

Raffle or Poker Run License Application
Jefferson County, Illinois

Organizations requesting a license shall complete this application and file it with the County Clerk at least 30 days prior to expected date of start of selling tickets. A license will then be issued if approved. No chances may be sold prior to obtaining the license. Please type or print legibly.

1. Organization Information

Organization Name: _____

Mailing Address: _____

City: _____, Illinois Zip Code: _____

Name of individual filing this application: _____

President/Chair of Organization: _____

Secretary of Organization: _____

Type of Organization:

Business Education Fraternal Labor
 Religious Veteran Other Charitable Group*

*If group is organized to benefit someone suffering extreme financial hardship, list the names of individuals who will benefit: _____

How long has Organization been in existence? _____ How many members? _____

II. Raffle/Poker Run Manager:

To protect its members and promote accountability, each Organization must name a Manager that will be responsible for the conduct of the event.

Name of Manager: _____

Home address: _____

Home telephone: (____) _____ Date of birth: _____

III. About the Event: **RAFFLE** ____ **or** **POKER RUN** ____

Dates tickets will be sold: _____ to _____

Location(s) in which tickets will be sold _____

Date, time & location at which winning chance(s) will be determined: If multiple drawings are to be held on different dates, attach a list with the date, time and place of each drawing, along with the specific prizes that will be given on each date.

Price of each chance: \$ _____ Maximum number of tickets to be sold: _____

Maximum retail value of all prizes to be awarded: \$ _____

Description of prizes: (attach separate sheet if necessary):

IV. Certification

We, the undersigned, under penalties of perjury, do solemnly swear that the information contained on the foregoing application is true and correct to the best of our knowledge; that the organization is a bona fide non-profit organization as defined in the Illinois Raffles Act and the Jefferson County Raffles and Poker Runs County Code Chapter 14; that the officers, operators and workers of the proposed event are bona fide members of the sponsoring organization and are all of good moral character and have not been convicted of a felony; and that if the attached application for license is granted, the above-named organization will adhere to the laws of the State of Illinois and the County of Jefferson in the conduct of said event.

Signature of Organization President/Chair Date

Signature of Organization Approve "Manager" Date

WAIVER OF BOND REQUIREMENT

Managers of all approved raffles or poker runs must present proof of bonding in favor of the organization in form of a corporate fidelity bond or personal surety bond in the amount of the maximum dollar amount of all chances to be sold. A copy of the bond must be attached.

According to the State Raffles Act, organizations may waive this requirement that the manager be bonded, but only if a unanimous vote of the organization's membership approves prior to filing the application. The following certification must then be completed by the president or chairperson of the organization.

CHECK ONE:

Fidelity Bond is attached

Bond requirement was waived by the organization (complete certification below)

I, _____, the undersigned President/Chairperson of
(PRINTED NAME)
_____ do hereby certify that an open meeting of said
(NAME OF ORGANIZATION)

organization was held on _____, at which time a unanimous vote of the organization's members approved waiving the requirement that the proposed manager of this event be duly bonded.

Date: _____

Signed: _____
(SIGNATURE OF PRESIDENT/CHAIRPERSON)

Raffle or Poker Run License Q & A

Why does County have a Raffle and Poker Run Ordinance?

Because Illinois Law says that they are illegal without license issued from the local government. The State's Raffles Act allows counties and cities to license raffles and poker runs if they choose. If the local government does not sanction raffles and poker runs, then they are not permitted in that city or county.

What is the purpose of the Raffle Poker Run Ordinance?

The purpose is two-fold. One, it is to sanction the raffles and poker runs that have always been held even though they have operated illegally. Two, the intent of the State Law is to allow some oversight and accountability to the public and organization that conducts the raffles or poker runs. By filing an application, the organizer gives facts in writing about who is in charge, when the raffle can be conducted, how much the chances are, what the prizes are and when & where the prizes will be given away. This gives assurance to those who buy the chances that the fundraiser is legitimate. It allows law enforcement to quickly determine the legitimacy of any fundraising and contact information if there are questions about the selling. And it protects the organization sponsoring the event by ensuring there is one "manager" responsible for the money. The "manager" must either give bond to the group or have their bond requirement waived by the organization.

Is this a way for the County to make money?

No, the fee is not aimed at making money. The County Board agreed that this is not intended as a revenue source. The fee (\$15 for raffle or \$25 for Poker Run) is the equivalent to other counties in Southern Illinois. In other parts of the State, the fee is much larger, with some charging a percentage of the profits for approving the license.

How will the license be granted?

A group wanting to conduct a raffle or poker run must obtain an application from the County Clerk's office, or from our County web site (jeffersoncountyillinois.com). The application must contain facts about the event, who is in charge, etc. Filed along with the application is:

1. A signed statement from the President/Chair of the organization stating the group involved is a non-profit organization.
2. Either a copy of the "manager's bond" or a signed statement from the President/Chair of the organization waiving the bond requirement for the manager.

Once the paperwork is in order and the fee paid, the application will be submitted to the County Board Chairman or his designee. Chances can then be sold once approval is given, but not before.

Who can obtain a license?

State Law allows most any non-profit group that has been in existence for five years to conduct a raffle or poker run. Law also allows license to be issued to any group that is fund-raising for the sole purpose of aiding people suffering extreme financial hardship (illness, disability, accident or disaster).

What is required of the group once the license is obtained?

State Law spells out several requirements on the conduct of the raffle/poker run:

1. Proceeds can only be used by the group selling the chances.
2. Only members of the group can sell chances.
3. No person can be paid for administering the raffle/poker run.
4. Chances can be sold only the area affected by the license (unincorporated area of Jefferson County).
5. Prizes must be drawn at the time & place listed on the application.
6. Financial records must be maintained for 3 years and kept available for inspection.

The County will make these rules available to those who apply, but will not actively monitor groups to assure compliance.

Why is the application so long? Why is so much information needed?

Because State Law requires it. Some counties require criminal background checks, reporting of the profits once the event is concluded, and other information. Jefferson County licensing procedure is the minimum required by State Law.

Where are the licenses valid?

The licenses are currently good for selling chances in all unincorporated areas of Jefferson County. Municipalities must adopt their own ordinances to permit raffles or poker runs. Contact the city or village clerk in other communities to determine the rules in place in those areas.