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SAMPLE

Application for a Permit to Conduct a Raffle

Instructions:

1. The completed form shall be submitted to:
   at least fifteen (15) days prior to the start of the raffle.
2. This application must include a sample draft of the raffle ticket.
3. Applying organization must be a qualifying non-profit functioning for a minimum of six (6) months.
4. Your application must be completed, signed, and accompanied by a check or money order made payable to:

Name of Sponsoring Organization			
St. John's Church - Mens Club			
If this organization previously held a raffle permit, list permit number:	FEIN	IRS Exempt Status Code	
RAFF.9999.CL5	06-1122334	501 (C) 3	
Street Address	City	State	Zip Code
263 Cedar Mountain Rd	Anytown	CT	06000
Mailing Address (if different than above)	City	State	Zip Code
PO BOX 1	Anytown	CT	06000
Telephone Number (with area code)	Email Address		
(860) 555-5309	stjohnsmen@gmail.com		
Contact Person for this Application	**Contact Telephone Number**	**Contact Email Address**	
William Couto	(860) 555-5555	wcouto@gmail.com	

Organization Category (check only one):

○ An educational or charitable organization	○ An officially recognized organization or association of veterans of any war in which the U. S. was engaged
○ A civic, service, or social club	○ An officially recognized volunteer fire company
○ A fraternal or fraternal benefit society	○ A political party or town committee of the municipality in which the raffle is to be held
◉ A church or religious organization	

Give the names of the three (3) Designated Active Members of the sponsoring organization under whom the raffle is to be conducted. These individuals will affix their signature to the statement form. The three (3) Designated Active Members must be residents of the state of Connecticut.

First Name	Last Name	Telephone Number (with area code)	Date of Birth
William	Couto	(860) 555-5555	07/16/1942
Trevor	Smith	(860) 555-7236	08/27/1967
Edward	McDonald	(860) 555-6391	03/04/1953

Ranking Officer Name	Title	Date of Birth	
William Couto	President	07/16/1942	
Residence Street Address	City	State	Zip Code
263 Pumpkin Delight	Anytown	CT	06000

Raffle Classification:

○ **Class I $ .00**	○ **Class II $ .00**	○ **Class IV** $ .00	◉ **Class V $ .00**	○ **Class VI $ .00**
·Max. aggregate prize total of $15,000	·Max. aggregate prize total of $2,000	·Max. aggregate prize total of $100	·Max. aggregate prize total of $50,000	·Max. aggregate prize total of $100,000
·Max. time 3 months	·Max. time 2 months	·Max. time 1 month	·Max. time 9 months	·Max. time 12 months
·Allowed 1 per year	·Allowed 3 per year	·Allowed 1 per year	·Allowed 5 per year	·Allowed 5 per year

Raffle Description: (Check Only One)

◉ Winner Need Not Be Present	○ Duck Race	○ Winner Must Be Present (must be on ticket)
○ Cow Chip	○ Frog Race	
○ Cash Prize (dedicated bank account info required)	Bank Name	Dedicated Account Number
○ Special Tuition (dedicated bank account info required)	Bank Name	Dedicated Account Number

Starting Date of Sales	Drawing Date	Time of Drawing	
January 25, 2015	May 25, 2015	06:00	○ AM ◉ PM

Number of Tickets to be Printed	Unit Price of Tickets to be Sold (only one price)
10,000	$5.00

Place Where Drawing is to be Held:

Name of Place: St. John's Church Hall

Street Address	City	State	Zip Code
263 Cedar Mountain Rd	Anytown	CT	06000

List the items of expense intended to be incurred or paid in connection with the holding, operating, and conducting of such raffle and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.
*Attach additional sheets as necessary.

