

Application Received by _____

Date Received: _____

Fee paid: _____



Raffle & Poker Runs License Application

Organization

1. Organization Name: _____
2. Organization Address: _____
3. Contact Person's Name: _____
4. Contact Person's Title: _____
5. Contact Person's Phone Number: _____
6. Contact Person's Email Address: _____
7. How long has your organization been in existence? _____ *(Must be at least 5 years)*
8. Date of incorporation: _____ State of Incorporation: _____
9. Type of Organization:
 Religious Charitable Labor Business Fraternal Educational Veterans Law Enforcement

Officer Information:

10. Presiding Officer's Name: _____
11. Presiding Officer's Address: _____
12. Presiding Officer's Phone Number: _____
13. Presiding Officer's Date of Birth: _____

14. Secretary's Name: _____
15. Secretary's Address: _____
16. Secretary's Phone Number: _____
17. Secretary's Date of Birth: _____

18. Raffle or Poker Runs Manager's Name: _____
19. Raffle or Poker Runs Manager's Address: _____
20. Raffle or Poker Runs Manager's Phone Number: _____
21. Raffle or Poker Runs Manager's Date of Birth: _____

Raffle or Poker Runs Information:

22. Type of License Requested (see FAQs for types of licenses):
 Class B Raffle License Class C Raffle License Class A Poker Run License Class A Poker Run License
23. Fee Submitted with this Application: _____ *(See Rules & Regulation for types of licenses).*
24. Start & End Dates of Raffle Ticket Sales *(cannot exceed 365 days)* : _____
25. Location(s) where Raffle Tickets/ Poker Runs will be sold or conducted (must be within Morton Grove):

26. Maximum price charged for each raffle chance or poker runs chance issued or sold: _____
27. Maximum Number of Raffle Tickets or Poker Runs to be Sold: _____
28. Date(s) and Time(s) of Raffle Drawing(s): _____
29. Location of Raffle Drawing(s): _____
30. List of Prizes and Retail Cost(s): _____

31. Aggregate retail value of all prizes to be awarded in the raffle or poker runs: _____

32. Amount of Fidelity Bond: _____ (unless waived by Village, the Fidelity Bond must be at least the amount of the aggregate retail value of all prizes to be awarded).
33. Are any of the organization's officers, directors, employees or persons participating in the management or operation of the Raffle Event or Poker a felon, professional gambler, gambler or gambling promoter, person not of good moral character, or have been found liable of the Illinois Raffles and Poker Runs Act (230 ILCS 15/0.01 et. seq.): Yes No

Affidavit and Indemnification Agreement

We, the Presiding Officer, Secretary, and Raffle Manager of the applicant organization state under penalty of perjury:

- A. We are authorized to act for and bind the organization for the purpose of requesting and obtaining a Raffle or & Poker Runs License from the Village of Morton Grove;
- B. The Applicant Organization is a Qualified Organization to receive a Morton Grove Raffle or Poker Runs License as defined by Section 4-6K-1 of the Morton Grove Village Code;
- C. The applicant organization agrees to pay all fees, to meet all requirements of the Illinois Raffles and Poker Runs Act (230 ILCS 15/0.01 et. seq.) and the Village of Morton Grove Charitable Raffles And Poker Runs Act, 4-6K-1 et. seq., and will comply with all local state and federal laws in the conduct of any raffle or poker runs.
- D. The statements and information stated in this application are true and correct upon my personal knowledge and information;
- E. We further agree on behalf of the applicant organization that the applicant organization will indemnify, hold harmless defend and indemnify the Village of Morton Grove, its agents, officials, and employees and volunteers, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related arising out of or in connection with the raffle or poker.

Presiding Officer

Secretary

Raffle Manager

Date

Date

Date

Attachments

- Required Application Fee. (See FAQs) Note: Application fee is nonrefundable, even if the application is denied or in the event the raffle is cancelled for any reason.
- If organization is a corporation attached Certificate of Good Standing See: www.ilsos.gov/corporatellc
- If organization is a charity attach IRS designation of 501(c) status.
- Fidelity Bond in amount of aggregate value of all prizes
- Request to waive Fidelity Bond if aggregate value of all prizes is less than \$10,000 and request for a waiver has been approved by the unanimous vote of

**SUBMIT THIS APPLICATION, ALL REQUIRED FEES, AND ATTACHMENTS TO
Raffle & Poker Runs Administrator
6101 Capulina Avenue, Morton Grove, IL. 60053
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

For more information please review Village Code Section 4-6K or contact the Raffle and Poker Runs Administrator at 847-470-5220 or raffles@mortongroveil.org.

