



I want to have a Raffle, What do I do?

First: Every non-profit organization desiring to apply for a license to conduct bingo or raffles must register with the Legalized Games of Chance Control Commission (LGCCC). Registration from the LGCCC is valid for two years.

To fill out the registration. Please visit

<https://www.njconsumeraffairs.gov/lgccc/Applications/Initial-Affidavit-and-Application-for-Biennial-Registration.pdf>

SECOND: Complete the application. Applications are available:
New Jersey Legalized Games of Chance Control Commission-

<https://www.njconsumeraffairs.gov/lgccc/applications/application-for-raffle-license.pdf>

Pick up - Office of Township Clerk, 100 Port Murray Rd., Port Murray

THIRD: Submit your application to the Township Clerk, at least 5 weeks prior to the event, in quadruplicate, accompanied by the required fees. Each copy must have original signatures on the last page and an original notary seal.

DISCLAIMER

This packet is meant to be used a guide. NJ Legalized Games of Chance Control Commission has full authority over games of chance.

Types of Raffles and Fees

OFF-PREMISES 50/50 DRAW RAFFLE

Raffle Tickets are sold PRIOR to the date that winning ticket is pulled. 50% of the proceeds are awarded to the winning ticket. Sample ticket is required for this type of raffle.

State Fee: \$20 each day on which a drawing(s) is to be conducted.

Additional Fee: \$20 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the state by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9

ON-PREMISES 50/50 DRAW RAFFLE

Raffle tickets are sold only at the event. 50% of the proceeds are awarded to the winning ticket. No sample ticket is required for this type of raffle. **State Fee:** Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0

OFF-PREMISES MECHANDISE DRAW RAFFLE

Raffle Tickets are sold PRIOR to the date that winning ticket is pulled. The winnings are goods designated by the organization with a monetary value (NO CASH). Examples: quilts, gift baskets, gift cards, electronics, vehicles, sporting event tickets, etc. Sample ticket is required for this type of raffle. **State Fee:** \$20.00 for each \$1,000 or part thereof of the total retail value of the prize to be awarded.

ON-PREMISE MECHANDISE DRAW RAFFLE

Raffle tickets are sold only at the event. The winnings are goods designated by the organization with a monetary value (NO CASH). Examples: quilts, gift baskets, gift cards, electronics, vehicles, sporting event tickets, etc. No sample ticket is required for this type of raffle. **State Fee:** Flat fee of \$20 for each day ONLY IF ANTICIPATED PRIZE IS IN EXCESS OF \$400, otherwise fee is \$0

INSTANT RAFFLE GAME (PULL TABS)

Pull tab tickets are much like instant lottery tickets. The object of the game is to open the perforated windows on the back of the ticket and match the symbols inside the ticket to the winning combinations on the front of the ticket. The winning pull tab ticket is turned in for a monetary prize. **State Fee:** \$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.

CALENDAR RAFFLE

Off-premise draw raffle in which calendars bearing nonrepeating consecutive numbers are sold. A specific cash or merchandise prize is designated for each date on the calendar upon which a prize is to be awarded. The winners are determined by drawing from a container, objects bearing numbers matching the non-repeating numbers on all calendars sold. A calendar raffle shall not be conducted more often than twice in any calendar year. Maximum prize amount, not to exceed \$25,000.00. Sample ticket is required for this type of raffle. **State Fee:** \$20.00 for each \$1,000.00 or part thereof of the total retail value of the prize to be awarded.

NON-DRAW RAFFLE- CARNIVAL GAMES

Game or Wheel of Chance **State Fee:** \$20.00 for each game or wheel on any day, or any series of days not exceeding six at one location

This is not a complete list of raffles, but the most common.

Please refer to the New Jersey Legalized Games of Chance Control Commissions website, <https://www.njconsumeraffairs.gov/lgccc/pages/default.aspx> or call 973-273-8000 for additional types.

