

Raffle License Application

Village of Schaumburg / 101 Schaumburg Court / Schaumburg, IL 610193

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Please Print or Type

******Please note applications must be received at least 30 days in advance of the event or a \$50 fee will be charged.******

Date of Application: _____

Organization Name: _____

Type of Organization: _____

(i.e. - Charitable, Educational, Fraternal, Nonprofit, Religious, Veterans)

Applicant Name: _____

Organization Address: _____

Business Phone: _____ Business Fax: _____

E-mail Address: _____

Purpose of raffle: _____

How many days will the chances be issued or sold? _____ Days

If the number of days is over 90, a variation to Chapter 117.31 of the Village of Schaumburg Municipal Code is required. Is the organization requesting a variance? Yes _____ No _____

Please specify the time or determination of winning chances and the location or locations at which winning chances will be determined:

Dates (Start—End): _____ Raffle Event Date: _____

Location(s): _____

Will the organization rent premises on which to determine the winning chance or chances in a raffle? Yes _____ No _____

Please specify the area or areas within the Village in which raffle chances will be sold or issued:

What is the price charged for each raffle chance issued or sold? \$ _____

Is the price charged for each raffle chance issued or sold different based on the amount sold? Yes _____ No _____

If yes, please describe (i.e. - 1 for \$5.00, 3 for \$10.00):

If the price is over \$5.00, a variation to Chapter 117.31 of the Village of Schaumburg Municipal Code is required. Is the organization requesting a variance? Yes _____ No _____

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What are the retail value(s) of each prize awarded by a licensee in a single raffle? Please list out each prize with the associated retail value: (i.e. – Cash Prize | 50/50 Raffle | Television \$500)

What is the total raffle award price(s) or retail value of merchandise? \$ _____

If the retail value is over \$1,000 for any one prize, a variation to Chapter 117.31 of the Village of Schaumburg Municipal Code is required. Is the organization requesting a variance? Yes _____ No _____

If the total awarded prices or retail value exceeds \$25,000, a variation to Chapter 117.31 of the Village of Schaumburg Municipal Code is required. Is the organization requesting a variance? Yes _____ No _____

The following are ineligible for any raffle license:

- (1) Any person who has been convicted of a felony;
- (2) Any person who is or has been a professional gambler or gambling promoter;
- (3) Any person who is not of good moral character
- (4) Any firm or corporation in which a person defined in division (1), (2) or (3) above has a proprietary, equitable or credit interest, or in which such a person is active or employed;
- (5) Any organization in which a person defined in division (1) (2) or (3) above, is an officer, director, or employee, whether compensated or not;
- (6) Any organization in which a person defined in division (1), (2) or (3) above is to participate in the management or operation of a raffle as defined in this subchapter.

Does any of the above ineligible cases for a raffle license apply to the organization? Yes _____ No _____

If yes, please briefly describe:

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Has the organization been in existence for a period of five years immediately before the application date?

Yes _____ No _____

Does the organization have the proper paperwork on file with the State of Illinois to be considered not-for-profit?

(i.e. - Charitable, Educational, Fraternal, Nonprofit, Religious, Veterans) Yes _____ No _____

Has the organization filed the required annual statements with the State of Illinois as a not-for-profit? Yes _____ No _____

Does the organization have any outstanding amounts owed the State? Yes _____ No _____

Are the entire net proceeds of the raffle exclusively devoted to the lawful purposes of the organization permitted to conduct that game? Yes _____ No _____

Is any person receiving any remuneration or profit for participating in the management or operation of the raffle? Yes _____ No

What bona fide member of the sponsoring organization will participate in the management or operation of the raffle:

Name: _____ Title: _____

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.

Does the organization keep such records? Yes _____ No _____

Gross receipts from the operation of raffles programs shall be segregated from other revenues of the organization, including bingo gross receipts, if bingo games are also conducted by the same nonprofit organization pursuant to license therefor issued by the Department of Revenue of the State of Illinois, and placed in a separate account. 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.

Does the organization have appropriate controls in place to segregate raffle revenues from other revenues generated from the organizations operations? Yes _____ No _____

Are raffle proceeds placed in a separate account? Yes _____ No _____

Is there appropriate segregation of duties that allows a different individual from the organization to account for raffle proceeds versus the individual that accounts for all other revenues of the organization? Yes _____ No _____

Each organization licensed to conduct raffles shall report promptly after the conclusion of each raffle to its membership, and to the Village Board, its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized.

At what date will the organization have the raffle report prepared and mailed to the Village Board?

Date: _____

The manager of the organization shall give a fidelity bond in the sum of an amount determined by the licensing authority in favor of the organization conditioned upon his honesty in the performance of his duties. Terms of the bond shall provide that notice shall be given in writing to the licensing authority not less than 30 days prior to its cancellation. The Village Board may waive this bond requirement by including a waiver provision in the license issued to an organization, provided that a license containing such waiver provision 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 Board to waive the bond requirement? Yes _____ No _____

Please include letter voting for the fidelity bond waiver.

(230 ILCS 15/5) (from Ch. 85, par. 2305)

Sec. 5. Raffles - manager - bond. All operation of and the conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in an amount determined by the licensing authority in favor of the organization conditioned upon his honesty in the performance of his duties. Terms of the bond shall provide that notice shall be given in writing to the licensing authority not less than 30 days prior to its cancellation. The governing body of a local unit of government may waive this bond requirement by including a waiver provision in the license issued to an organization under this Act, provided that a license containing such waiver provision shall be granted only by unanimous vote of the members of the licensed organization.

I/We understand the issuance of a raffle license is conditional upon compliance with all Village Ordinances and State Law. I/We hereby authorize the Village of Schaumburg to make inquiries into our character, background, and any other inquiries as necessary based on the information contained in the application, in order to approve or deny this raffle license application. I have read this application and answered all questions fully, the information I/We have submitted in this application is complete and truthful to the best of my/our knowledge. In addition, I/We attest to the not-for-profit character of the prospective license organization.

Presiding officer name: _____

Date: _____

Secretary name: _____

Date: _____

FOR OFFICE USE ONLY

Approved Not Approved

Signature: _____

Title: _____

Date: _____
