

# **CITY OF NORTHFIELD MUNICIPAL RAFFLE LICENSE PROCEDURES**

## **1. ELIGIBILITY**

Applicants must have a current State Legalized Games of Chance Control Identification number. ID numbers expire every two years. If you have not renewed your identification number in the past two (2) years, or if you are applying for the first time, you must obtain a LGCCC Identification number by applying to:

Legalized Games of Chance Control Commission

PO Box 46000

Newark, NJ 07101

973-273-8000 / <http://www.nj.gov/oag/ca/lgcc.htm>

(All state forms are available on this website)

The **ORIGINAL** of your State License must be presented to the Municipal Clerk at the time of application for a Municipal Raffle License.

## **2. GENERAL REQUIREMENTS**

- a. The Officers of a licensee shall designate an officer or member to be in full charge of, and responsible for, the proper utilization of the entire net proceeds of the games of chance in accordance with the law and the rules and regulations of the LGCCC.
- b. The member in charge shall supervise all activities on the occasion for which s/he is in charge and shall be responsible for making the required Report of Operations thereon.
  - i. A criminal history check is required for the officers of the organization, the member(s) in charge, and anyone assisting with the games, as indicated on the application; this is done through the Northfield Police Department. Please contact the Municipal Clerk for details. For repeat licensees, the check need only be done once annually.
  - ii. The Municipal Clerk will not accept any applications for Municipal Raffle Licenses until the criminal history check has been satisfactorily completed.
- c. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
- d. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
- e. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prizes(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."
- f. Each registered organization shall establish, keep, and maintain a bank account in a State or Federally chartered banking institution in which only the proceeds derived from the conduct of the games of chance shall be deposited and from which only payments for authorized purposes shall be made.

## **3. APPLICATION DEADLINE**

If a background check has already been done by the City of Northfield on the Member(s) in Charge, the completed application must be received by the City Clerk's Office at least 3 weeks prior to your event.

If the background check has NOT been done by the City of Northfield on the Member(s) in Charge, the completed application must be received by the City Clerk's Office at least 5 weeks prior to your event.

Once approved by the City Clerk, the application must be sent to the State Legalized Games of Chance Control Commission for their review and approval. The State requires a 14 CALENDAR DAY WAITING PERIOD after City approval to allow time for review of the application.

Tickets cannot be printed nor can your raffle take place until the raffle license is (a) approved by the City Clerk, (b) approved by the State Legalized Games of Chance Control Commission, and (c) issued to you by City Clerk's office.

**4. SUBMISSION REQUIREMENTS**

- a. Four completed, notarized Applications for Raffle License, along with the appropriate fees (BASED ON THE SCHEDULE BELOW) payable to the State Legalized Games of Chance Control Commission and to the City of Northfield should be submitted to the Municipal Clerk.
- b. No fee shall be charged for a qualified Senior Citizen Organization conducting a raffle solely for its bona fide members.

**RAFFLE LICENSING FEES**

**OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE**

“Off-premise” is one in which tickets are printed and sold in advance of the occasion of the drawing.

<b>Amount of retail value of prizes</b>	<b>Fee to Licensing Municipality</b>	<b>Fee to Legalized Games of Chance</b>	<b>Total</b>
0 - \$1,000	\$ 20.00	\$ 20.00	\$ 40.00
\$1,000.01 - 2000	\$ 40.00	\$ 40.00	\$ 80.00
\$2,000.01 - 3000	\$ 60.00	\$ 60.00	\$ 120.00
\$3,000.01 - 4000	\$ 80.00	\$ 80.00	\$ 160.00
\$4,000.01 - 5000	\$ 100.00	\$ 100.00	\$ 200.00
\$5,000.01 - 6000	\$ 120.00	\$ 120.00	\$ 240.00
\$6,000.01 - 7000	\$ 140.00	\$ 140.00	\$ 280.00
\$7,000.01 - 8000	\$ 160.00	\$ 160.00	\$ 320.00
\$8,000.01 - 9000	\$ 180.00	\$ 180.00	\$ 360.00
\$9,000.01 - 10,000	\$ 200.00	\$ 200.00	\$ 400.00

To continue the above schedule, add a \$20.00 fee for the licensing municipality and \$20.00 fee for the State of N.J. for each additional \$1,000 retail value.

