p> <hr/> </div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; color: blue;">N.J.LGCCC Identification #</p> <hr/> <p style="text-align: center; color: green;">Name of Organization</p> <hr/> <p style="text-align: center; color: red;">List of Prizes</p> <hr/> <p style="text-align: center; color: red;">Date of Drawing</p> <hr/> </div> <div style="width: 45%;"> <p style="text-align: center; color: blue;">Municipal RL #</p> <hr/> <p style="text-align: center; color: green;">Name of Organization</p> <hr/> <p style="text-align: center; color: red;">Retail Values</p> <hr/> <p style="text-align: center; color: red;">Location of Drawing</p> <hr/> <p style="text-align: center; color: red;">Time of Drawing</p> <hr/> </div> </div> <p style="text-align: center; font-size: small;">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."</p>
<p style="color: yellow;">Ticket #</p>	<p style="color: yellow;">Price of Ticket</p> <hr/> <p style="color: yellow;">Ticket #</p>

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Internet

This is the information that will be filled in by the purchaser of the ticket.

This information is required, but you may also add additional contact information.

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

This number needs to be written in exactly as it appears on the registration card.

These spaces relate to the ticket information.

The price of the ticket is required.

How the tickets will be numbered must be provided for ticket to be accepted.

This information must match the information supplied on the application regarding the game of chance.

This statement must be included on all
Off Premise Merchandise Raffle Tickets

The name of the organization that is listed on the registration card issued by the LGCCC The name of the organization must be written exactly as it appears on the
Registration card.

Any Alteration will be denied by the LGCCCC

Sample Ticket

Off Premises Merchandise Raffle

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

Stub

Ticket

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 5px;">Name</td> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 5px;">Address</td> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 5px;">State</td> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 5px;">City</td> <td style="border: 1px solid black; width: 20%; text-align: center; padding: 5px;">ZIP code</td> </tr> <tr> <td colspan="4" style="border: 1px solid black; text-align: center; padding: 5px;">NJ LGCCC Identification#</td> <td style="border: 1px solid black; text-align: center; padding: 5px;">Municipal RL #</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">Ticket #</p>	Name	Address	State	City	ZIP code	NJ LGCCC Identification#				Municipal RL #	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%; text-align: center; padding: 5px;">NJ LGCCC Identification #</td> <td style="border: 1px solid black; width: 50%; text-align: center; padding: 5px;">Municipal RL #</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; text-align: center; padding: 5px;">Name of Organization</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; padding: 5px;">List of Prizes</td> <td style="border: 1px solid black; text-align: center; padding: 5px;">Retail Values</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; text-align: center; padding: 5px;">Location of Drawing</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; padding: 5px;">Date of Drawing</td> <td style="border: 1px solid black; text-align: center; padding: 5px;">Time of Drawing</td> </tr> <tr> <td colspan="2" style="border: 1px solid black; text-align: center; padding: 5px;"> 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." </td> </tr> <tr> <td style="border: 1px solid black; text-align: center; padding: 5px;">Price of Ticket</td> <td style="border: 1px solid black; text-align: center; padding: 5px;">Ticket #</td> </tr> </table>	NJ LGCCC Identification #	Municipal RL #	Name of Organization		List of Prizes	Retail Values	Location of Drawing		Date of Drawing	Time of Drawing	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."		Price of Ticket	Ticket #
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Part E - Officers of Applicant

(1) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. (Include area code) _____
 Day _____ Evening _____

(2) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. (Include area code) _____
 Day _____ Evening _____

(3) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. (Include area code) _____
 Day _____ Evening _____

(4) Office _____ Name of officer _____ Age _____

Residence address _____ Telephone No. (Include area code) _____
 Day _____ Evening _____

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (Include area code) Day / Evening	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

Signature of Member-in-Charge

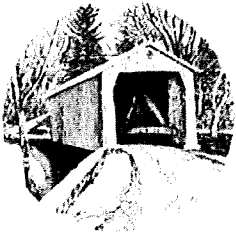
Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge



If more space is needed in any section of this application, insert extra sheets of paper.



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 Sergeantsville, NJ 08557
 Phone: (609) 397-3240 Email: dtclerk@delawaretpnj.org

RAFFLE LICENSE AFFIDAVIT

Each person listed on the Application for Raffle License Parts F & G must complete an Affidavit.

I, _____ (print name legibly)

associated with the organization of _____

having the LGCCC registration number of _____

do solemnly swear (or affirm) that I am of good moral character and that I have never been convicted of a crime. I understand that a copy of this Affidavit will be made part of the Raffle Application and may be forwarded to the State of New Jersey's Department of Law & Public Legalized Games of Chance Control Commission.

Signature

Date

Notarized by:

(Notary Public of New Jersey)

Date

My commission expires on _____

(Apply Notary Seal Here)