Expense ($)	Name	Street Address	City	State	Purpose
$40.00	Town of Anytown	105 Cedar St.	Anytown	CT	Permit Fee
$250.00	Quick Printing Shop	93 Tremont St	Anywhere	CT	Raffle ticket printing
$1,500.00	Scenic Travel Agency	1 Reynolds Ln	Anywhere	CT	Trip to Florida
$32,000.00	Larry's Cadillac	95 Curtiss St	Anywhere	CT	Raffle prize

Separately list in detail all items offered as prizes in connection with such raffle, indicate whether or not the items were donated, list the price to be paid by the organization or the retail value of any prize donated, and the names and addresses of persons from whom the items were purchased or by whom donated.
*Attach additional sheets as necessary.

Merchandise	Donated Yes/No	Retail Value	Amt. Paid by Org.	Name	Street Address	City	State
2014 Cadillac CTS	no	$32,000.00	$ 32,000.00	Larry's Cadillac	95 Curtiss St	Anywhere	CT
Trip to Florida	no	$1,500.00	$ 0.00	Scenic Travel Agency	1 Reynolds Ln	Anywhere	CT
Kenwood CD player	yes	$239.99	$ 0.00	The Music Shop	1125 Park Ave	Next-Town	CT
At&t cordless phone	yes	$127.00	$ 0.00	Bill's Phone & Appliance	12 Franklin Ave	Next-Town	CT

State the specific purpose to which the entire net proceeds of such raffle are to be devoted.

To Help balance the budget for St. John's Catholic school

I certify, under penalty of law (Sec. 53a-157b, Class A Misdemeanor), that the information provided on this application is the truth to the best of my knowledge.

Signature of Ranking Officer	Date
William Couto	10/15/2014

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SAMPLE

STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING ORGANIZATION UNDER WHOM THE RAFFLE IS TO BE HELD, OPERATED OR CONDUCTED

We, the undersigned, do hereby EACH make the following statement under the penalty of False Statement with respect to the foregoing application:

1. I am a resident of the state of Connecticut.
2. I am a bona fide active member of the sponsoring organization making this application to conduct a raffle and all statements contained in this application are true to the best of my knowledge and belief.
3. I will be responsible for the holding, operation and conduct of such raffle in accordance with the terms of the permit, the provisions of the Act, and regulations.
4. I have never been convicted of a felony.
5. I am familiar with the provisions of the Act which PROHIBIT:
   a. The giving of cash prizes, except with an approved "Class No. 1", "Class No. 2", "Class No. 4", cow-chip, duck-race, golf ball drop ("Class No. 6" only), or frog-race raffle permit.
   b. The giving of alcoholic beverages as prizes.
   c. The giving of prizes redeemable for cash.
   d. The paying of commission, salary, compensation, reward or recompense, directly or indirectly, to any person holding, operating, conducting or assisting therein in the operation of a raffle.
   e. The promotion or operation of a raffle by other than duly qualified members of the sponsoring organization.
   f. The giving of pay to any member for his time or effort in connection with a raffle.
   g. The promotion, conduct or operation of a raffle by a person under the age of 18 or the permitting of same by the sponsoring organization.
   h. The selling or promoting of the sale of raffle tickets by persons under the age of 16 years, or the permitting of the same by the sponsoring organization.
   i. The use of funds derived from the raffle for purposes other than as stated in this application.
   j. The paying of any monies except in reasonable amounts for goods, wares and merchandise furnished or services rendered which are necessary for the operation of a raffle.
6. I am familiar with the provisions of the Act which:
   a. Provide that each raffle ticket shall have printed thereon the time, date and place of the raffle, the three most valuable prizes to be awarded and the total number of prizes to be awarded.
   b. Require all proceeds from cash prize raffles to be deposited in a special checking account established and maintained by the sponsoring organization, and all raffle expenses and cash prizes awarded shall be paid from such account.
   c. Require all proceeds from special tuition raffles to be deposited in an approved dedicated bank account and all raffle expenses shall be paid from such account.
   d. Make mandatory the immediate revocation of a permit to conduct a raffle for a violation of the provisions of the Bazaar or Raffle Act, and which provide that an organization whose permit has been revoked for a violation shall not be granted another permit for a period of three years.
   e. Provide a fine of not more than one thousand dollars or imprisonment for not more than one year or both for a violation of the Act.

