



Village of Hampshire
234 S. State Street, Hampshire, IL 60140
Phone: 847-683-2181 ▪ www.hampshireil.org

Rules for Conducting a Raffle

Qualifications

- A) Applicants: A license to operate a raffle shall be issued only to not-for-profit religious, charitable, labor, fraternal, educational or veterans' organizations that have been in existence continuously for a period of at least five (5) years.
- B) No license shall be issued to:
 - 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 subsection B1, B2 or B3 of this Section 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 subsection B1, B2 or B3 of this Section, is an officer, director, or employee, whether compensated or not.
 - 6) Any organization in which a person defined in subsection B1, B2 or B3 of this Section, is to participate in the management or operation of a raffle as defined herein.

Regulations Governing Licensee

- A) Conduct Of Raffles: The conducting of raffles is subject to the following restrictions:
 - 1) The entire net proceeds of any raffle must be exclusively devoted to the lawful purposes of the licensee permitted to conduct that game.
 - 2) No person except a bona fide member of the licensee organization may participate in the management or operation of the raffle.
 - 3) No person may receive any remuneration or profit for participating in the management or operation of the raffle.
 - 4) Raffle chances may be sold or issued only within the areas specified on the license.
 - 5) Winning chances must be determined only at the time, date and location specified on the license.
 - 6) Any person selling raffle chances must carry a copy of the license issued for the raffle.
- B) Raffle Limits:
 - 1) The aggregate retail value of all prizes or merchandise awarded by a licensee in a single raffle shall not exceed fifty thousand dollars (\$50,000.00).
 - 2) The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed fifty thousand dollars (\$50,000.00).
 - 3) The maximum price which may be charged for each raffle chance issued or sold shall not exceed one hundred dollars (\$100.00).

- 4) The maximum days during which chances may be issued or sold shall not exceed one hundred eighty (180).
 - 5) The license shall not be valid for more than two hundred ten (210) days.
- C) Raffle Manager and Bond:
- 1) All operation and conduct of raffles shall be under the supervision of a single raffle manager as designated on the license application.
 - 2) The manager shall give a fidelity bond in the sum of the aggregate retail value of the prizes as set out on the application. The bond shall be in favor of the organization conditioned upon the raffle manager's honesty in the performance of his duties. Said bond shall provide that notice shall be given in writing to the Village Clerk not less than thirty (30) days prior to its cancellation period. If the retail value of the prizes exceed fifteen thousand dollars (\$15,000.00), such bond shall be issued by a corporate surety.
- D) Records: (see attached Raffle Records Submittal form)
- 1) Gross receipts from the operation of raffle programs shall be segregated from other revenues of the licensee (including bingo gross receipts, if bingo games are also conducted by the same licensee pursuant to license 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 and expenses from the operation of raffles shall not be the same person who accounts for other revenues of the organization.
 - 2) Each licensee shall keep records of its gross receipts, expenses and net proceeds for each single raffle at which winning chances are determined. All reasonable operating expenses deducted from gross receipts for each single raffle 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.
 - 3) Each licensee, within thirty (30) days of the raffle, shall report to its membership and to the village clerk each of the following:
 - a) Gross receipts generated by the conducting of the raffle;
 - b) An itemized list of all reasonable operating expenses which have been deducted from the gross receipts;
 - c) Net proceeds from the conducting of the raffle;
 - d) An itemized list of the distribution of the net proceeds; and
 - e) A list of prize winners.
 - 4) Records required by this section shall be preserved for three (3) years, and the organization shall make available for public inspection their records relating to the operation of a raffle at reasonable times and places.

Fees

The fee for registering to conduct any raffle in the village shall be based on the aggregate retail value of the prize(s) to be awarded in same, as follows:

<u>Aggregate Value</u>	<u>Fee</u>
\$500 or less	None
\$501.00 - \$5,000.00	\$10.00
\$5,001.00 or more	\$25.00

Approval Process

Once a completed application and appropriate bond have been received by the Village Clerk, the application will be forwarded to the Village Manager for final approval. Once approved, the raffle may proceed.