Raffle & Poker Runs License FAQs

1. What types of organizations can receive a Morton Grove Raffle or Poker Runs License?

- BUSINESS ORGANIZATIONS (A voluntary organization composed of individuals and businesses who have joined together to advance the commercial, financial, industrial, and civic interests of a community)
- CHARITABLE ORGANIZATION (An organization or institution organized and operated to benefit an indefinite number of the public.)*
- EDUCATIONAL ORGANIZATION (An organization or institution organized and operated to provide systematic instruction in useful branches of learning by methods common to schools and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax-supported schools.)*
- FRATERNAL ORGANIZATION (An organization of persons having a common interest, the primary interest of which is to both promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of government by caring for those that otherwise would be cared for by the government.)*
- LABOR ORGANIZATION (An organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.)*
- LAW ENFORCEMENT AGENCY (An agency of Illinois or unit of local government which is vested by law or ordinance with the duty to maintain public order and to enforce criminal laws or ordinances.)
- RELIGIOUS ORGANIZATION (Any church, congregation, society, or organization founded for the purpose of religious worship.)*
- VETERANS ORGANIZATION (An organization or association comprised of members of whom substantially all are individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to aid the general public in such a way as to confer a public benefit.)
- NONPROFIT ORGANIZATION (An organization or institution organized and conducted on a not-for-profit basis with no personal profit inuring to any one as a result of the operation and determined by the Raffle and Poker Runs Administrator to be organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident, or disaster.)

*Religious, charitable, labor, business, fraternal, educational or veteran organization must operate without profit to their members and have been in existence continuously for a period of five (5) years immediately before making application for a raffle license, and during that entire 5-year period must have been engaged in carrying out their objectives.

2. What Type of Raffle or Poker Runs Licenses are Available?

- Class A Raffle License: A Class A raffle license shall permit a law enforcement agency or a statewide association that represents law enforcement officials to conduct raffles in the Village; or a qualified organization to conduct a raffle event which may include multiple drawings to award prizes, but all drawings must occur on the same day and at the same location and within the confines of the same raffle event. The maximum retail value of any single raffle prize cannot exceed \$2,000 and the maximum aggregate retail value of all raffle prizes for the raffle event cannot exceed \$10,000. Raffle chances may only be sold within the corporate limits of Morton Grove and the price charged for each raffle chance issued or sold shall not exceed \$100.00. Chances may not be issued or sold for any period longer than 365 days. Only four (4) Class A raffle licenses may be granted to a qualified organization during a calendar year. A. **Any qualified organization seeking to obtain a Class A raffle license, or a Class A poker runs license need not file an application with the Village, and such license shall be deemed automatically granted provided the qualified organization is not deemed ineligible for a license pursuant to 4-6K-4. However, a Class A raffle license or Class A poker runs license holder shall comply with all other**

regulations and requirements of the Act and this Chapter, and shall, upon request of the Raffle and Poker Runs Administrator, provide all records and information to verify it is a qualified organization and has and will conduct all raffles or poker runs in the Village in full compliance with the Act and this Chapter.

- Class B Raffle License: A Class B raffle license shall permit a qualified organization to conduct a single raffle event which may include multiple drawings to award prizes, but all drawings must occur on the same day and at the same location and within the confines of the same raffle event. The maximum retail value of a single raffle prize and the aggregate retail value of all prizes or merchandise awarded in a raffle event shall not exceed the amount of the fidelity bond submitted with the application for a raffle license pursuant to 4-6K-9. If the fidelity bond is waived, the maximum retail value of a single raffle prize may not exceed \$2,000 and the aggregate retail value of all prizes or merchandise awarded in a raffle event shall not exceed \$10,000. Raffle chances may only be sold within the corporate limits of Morton Grove and the price charged for each raffle chance issued or sold shall not exceed \$100.00. Chances may not be issued or sold for any period longer than 365 days.
- Class C Raffle License: A Class C raffle license shall permit a qualified organization to conduct up to fifty-two (52) raffle events during a calendar year. Raffle events shall occur not more frequently than weekly and shall occur at specified locations within the Village of Morton Grove. The maximum retail value of a single raffle prize and the aggregate retail value of all prizes or merchandise awarded in a raffle event shall not exceed the amount of the fidelity bond submitted with the application for a raffle license pursuant to 4-6K-9. If the fidelity bond is waived, the maximum retail value of a single raffle prize may not exceed \$2,000 and the aggregate retail value of all prizes or merchandise awarded in a raffle event shall not exceed \$10,000. Raffle chances may only be sold within the corporate limits of Morton Grove and the price charged for each raffle chance issued or sold shall not exceed \$100.00. Chances may not be issued or sold for any period longer than 365 days.
- Class A Poker Runs License: A Class A poker runs license shall permit a qualified organization to conduct a poker runs which may include multiple winning hands or high scores, but all winning hands or high scores must occur on the same day and at the same location and within the confines of the same poker runs at specified locations within the Village of Morton Grove. The maximum retail value of a prize of any winning hand or high score cannot exceed \$2,000 and the maximum aggregate retail value of all poker runs prizes for the poker runs cannot exceed \$10,000. Only four (4) Class A poker runs licenses may be granted to a qualified organization during a calendar year.
- Class B Poker Runs License: A Class B poker runs license shall permit a qualified organization to conduct up to fifty-two (52) poker runs during a calendar year. Poker runs shall occur not more frequently than weekly and at specified locations within the Village of Morton Grove. The maximum retail value of a prize of any winning hand or high score cannot exceed \$2,000 and the maximum aggregate retail value of all poker runs prizes for each poker runs cannot exceed \$10,000.