PRINTED NAMES AND SIGNATURES OF DESIGNATED ACTIVE MEMBERS:		
NAME *(Please print)* 1. Trevor Smith	NAME *(Please print)* 2. William Couto	NAME *(Please print)* 3. Edward McDonald
SIGNATURE AND DATE Trevor Smith 10/15/2014	SIGNATURE AND DATE William Couto 10/15/2014	SIGNATURE AND DATE Edward McDonald 10/15/2014

ST. JOHN'S CHURCH
MEN'S CLUB

NAME _____

ADDRESS _____

_____

TOWN _____

STATE_____**ZIP** ____

PHONE ( ) _____

No. 00000

RAFFLE

Sponsored by
ST. JOHN'S CHURCH - MEN'S CLUB

To benefit
St. John's Catholic School's Budget

SIX (6) PRIZES TO BE AWARDED

1ST PRIZE: **2015 Cadillac CTS**
Air conditioning, power locks and windows, cruise control, and AM/FM stereo with CD player

2nd PRIZE: **Trip for 2 to Orlando, Florida. Includes 6 days/5 nights hotel accommodations and round trip airfare (value $1,500.00)**

3rd PRIZE: **50" flat screen TV**

4th PRIZE: **Apple iPhone**

5th PRIZE: **$50.00 gift certificate redeemable at Taylor's Food Mart, Market Plaza, 5 Market Road, Anytown, CT**

6th PRIZE: **2 tickets to a performance of Madame Butterfly redeemable at the Winter Garden Theater**

DRAWING TO BE HELD: **May 25, 2015 at 11:00 p.m.**

St. John's Church Hall
263 Cedar Mountain Road
Anytown, CT 06000

Ticket holders need not be present to win
PRIZES NOT REDEEMABLE FOR CASH AND EXCLUDE ALCOHOLIC BEVERAGES

SAMPLE

No. 00000

Price: $5.00

INSTRUCTIONS TO COMPLETE A RAFFLE APPLICATION

Please complete each section on the Application for a Permit to Conduct a Raffle form, the Statement of Active Members form, and provide a sample raffle ticket. A step-by-step set of instructions is listed below in order to ensure proper completion of the forms.

APPLICATION FOR A PERMIT TO CONDUCT A RAFFLE

1. If the organization has a determination letter from the IRS confirming the organization's exempt status, please include a copy.

2. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.

3. Provide a complete **mailing** address (number, street, city/town, state, zip) of the sponsoring organization.

4. Provide a telephone number and email address.

5. Provide the name, telephone number, and email address of the **contact** person for this application.

6. Choose one of the seven (7) categories that applies to your organization.

7. Give the complete name, telephone number, and date of birth (month, day, year) for each of the three Designated Active Members

   Note: The three Designated Active Members **MUST** be residents of the State of Connecticut and at least **eighteen** years of age.

8. Provide the complete name (first, middle, last), title, complete date of birth (month, day, year), and complete home address (number, street, city/town, state, zip) for the officer of the sponsoring organization.

9. Choose the raffle classification for this application.

10. Choose the description that best describes this raffle (**only choose one**).

11. Complete bank information if applicable.

12. Provide the starting date and the terminating date (month, day, and year) of the raffle, along with the time (including a.m. or p.m.) for the raffle drawing.

13. Provide the number of tickets to be printed and the uniform price (ie: no discounting for volume).

14. Provide a complete address (name of place, number, street, city/town, state, zip) of the place where the raffle drawing is to be held.

15. Provide all of the expenses directly incurred for the raffle activity including permit fees and ticket printing etc. and the names and addresses to whom they were paid.

Sample Raffle Application Instructions

16. Provide all the merchandise information that will be awarded for the raffle activity including the names and addresses of the persons/organizations from whom the items were purchased or donated.