Raffle Frequently Asked Questions

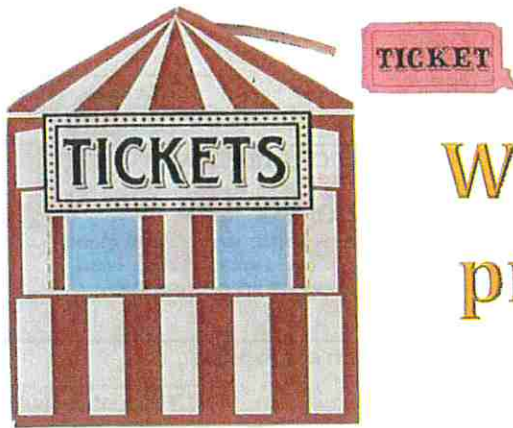
1. How do I register with the Legalized Games of Chance Control Commission?
 - Complete an Initial Affidavit and Application for Biennial Registration, found on the NJ Legalized Games of Chance Control Commission website:
<https://www.njconsumeraffairs.gov/lgccc/applications/initial-affidavit-and-application-for-biennial-registration.pdf>
 - Definition of terms – “Qualified organization” means a bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized fire company, first aid squad, or rescue squad
2. 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 individually applied for.
 - There are no “blanket licenses”
3. Can I apply for a game of chance if my LGCCC registration has expired?
 - No, a copy of the valid registration must be submitted with the application.
 - Registration must be valid through the date of the raffle in order for the application to be received by the office.
4. Does my application need to be notarized?
 - Yes, applications need to be submitted in quadruplicate with original signatures notarized.
5. Can I give 1 application to the Township of Mansfield to make copies?
 - No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.
6. What is the difference between On and Off Premise games of chance?
 - On Premise means the winner of the prize **needs to be present**.
 - Off Premise means the winner of the prize **does not need to be present**, Sample tickets ALWAYS need to be provided if off premise
7. What needs to be provided on a Sample Ticket?
 - NJ LGCCC Registration Id number
 - Name of Organization: must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC
 - Description of Prize and Value
 - Location of Drawing
 - Date of Drawing
 - Price of Ticket
 - Purpose to which proceeds will be devoted
 - Space for the municipality issued Raffle License No.
 - Space for the purchaser's information
8. When do I need to provide a Sample Ticket?
 - Sample tickets must be included when submitting an Off Premise Game of Chance Application.

9. How long do I need to hand in the application in order for my raffle to be accepted?
- The Township of Mansfield requests that applications are submitted at least five (5) weeks prior to a game of chance's date of operation. The NJ LGCCC requires a minimum of 14 days from the receipt of application in Trenton before approving a raffle. If a holiday, unexpected closing, etc. occurs in this time, this timeline may be extended. It is important to get the application in as early as possible so that if an error is present, it can be corrected without affecting the date of the raffle.
10. My application was rejected, who do I speak to?
- The municipality where you applied can be contacted to assist in correcting an application. The denial of an application always comes from the State. The State has the ultimate deciding power on whether an application is approved. The rejection letter from the State will have a contact number listed.
11. What is the Report of Operations?
- The report of operations is a form that needs to be completed and submitted to the State.
 - The form may require additional fees based on the value of the prizes or proceeds raised.
 - Must be submitted to the STATE no later than the 15th day of the calendar month following the date of the licensed activity.
12. Can I change the date of my game?
- Yes, an application to amend a raffle license must be completed.
<https://www.njconsumersaffairs.gov/lgccc/applications/application-to-amend-bingo-or-raffle-license.pdf>

Prohibited Prizes

No licensee shall offer or award any prize consisting of:

- Real estate or any interest therein
- Bonds
- Shares of stock
- Securities or evidences of indebtedness
- Weapons
- Live animals (except a 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
- Any merchandise refundable in any of the foregoing or as money
- Cash money, unless it's a 50/50



When do I need to provide a sample ticket?

Off-Premises raffles require a sample ticket. Sample tickets are to be submitted on forms prescribed by the LGCCC.

OFF-PREMISES RAFFLE AWARDING CASH OR MONEY AS A PRIZE - "Off-premises 50-50 raffle" means a raffle conducted by a drawing for a cash or money prize or prizes, with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win, the prize or prizes equaling 50 percent of the amount received for all tickets or rights to participate.

When tickets are sold for an off-premise raffle awarding cash or money as a prize, each ticket shall contain at least the following information:

- ☐ Name and identification number of the qualified organization and number of the license issued for the occasion;
- ☐ Place where the occasion will be held and the date and time thereof;
- ☐ The statement: "This is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate";
- ☐ If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive;
- ☐ The number of the ticket;
- ☐ Price of the ticket;
- ☐ The purpose to which the entire net proceeds will be devoted; and
- ☐ The statement: "No substitution of the offered prize may be made."

The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VALID UNLESS HOLDER IS PRESENT AT THE DRAWING."

- ☐ The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license issued for the occasion and the identification of the licensed organization.

See Samples that follow...

