

## Raffle Frequently Asked Questions

1. **How do I register with the Legalized Games of Chance Control Commission?**
  - a. According to the State website:
    - i. Every organization interested in conducting bingo or raffles or allow 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 to it a registration certificate reflecting its identification number.
    - ii. **"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 volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
    - iii. **"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 the meaning of N.J.S.A. 5:8-60.3, to conduct raffles.
2. **Is there a list of organizations that holds a LGCCC registration?**
  - a. The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website updated daily.
  - b. Please visit <http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx>
3. **Where do I apply for a game of chance Registration Card?**
  - a. Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission.
  - b. This registration allows the holder to apply for each of their games in the municipality where they will be held
  - c. **HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING AND BEING APPROVED BY THE MUNICIPALITY IN WHICH THE GAMES ARE TO BE HELD.**
4. **Where do I apply for each game of chance**
  - a. You must apply in the town where the games are to be held or the winner will be drawn.
  - b. Each game must be applied for.
  - c. There are no "blanket licenses"
5. **Can I apply for a game of chance if my LGCCC registration has expired?**
  - a. No
  - b. A copy of the valid registration must be submitted with the application.
  - c. Registration must be valid through the date of the raffle in order for the application to be received by the office.

**6. Does my application need to be notarized?**

- a. Yes
- b. Applications need to be submitted in quadruplicate (4 copies)
- c. Each copy of the application **MUST** contain original signatures and original notary

**7. Can I give 1 application in to have the Township make copies made?**

- a. No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.

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

- a. On Premise means the winner of the prize **needs to be present**.
- b. Off Premise means the winner of the prize does **not need to be present**
  - i. Sample tickets **ALWAYS** need to be provided if off premise.

**9. What needs to be on a Sample Ticket?**

- a. Sample Tickets must have the following:
  - i. NJ LGCCC Registration ID number
  - ii. Name of the Organization
    1. This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC
  - iii. Description of Prize
  - iv. Location of Drawing
  - v. Date of Drawing
  - vi. Time of Drawing
  - vii. Price of Ticket
  - viii. Ticket Number
  - ix. Purpose to which proceeds will be devoted
  - x. Space for the Municipally Issued Raffle Number
  - xi. Space for purchaser's information including but not limited to:
    1. Name
    2. Address
    3. Telephone number
- b. Please see sample tickets provided in packet.

**10. When do I need to provide a Sample Ticket?**

- a. Sample tickets need to be provided for any game of chance that is considered OFF PREMISE.

**11. What fees are associated with games of chance?**

- a. The Township of Wyckoff charges \$20.00 per game of chance
  - i. Municipalities have the right to charge different amounts.
  - ii. Please review the rules, regulations, and fees of the towns in which you wish to apply.
- b. The State LGCCC charges different amounts based on the game and anticipated prizes.
  - i. Please see included fee listing for assistance.

**12. How long do I need to hand in the application in order for my raffle to be accepted?**

- a. The Township of Wyckoff requests that applications are submitted at least 5 (Five) weeks prior to a game of chance's date of operation.
- b. This allows for the following:
  - i. The application must be submitted to the Township at least one week prior to being submitted to the Legalized Games of Chance Control Commission
  - ii. The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a raffle.
  - iii. If a holiday, unexpected closing, etc. occurs in this time, this timeline may be extended.
- c. 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.

**13. My Application was rejected, who do I speak to?**

- a. The municipality where you applied can be contacted to assist in correcting an application.
- b. The denial of an application always comes from the State.
- c. **The State has the ultimate deciding power on whether an application is approved.**

**14. What is the Report of Operations?**

- a. The report of operations is a form that needs to be completed and submitted to the State.
  - i. Some municipalities also require a completed report of operations be submitted
- b. The form may require additional fees based on the value of the prizes or the proceeds raised.
- c. Must be submitted no later than the 15<sup>th</sup> day of the calendar month following the date of the licensed activity.

**15. Can I change the date of my game?**

- a. Yes
- b. An application to amend a raffle license must be completed.
- c. Please see section in this packet regarding this application.

**16. How do I get fingerprinted? (At least one member in charge of the games, who completes the application as the member in charge, must be fingerprinted).**

- a. Please see fingerprinting section in this packet.