**OFF-PREMISE 50/50 CASH RAFFLES** – Two checks are to be submitted with the application - \$20.00 payable to Legalized Games of Chance Control Commission and \$20.00 payable to the City of Northfield.

If the cash award exceeds \$1,000, the balance of the fees, according to the schedule above, to be sent payable to LGCCC with Report of Raffles that must be filed and one payable to City of Northfield

**ON PREMISE DRAW OR 50/50 VALUED UNDER \$400** No Fee. If, in fact, the prizes exceed \$400, the fee noted below must be submitted at the time the Raffle Report of Operations is filed.

**ON-PREMISE DRAW OR 50/50 VALUED OVER \$400** \$20.00 to the City of Northfield and \$20.00 to the Legalized Games of Chance Control Commission for each day a raffle is held.

## 5. TICKET FORMAT

- a. PLEASE FILL OUT FOUR (4) APPLICATIONS **AND** 4 SAMPLE TICKET FORMAT FORMS IF OFF-PREMISE DRAW OR 50/50
  - i. APPLICATIONS AND SAMPLE TICKET FORMS ARE AVAILABLE AT:  
<http://www.nj.gov/oag/ca/lgccc.htm>

## 6. APPLICATION INSTRUCTIONS

It is YOUR responsibility to know and understand the State's requirements with regard to Raffles. For more information go to <http://www.nj.gov/oag/ca/lgccc.htm>

Certain sections of the application about which there are usually questions have been explained here: Complete four (4) copies of the application to submit to the City Clerk.

- Part A - General - #3 –be sure to indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc.
  - Off-Premise means that tickets may be sold in advance of the occasion of the drawing and that the winner need not be present to win
- Part B - Schedule of Expenses - Be sure to include as an Item of Expense the License Fees to the City and State and all items which will not be donated or the percentage not donated.
- Part C – Schedule of Purposes - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after "Benefit of....."
- Part D - Schedule of Prizes The description should be detailed, i.e., a Sony Trinitron Plus 15" Color T.V. or Chevy Impala, 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras.
  - If part of the prize is donated, then its percentage and value must be indicated
  - If prizes are not yet known, indicate as such and that no prohibited prizes will be awarded
- Part F - Members of Applicant in Charge of Games - Individuals listed must be members of the organization applying for the license.
- Part G - Members of Applicant Who Will Assist - Same applies as in Part F
- Part I - Statement of Applicant - Original signatures of officer(s) and member(s) in charge of the game of applying organization; these officers must sign the application before a Notary.

## 6. REPORT OF RAFFLES OPERATIONS

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P. O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. If Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket must be attached and submitted with this report. Any fees due at the time of filing are to be paid to the state and to the City of Northfield, in the same amounts.

Please be sure to become familiar with the rules with regard to Legalized Games of Chance – refer to <http://www.nj.gov/oag/ca/lgccc.htm> for more information - so that any special aspect of your activity is not overlooked which could result in a delay or denial by the Control Commission.

## QUICK CHECKLIST

### DO

1. Submit to the City Clerk's office 4 original applications.
2. Know that a criminal history check is required for the officers of the applicant, the member in charge, and anyone assisting with the games, as indicated on application; this is done through the Northfield Police Department. **This must be completed before submitting the application to the City Clerk.**
3. Make sure that a copy of the current I.D. certificate from State is attached to the application and that the I.D. number appears on application.
4. Submit four (4) copies of sample ticket for off-premise raffles
5. Complete separate set of (4) raffle applications for each On-Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.
6. Have an officer of the organization as well as the member in charge of the game sign all applications before a notary.
7. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6.14.

### DON'T

1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, cash (including American Express Gift Certificates) or any merchandise refundable in any of the foregoing or as money or cash (cash prize only allowed when a 50/50 raffle is being held).
2. Print tickets before license has been approved by the City and the Legalized Games of Chance Control Commission