    Note: If an item is donated then the "Retail Value" must be completed.
    If the item is purchased then the "Amt. Paid by Org." must be completed.
    If an item is purchased at a reduced price, complete the "Amt. Paid by Org."

17. Provide the specific purpose of the entire net proceeds.

18. The ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.
    Note: Only the individual listed on the front of this application is recognized as an officer and may sign as the ranking officer.

STATEMENT OF ACTIVE MEMBERS

The three Designated Active Members listed on the application must read the information provided on the Statement of Active Members form, print their names in the designated areas and affix their signatures to the form.

ALLOWABLE RAFFLE PRIZES

All prizes given at any raffle shall be merchandise, tangible personal property or a ticket, coupon or gift certificate, entitling the winner to merchandise, tangible personal property, services, transportation on a common carrier by land, water or air and to any tour facilities provided in connection therewith, or to participation in a lottery conducted under Chapter 226. Such ticket, coupon or gift certificate shall not be refundable or transferable. No cash prizes or prizes consisting of alcoholic liquor shall be given, except as provided in Section 5 of the Bazaar and Raffle Act, and no prize shall be redeemed or redeemable for cash, except tickets for a lottery conducted under Chapter 226. Coins whose trading value exceeds their face value and coins not commonly in circulation shall not be deemed a cash prize. Section 5 of the Act provides that a sponsoring organization with a "Class No. 1", "Class No. 2" or "Class No. 4" traditional, cow-chip, duck-race, golf ball drop, or frog-race raffle permit may award cash prizes in addition to the aforementioned prizes.

EACH TICKET MUST HAVE PRINTED THEREON:

- The name of the sponsoring organization.
- The date (month, day, year), time (including a.m. or p.m.), and place (number, street, city/town, state) of the drawing.
- The price of the ticket.
- At least the three most valuable prizes to be awarded.
- The total number of prizes to be awarded.
- Each ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder.

Note: A sample of the raffle ticket must be attached for approval. A printer's proof or a legible specimen ticket may be provided. **UNDER NO CIRCUMSTANCES may an organization print tickets prior to receiving a raffle permit, which may only be issued by the appropriate municipal official**.

HELPFUL REMINDERS

The name of the sponsoring organization must appear exactly the same as the name that has been printed on the application form. It must be apparent to the purchaser of a ticket which organization is "sponsoring" the raffle.

The drawing information, such as the date, time and place of the drawing, should appear in one general area on the ticket.

The unit price of the raffle ticket must be printed on the ticket. Please note that all tickets shall be sold at a uniform unit price for each ticket without any discount or allowance for the purchase of more than one ticket.

The three most valuable prizes to be awarded must be printed on the raffle ticket. An organization may, however, list all prizes to be awarded if it desires to do so.

The total number of prizes to be awarded **must** be printed on the ticket (even if only one prize is to be awarded).

The organization **must** label each prize (example: 1st prize, 2nd prize, etc.) regardless of the number of prizes to be awarded.

The sample ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder. An organization may indicate on the sample ticket where each ticket will be numbered by using one of the following:

# #	XXXX
00	TICKET NO.

If the presence of the winner is required at the raffle drawing, this statement must be printed on the raffle ticket.

ACCEPTABLE WORDING OF PRIZES PRINTED ON A RAFFLE TICKET MERCHANDISE PRIZES:
(example: lamp, cordless phone, dvd player, etc.)

- Merchandise prizes should be listed with a description of the item.

- The name of the place or business where the prize was obtained may **not** be listed on the ticket, since it would be considered advertising matter, which is prohibited (**unless** it is a gift certificate redeemable at that specific location). This information may be placed on any other material an organization may distribute such as pamphlets, flyers or posters, but it may **not** appear on a raffle ticket.

- The value may be listed after the description of the item of merchandise, but is not required to be printed on the ticket.

*** May Word As:** *20" Color TV With Remote Control*

Floral Wreath (Value $50.00)

CHOICE OF MERCHANDISE PRIZES:

- The choice of merchandise prizes is allowed, provided that the choice is limited to not more than one of two specific items of merchandise of equal value, and a complete description of each item must be printed on the raffle ticket.

