



City of Carbondale
 City Clerk
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3281
 Fax (618) 457-3283
 Explorecarbondale.com

RAFFLE LICENSE APPLICATION

The following must be submitted no later than 10 business days prior to the start of all raffles sales:

	Completed Application		
	Fidelity Bond for Request for Waiver of Fidelity Bond		
	License Fee (\$20 for Individual Event/\$200 for Annual License)		
ORGANIZATION INFORMATION			
Name			
Address			
Phone		Email	
ORGANIZATION TYPES			
	Religious		Charitable
	Business		Fraternal
	Educational		Law Enforcement Agency
			Labor
			Veterans
			Other: (describe below)
RAFFLE INFORMATION: Date(s), Ticket Price, and Location of Drawings			
Type of Raffle License:	Annual License	Individual Event License	Multiple/Continuous
Starting Date:	Ending Date:	Ticket Price:	
Location(s) of Drawing(s):			
PRIZES TO BE AWARDED AND RETAIL VALUE OF EACH: (Attach additional information on separate sheet if needed)			
PRIZE			RETAIL VALUE

Length of time Organization has been in existence:			
<i>Illinois does not allow issuance of a raffle license to an organization that has not been continuously operating for at least five years, unless organization is formed solely to provide financial assistance due to crisis, illness, accident, disaster, etc. 230 ILCS 15/2(b)</i>			
Has Organization held a Carbondale Raffle permit previously?	Yes	No	If yes, when?
If no, please provide documentation confirming nonprofit status for at least five years unless the fundraiser is to provide financial assistance to an individual(s) due to extreme illness, disability, accident or disaster.			
ORGANIZATION CONTACT INFORMATION			
President, Chair, or Presiding Officer	Phone		
Secretary	Phone		
Raffle Manager (Should not be person signing request for fidelity bond waiver)	Phone		

A Fidelity Bond shall be provided in the amount equal to the aggregate retail value of all prizes to be awarded unless bond requirement is waived by the City Manager or designee. *230 ILCS 15/5*

The undersigned hereby attests under penalties of perjury:

1. The above-named applicant is a bona fide nonprofit or a nonprofit fundraising organization which serves to provide financial assistance of a specific identified individual or group of individuals suffering extreme financial hardship due to illness, disability, accident or disaster, or is a law enforcement agency or statewide association which represents law enforcement officials.
2. That all statements in the foregoing application are true and correct; that the officers, operators, and workers of the raffle are bona fide members of the sponsoring organization or are contracted with the organization to perform such duties under the supervision of the raffle license holder, are all of good moral character and are eligible to hold a permit according to the provisions of the Illinois Raffles and Poker Run Act.
3. That if a raffle license is issued, the organization and raffle manager will be responsible for the conduct of the raffle in accordance with the provision of the laws of Illinois and the City of Carbondale.
4. That the records required to be maintained for no less than three years shall be available for public inspection and the attached Raffle Report will be returned to the City Clerk's Office within 30 days of the conclusion of the raffle. *230 ILCS 15/6(a)-(d)*

President, Chair, or Presiding Officer	Date
Secretary	Date

REQUEST FOR FIDELITY BOND WAIVER

Pursuant to 230 ILCS 15/5 and Carbondale Revised Code Section 5-5-15, we, the undersigned, being duly sworn, depose and say that we are the _____ (officer title) and

_____ (officer title) of the _____

(organization name) organization and further state that on _____ (meeting date) the requisite number of members (or governing board of the organization) voted in the affirmative to request the waiver of the fidelity bond.

President, Chair, or Presiding Officer	Date
Secretary	Date

Subscribed and sworn to before me this _____ day of _____, 20_____	Notary Public
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City Manager Approval of Waiver (or City Manager's Designee)	Date
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RAFFLES REPORT

Organization Name
Address
Phone

RECORD OF RECEIPTS

Gross Receipts:

Expenses:

Net Proceeds:

Organizations holding several drawings in the same month need to submit only one Report per month.

RECORD OF DISTRIBUTIONS

Winner Name	Address
Item/Value	Date Awarded
Winner Name	Address
Item/Value	Date Awarded
Winner Name	Address
Item/Value	Date Awarded
Winner Name	Address
Item/Value	Date Awarded
Winner Name	Address
Item/Value	Date Awarded

Treasurer Name	Phone
Treasurer Signature	Date

I declare this raffle report has been examined by me, and to the best of my knowledge is true, correct, and complete.

Please return this completed form to the City Clerk's Office within 30 days of the conclusion of the raffle.

Per the Illinois Raffles and Poker Run Act, records must be retained for a minimum of three years. Gross receipts from the operation of a raffle shall be segregated from other revenues of the organization, including bingo gross receipts, and placed in a separate account. The person who accounts for gross receipts, expenses, and net proceeds from the operation of raffles shall not be the same person who accounts for other organizational revenues.