Stub		Ticket	
Name	Address	NJ LGCCC Identification #	Municipal RL #
State	ZIP code	Name of Organization	
City	Telephone Number	<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>	
		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."	
Ticket #		Price of Ticket	Ticket #

Stub		Ticket	
Name	Address	NJ LGCCC Identification #	Municipal RL #
State	ZIP code	Name of Organization	
City	Telephone Number	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."	
Ticket #		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.

Did you know?

CHINESE AUCTION

A **Chinese auction** is a combination of a [raffle](#) and an [auction](#) that is typically featured at charity, church festival and numerous other events. Can also be known as **penny social**, **tricky tray** or **pick-a-prize** according to local custom, or to avoid any reference to nationality.

The difference between a raffle and a Chinese auction is that in a raffle with multiple prizes, there is one "hat" from which names are drawn, but in a Chinese auction each prize has its own "hat". This allows ticket buyers to choose which prize to focus on, as opposed to having a first, second, third, etc. prize.

In a Chinese auction, bidders are not prospective buyers. Instead, they buy tickets, which are chances to win items. The tickets themselves are often as inexpensive as a [penny](#), and bidders may buy hundreds of these tickets. Bidders buy as many tickets as they like, and bid them on any item(s) they want by placing one or more ticket in the "hat" beside the item(s) they are trying to win. At the conclusion of bidding, one winning ticket is drawn from the "hat" beside each item, and the item is given to the owner of that ticket.

- Applicant must apply for a license.
- If prizes are under \$400, there is no charge for the raffle license.
- Value of prizes must be stated or if unknown, whether prizes will exceed \$400. If prizes are unknown, the applicant must write that the organization will not award any prohibited prizes such as cash, lottery tickets, tobacco, weapons, etc.
- Generic-type tickets are acceptable for Chinese Auction



SILENT AUCTION

Silent auction is a variant of the English auction in which bids are written on a sheet of paper. At the predetermined end of the auction, the highest listed bidder wins the item. This auction is often used in [charity](#) events, with many items auctioned simultaneously and "closed" at a common finish time. The auction is "silent" in that there is no auctioneer selling individual items, the bidders writing their bids on a bidding sheet often left on a table near the item. At charity auctions, bid sheets usually have a fixed starting amount, predetermined bid increments, and a "guaranteed bid" amount which works the same as a "buy now" amount. Other variations of this type of auction may include sealed bids. The highest bidder pays the price he or she submitted.

- These auctions do not require a raffle license since there is no charge to play.

CALENDAR RAFFLE - "Calendar raffle" means an off-premises draw raffle in which calendars bearing nonrepeating consecutive numbers are sold. A specific cash or merchandise prize is designated for each date on the calendar upon which a prize(s) is to be awarded. The winners are determined by drawing from a container, objects bearing numbers matching the non-repeating numbers on all calendars sold.

Each player shall be provided with a ticket printed in a calendar format which shall clearly and conspicuously contain at least the following information:

- ☐ The name and identification number of the qualified organization and number of the license issued for the occasion;
- ☐ The place where the drawings will be held and the dates and times thereof;
- ☐ The date upon which prizes will be awarded and the retail value of each;
- ☐ The non-repeating consecutive number of the ticket;
- ☐ The aggregate retail value of all prizes to be awarded;
- ☐ The price of the ticket;
- ☐ The purpose to which the entire net proceeds will be devoted;
- ☐ The statement: "No substitution of the offered prize may be made."; and
- ☐ The statement: "If gambling is a problem for you or someone in your family, Dial 1-800-GAMBLER."

The presence of the holder of the ticket shall not be required in order to win unless the ticket bears the statement "NOT VALID UNLESS HOLDER IS PRESENT AT THE DRAWING."

- ☐ The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license issued for the occasion and the identification number of the licensed organization.

Note: Calendar Raffles must be held for at least 3 consecutive months and a drawing must be held at least once a week.

See Sample that follows

HSA SACRED HEART SCHOOL

40 East Main Street • Rockaway, NJ 07866

No.