- The choice of a prize is strictly limited to merchandise items, and is not allowed for any other type of prize that may be offered in a raffle.

*** May Word As:** *Crystal Bowl* ***OR*** *Crystal Vase*

GIFT CERTIFICATES:

- Gift certificates entitle the holder to exercise his/her option in the choice of an article of merchandise. Gift certificates that are redeemable at restaurants, grocery stores, malls, etc. where alcoholic beverages may be obtained must bear a notation, which states that the gift certificates may not be redeemed for alcoholic beverages. In offering a gift certificate as a prize, an organization cannot describe what the holder will receive when they redeem the gift certificate at a particular establishment. In other words, if an organization wants to award a specific item of merchandise, it cannot offer a gift certificate as the prize. In such a situation, it should simply offer the item it desires to award rather than the gift certificate.

*** May Word As:** *$200.00 gift certificate redeemable at Sam's Music Center*

$50.00 gift certificate redeemable at Lucian's Restaurant (EXCLUDES ALCOHOLIC BEVERAGES)

SERVICES: (example: haircut, manicure, oil change, etc.)

- When a service is offered as a prize, it must be awarded as a gift certificate. This is to prevent organizations from giving the winners cash in order to pay for the service. However, since the original intent was to award a particular service to the winner, the organization may describe the kind of service(s) the winner will receive. If the service to be awarded must be completed within a certain period of time (example: 1 hour) or is limited to a certain number of people or objects, that information must be provided as part of the prize description.

*** May Word As:** *$25.00 gift certificate for haircutting services for 1 person redeemable at Sue's Beauty Salon*

$100.00 gift certificate for oil change and tune-up services for one vehicle redeemable at Ron's Auto Service Center

$75.00 gift certificate for two hours of house cleaning services for one home redeemable at Neat and Clean

- This is the **only** exception allowed in the awarding of gift certificates. All other gift certificates must be worded as previously mentioned.

Sample Raffle Application Instructions

AIRLINE TICKETS:

- Must be treated in the same manner as a gift certificate by using the words *"redeemable at"*.
- Must also state if the tickets are roundtrip or one-way.
- Tickets must be to a specific destination.

*** May Word As:** *2 roundtrip airline tickets to Orlando, Florida redeemable at Cougar Airlines*

MEMBERSHIPS: (example: health club)

- Must be treated in the same manner as a gift certificate by using the words *"redeemable at"*.
- Must also state length of membership and the number of members involved.

*** May Word As:** *1 Year Membership for one person redeemable at Best Fitness Center*

GAME OR SHOW TICKETS: (example: sports games, plays or theater)

- Must be treated in the same manner as a gift certificate by using the words *"redeemable at"*.
- May also list the date of the game or performance.

*** May Word As:** *4 tickets to the New York Yankees vs. Boston Red Sox game on 9/06/14 redeemable at Yankee Stadium*

2 tickets for the performance of Madame Butterfly redeemable at the Winter Garden Theater

TRIPS/PACKAGE DEALS: (example: trips including airfare, accommodations, etc.)

- The organization must provide a complete destination, the number of people the prize will accommodate, the length of time involved, and specify what is included in the package such as accommodations, airfare, meals, etc.

- Must print the words "*Excludes Alcoholic Beverages"* in parentheses directly after the description of the prize, or the words *"Prizes Exclude Alcoholic Beverages"* somewhere on the body of the ticket, whenever alcohol may inadvertently be obtained with a prize, such as with meals.

*** May Word As:** *Trip for 2 to Long Beach, California, includes roundtrip airfare, 7 days/6 nights' accommodations at the Sunrise Hotel, and dinner each evening*

LOTTERY TICKETS:

- Must print a specific description of the amount and type of Connecticut State Lottery tickets to be awarded as a prize.

*** May Word As:** *25 Connecticut Instant Lottery Tickets*
5 Connecticut Advanced Action Lotto Tickets