3. What Fees Are Required?

- No license fee is required for a Class A raffle license.
- A license fee of \$50.00 payable to the "Village of Morton Grove" shall be paid upon submission of a Class B raffle license or a Class A poker runs license application.
- A license fee of \$100.00 payable to the "Village of Morton Grove" shall be paid upon submission of a Class C raffle license or a Class B poker runs license application.

4. Who is ineligible to receive a Morton Grove Raffle or Poker Runs License?

- Any organization in which a person having a proprietary, equitable, or credit interest or is an officer, director, or employee, whether compensated or not is: a felon*, a professional gambler, gambling promoter, a person not of good moral character or has been found to have violated the Illinois Raffles and Poker Runs Act (230 ILCS 15/0.01 et. seq.) and the Village of Morton Grove Charitable Raffles And Poker Runs Act, 4-6K-1 et. seq. within the past five (5) years.

* The Raffle and Poker Runs Administrator may grant the license to an organization where a officer, director or employee is a felon based on rehabilitation and mitigating factors submitted by the applicant.

- Any person or organization that has an outstanding debt due and owing to the Village of Morton Grove;
- Any person or organization who has submitted false or misleading information to the Raffle and Poker Runs Administrator or on its license application.

5. What Rules Apply to Raffle & Poker Runs Licenses?

- A Class B raffle license and a Class A poker runs license shall be valid for a single event which shall occur within sixty (60) days from and after its issuance. A Class C raffle license and a Class B poker runs license shall be valid for the calendar year for which it is issued.
- All licenses must be prominently displayed at the raffle event.
- A license may be suspended or revoked by the Raffle and Poker Runs Administrator for any violation of this Code.
- The entire net proceeds of any raffle or poker runs must be exclusively devoted to the lawful purpose of the licensee.
- No person, except a bona fide member of the licensee, may participate in the management or operation of the raffle or poker runs.
- No person may receive remuneration or profit for participating in the management or operation of the raffle or poker runs.
- Raffle chances may only be sold, offered for sale, conveyed, issued, or otherwise transferred for value, during the time period, at the price specified and within the area specified on the license.
- Raffle and poker runs winners shall be determined and announced at the date, time, and location designated in the application and on the permit.
- No person under the age of 18 years may participate in the conducting of raffles or chances or poker runs without the permission of a parent or guardian. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by his or her parent or guardian.

6. What are the Requirements for Raffle Manager?

All operation and the conduct of raffles shall be under the supervision of a single manager designated by the organization. The manager shall give a fidelity bond in an amount determined by the Raffle and Poker Runs Administrator 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 Village not less than thirty (30) days prior to its cancellation. The Raffle and Poker Runs Administrator may waive this bond requirement by including a waiver provision in the license issued to an organization under this Code, provided a license containing such waiver provision shall be granted only by a unanimous vote of the members of the licensed organization. Nothing in this Section shall be deemed to apply to poker runs.

7. What Records Must Be Kept & Reported?

- Each licensee shall keep records of its gross receipts, expenses, and net proceeds for each single gathering or occasion at which winning chances in a raffle or winning hands or scores in a poker runs 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, to the recipient.
- The distribution of net proceeds shall be itemized as to payee, purpose, amount, and date of payment.
- Gross receipts from the operation of raffles and poker runs shall be segregated from other revenues of the organization and placed in a separate account. The person who accounts for gross receipts, expenses, and net proceeds from the operation of raffles or poker runs shall not be the same person who accounts for other revenues of the organization.
- Each licensee shall report promptly after the conclusion of each raffle or poker runs to its membership. Each organization licensed to conduct raffles or poker runs shall report promptly to the licensing local unit of government

its gross receipts, expenses, and net proceeds from the raffle or poker runs, and the distribution of net proceeds itemized as required in this Section.

- Records required by this Section shall be preserved for three (3) years, and organizations shall make available their records relating to the operation of raffles or poker runs for public inspection at reasonable times and places.