Post-Raffle Reporting

Within thirty (30) days after a raffle has been concluded, the Raffle Records Submittal form must be completed and submitted to the Village Clerk. The form requires the following information:

- Gross receipts generated by the conducting of the raffle;
- An itemized list of all reasonable operating expenses which have been deducted from the gross receipts;
- Net proceeds from the conducting of the raffle;
- An itemized list of the distribution of the net proceeds; and
- A list of prize winners.

Records of the raffle must be preserved for three (3) years, and the organization shall make available for public inspection their records relating to the operation of a raffle at reasonable times and places. See Section D of the Regulations Governing Licensee in this document for more information about raffle records requirements.



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Application for Conducting a Raffle

Date of Application: _____ Fee Paid: _____

Name of Organization: _____

Address: _____

Organization Type: ___ Religious ___ Charitable ___ Labor
 ___ Veterans ___ Educational ___ Fraternal

Date this Group was Organized: _____

If chartered or incorporated, date and place where papers were issued: _____

Contact Person: _____ Phone: _____

Email: _____

Date of Ticket Sales: _____ to _____

Area or Areas where Tickets will be Sold: _____

Price of Ticket: _____ Date when Winners will be Determined: _____

Prizes to be awarded (may be listed on separate sheet):

<u>No.</u>	<u>Prize</u>	<u>Value of Each</u>	<u>Total Value</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Total Value of All Prizes			\$ _____

Presiding Officer: _____

Address: _____

Phone: _____ Email: _____

Date of Birth: _____

Secretary: _____

Address: _____

Phone: _____ Email: _____

Date of Birth: _____

Raffle Manager: _____

Address: _____

Phone: _____ Email: _____

Date of Birth: _____

I certify that this organization is not-for-profit; it has been in existence continuously for at least the past five years; it has maintained a bona fide membership engaged in carrying out its objectives; its officers, operators, and workers at the raffle are bona fide members of the organization and are of good moral character. I further certify that all the information provided in this application is true, to the best of my knowledge.

Presiding Officer

Secretary

Raffle Manager

Village Use Only

Receipt of Application and Bond: _____
Village Clerk Date

Approval to Conduct Raffle: _____
Village Manager Date



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Raffle Records Submittal

Date of Submittal: _____

Name of Organization: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____

Date of Raffle Conclusion: _____

Gross Receipts: \$_____ Net Proceeds: \$_____

Attach:

- Itemized list of reasonable expenses deducted from gross receipts
- Itemized list of the distribution of net proceeds
- List of prize winners



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OFFICIAL BOND FOR RAFFLE MANAGER

To be used when aggregate value of prizes is less than \$15,000

If prizes are more than \$15,000, a corporate surety bond must be filed with application

KNOW ALL MEN BY THESE PRESENTS THAT WE,

_____ Raffle Manager
and _____
Surety

Are held and bound
to: _____
Name of Organization

In the sum of \$ _____, equal to aggregate retail value of all prizes, for the payment
of
such we are obliged.

The condition of the above obligation is such that

_____,
Being of legal age, has been appointed Raffle Manager for a raffle to be conducted
on _____,
Month/day Year

NOW, THEREFORE, if the said Raffle Manager shall perform and discharge all the duties
required
of him/her as raffle manager, then this Bond is to be void; otherwise to remain in full force.
Raffle Manager's

signature: _____
Address: _____
City: _____

Surety's signature:

Address: _____
City: _____

I, _____, a notary public in Illinois, certify that
_____ and

Who are both personally known to me, are the same persons whose names are subscribed
to
above; that they appeared before me this day in person and acknowledged that they signed,

sealed and delivered said instrument as their free and voluntary act, for the use and purpose therein set forth.

Given under my hand and seal on this

date.

(seal)

Date

Notary Public