2010 Calendar Raffle – \$10.00 Donation

Proceeds to Benefit Sacred Heart School • ID #428-51-9595 • RL #823

**\$8,000
in prizes**

**39
Chances to Win!**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FEBRUARY 2010						
					19	20
					\$500	
21	22	23	24	25	26	27
	\$100		\$100		\$250	
28						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MARCH 2010						
	1	2	3	4	5	6
	\$100		\$100		\$500	
7	8	9	10	11	12	13
	\$100		\$100		\$250	
14	15	16	17	18	19	20
	\$100		\$100		\$500	
21	22	23	24	25	26	27
	\$100		\$100		\$250	
28	29	30	31			
	\$100		\$500			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
APRIL 2010						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	\$100		\$100		\$500	
18	19	20	21	22	23	24
	\$100		\$100		\$250	
25	26	27	28	29	30	
	\$100		\$100		\$500	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY 2010						
						1
2	3	4	5	6	7	8
	\$100		\$100		\$250	
9	10	11	12	13	14	15
	\$100		\$100		\$500	
16	17	18	19	20	21	22
	\$100		\$100		\$250	
23/30	24	25	26	27	28	29
	\$100		\$100		\$500	

WEEKLY DRAWINGS AT SACRED HEART SCHOOL PRINCIPAL'S OFFICE AT 8:00 AM ON THE FOLLOWING DATES:

2/19/2010	3/05/2010	4/16/2010	5/07/2010
2/26/2010	3/12/2010	4/23/2010	5/14/2010
	3/19/2010	4/30/2010	5/21/2010
	3/26/2010		5/28/2010

- Winner need not be present
- Please do not call the school, winners will be notified
- Previous week's winner available by visiting our website at www.sacredheartnj.com
- All tickets eligible to win more than once
- If school is closed due to weather or holiday, the next school day will be used
- No substitutions of the offered prize may be made
- If gambling is a problem for you or anyone in your family, Dial 1-800-GAMBLER

**HSA Sacred Heart School
2010 Calendar Raffle**

No.

RL# 823
ID# 428-51-9595

Name _____

Address _____

City/State/Zip _____

Phone _____

Please detach this coupon and return with your \$10.00 donation to:
HSA Sacred Heart School • 40 East Main Street • Rockaway, NJ 07866

Common Reasons Raffles are Denied

Sample Ticket Not Provided	Sample tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of the drawing and ALWAYS for Off Premise raffles.
Sample Ticket Filled Out Incorrectly	<p>Sample tickets must have the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name and identification number of the qualified organization and number of the license issued for the occasion; <input type="checkbox"/> Place where the occasion will be held and the date and time thereof; <input type="checkbox"/> The statement: "This is a 50/50 cash raffle and the winner will receive 50 percent of the amount received for all tickets or rights to participate"; <input type="checkbox"/> If the prize pool is to be divided among multiple winners, the ticket must indicate the percentage of the prize pool that each winner will receive; <input type="checkbox"/> The number of the ticket; <input type="checkbox"/> Price of the ticket; <input type="checkbox"/> The purpose to which the entire net proceeds will be devoted; and <input type="checkbox"/> The statement: "No substitution of the offered prize may be made." <p>The presence of the holder of a ticket shall not be required in order to win unless the ticket bears the statement "NOT VALID UNLESS HOLDER IS PRESENT AT THE DRAWING."</p> <ul style="list-style-type: none"> <input type="checkbox"/> The stub of each ticket shall bear the name and address of the holder, the number of the ticket, the raffle license issued for the occasion and the identification of the licensed organization.
Incorrect Sample Ticket Used	<p>Sample tickets must be altered depending on the type of game of chance being hosted.</p> <p>Sample of Off Premise 50/50 Cash: https://www.njconsumeraffairs.gov/lgccc/Applications/Off-Premises-50-50-Raffle-Awarding-Cash-as-a-Prize.pdf or Sample of Off Premise Merchandise: https://www.njconsumeraffairs.gov/lgccc/Applications/Off-Premises-Draw-Raffle-Awarding-Merchandise-as-a-Prize.pdf</p>
Raffle Report of Operations Not Completed	If you held a prior raffle and did not complete the Report of Operations or completed it improperly.

	Raffle Reports of Operation are due by the 15 th of the calendar month after the date of the raffle. This report must be completed in its entirety. The form must be notarized. Off premise games must have a printer's certificate and a sample ticket. Additional fees when required.
Proper Fees Not Included With Raffle Report of Operations	Some games will incur fees based on the amount. These fees will need to be included with the report of operations otherwise future games will be denied.
Name of Registered Organization Does Not Match Application or Sample Ticket	The name on the Biannual Registration Card provided by the NJ LGCCC is the only way the organization name should be listed on the application or sample ticket. Any deviation will lead to a denial.
Incorrect Fees	Please make sure to check the fee listing included in this packet to insure you are including the correct fees with your application.