



TOWNSHIP OF NUTLEY
DEPARTMENT OF REVENUE AND FINANCE
OFFICE OF THE MUNICIPAL CLERK
ONE KENNEDY DRIVE
NUTLEY, NEW JERSEY 07110

January 2022

THOMAS J. EVANS
Director

ELENI PETTAS, RMC
Municipal Clerk

Phone: (973) 284-4955
Fax: (973) 284-0640

Dear Raffle and Bingo Licensee,

Enclosed you will find **2022 Raffle Application Packet** which includes important information concerning Raffle and Bingo Licensing procedures within the Township of Nutley. While many organizations are preparing for their spring events, our hope is that the enclosed packet will help make the application process as smooth as possible for everyone. In addition, here are a couple of important reminders for the upcoming year.

State License: Your state license issued by the Legalized Games of Chance Control Commission must be current at the time you want to conduct a game of chance. Please make sure to check your license expiration date, and contact the Commission at 973-273-8000 in case you have questions. Renewal instructions and forms are enclosed for your convenience.

Reporting: It is very important to remember you must file a **Report of Operations** with the Legalized Games of Chance Control Commission after you conduct your game of chance. This report must be filed no later than the 15th day of the calendar month immediately following the calendar month in which your licensed activity was held. A copy of the Report of Operations form is enclosed. Further, a copy of the Report of Operations must also be filed with the **Municipal Clerk's Office** prior to conducting a new event.

If you have recently held a raffle or bingo event and have not yet filed your report of operations with the State or the Municipal Clerk's Office, please do so as soon as possible.

Should you have questions or need assistance completing your forms, please contact our office at 973-284-4955.

Sincerely,

Eleni Pettas, RMC, CMC
Municipal Clerk



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2022 RAFFLE APPLICATION PACKET

This Raffle Application Packet has been prepared to make the Raffle Application process easier for your organization to understand and follow and will guarantee success in obtaining a Raffle License for your fundraising event.

The Raffle Application Packet includes:

1. Instructions to successfully complete your Raffle Application
2. Raffle Application
3. Sample Ticket for Off-Premise Raffle Awarding Cash
4. Sample Ticket for Off-Premise Raffle Awarding Merchandise
5. Legalized Games of Chance Control Commission Fee Schedules
6. Instructions for Filing the Raffle Report of Operations
7. Raffle Report of Operations

We hope you find this information helpful when completing the Raffle Application. Best wishes for a successful fundraising event!

Eleni Pettas, RMC, CMC,
Municipal Clerk

HOW TO APPLY AND OBTAIN A RAFFLE LICENSE

1. Complete the Raffle Application

Submit four (4) copies of your completed Raffle Application at least 6 weeks prior to your scheduled event to the Municipal Clerk's Office. Each copy of the completed Raffle Application must have original notarized signatures. Photocopied signatures cannot be accepted. Please refer to the Raffle Application Instructions included in this packet when completing your application.

The *original* Legalized Games of Chance Control Commission Registration certificate issued by the LGCCC to your organization must be presented at the time the Raffle Application is submitted. Raffle Applications will not be processed otherwise.

**Township of Nutley – Office of the Municipal Clerk
Raffle Application Packet**

Please visit the LGCCC website at http://www.state.nj.us/lps/ca/lgccc/lgc_registration.htm or contact LGCCC at 973-273-8000 for details on how to obtain or renew your registration certificate.

2. Raffle Application Fees

Submit two separate checks with your completed Raffle Application.

- The first check is made payable to the “Township of Nutley” in the amount of \$20.00.
- The second check is made payable to “LGCCC” in the amount listed on the LGCCC Fee Schedule. The LGCCC fees vary depending on the type and value of raffle prizes offered. Refer to the LGCCC Fee Schedule included in the application packet.

3. Background Check performed

The Nutley Police Department will conduct a background check of the applicants listed on “Part F” and “Part G” of the Raffle Application. The background check process takes approximately 14 days.

4. Approval by the Township of Nutley

Once the Nutley Police Department has completed the background check, the Board of Commissioners must formally approve your Raffle Application. Keep in mind, the Board of Commissioners Meeting is held the 1st and 3rd Tuesday of each month (see meeting dates below).

Upon approval by the Board of Commissioners, the Municipal Clerk prepares a Findings and Determination Report which will be mailed to State together with your Raffle Application and check payable to the LGCCC.

Board of Commissioners – 2022 Meeting Schedule

January 4	March 15	June 7	August 16	November 3 (Thursday)
January 18	April 5	June 21	September 6	November 15
February 1	April 19	July 5	September 20	December 6
February 15	May 3	July 19	October 4	December 20
March 1	May 17	August 2	October 18	December 30 @ 9AM (Friday)

5. Approval by the Legalized Games of Chance Control Commission (LGCCC)

The Clerk’s Office will be authorized to issue a Raffle License upon State approval. State approval takes approximately 14 days.

6. Issuance of Raffle License

Upon receiving State approval, the Clerk's Office will prepare your Raffle License for issuance and you will be notified when your Raffle License is available for pick up. Congratulations! You have successfully completed the Raffle Application process and your Raffle License has been issued.

7. Raffle Report of Operations to be filed

After the raffle event is over, but no later than the 15th day of the calendar month immediately following the raffle event, your organization must file a Report of Operations with the LGCCC. We have included a Raffle Report of Operations form and instructions in this packet.

The completed *Raffle Report of Operations* is mailed directly to the Legalized Games of Chance Control Commission, PO Box 46000, Newark, NJ 07101, and a copy filed with the Municipal Clerk.

RAFFLE APPLICATION INSTRUCTIONS

PART A – GENERAL

1. Print the name of organization as it appears on LGCCC ID registration card.
- 2A. Print the address of organization as it appears on LGCCC ID registration card.
- 2B. The mailing address of should reflect the name and address of the person who is to receive the Raffle License, Report of Operations form, and any other pertinent information regarding the raffle.
3. Date, time and type of raffle (example: July 1, 2010, 7:30 p.m., Off-premise 50/50 Cash prize)
4. Address of the location where raffle will be conducted (must be in Nutley)
5. Answer question, Yes or No.
6. Answer question.

PART B – QUALIFICATION OF APPLICANT

1. Answer question, Yes or No.
2. Answer question, Yes or No.
3. Answer question.
4. If answer to either 1. or 2., By-laws, Charter, or Certificate of Incorporation must be attached

PART C – SCHEDULE OF EXPENSES

Complete list of expenses

PART D – SCHEDULE OF PURPOSES

1. State specific purpose of holding your raffle event
2. Complete only if another organization will be receiving the proceeds of the raffle.

PART E – SCHEDULE OF PRIZES

Description of ALL prizes and their value.

- For 50/50 cash prizes, please indicate number of cash prizes and % of gross cash proceeds to be awarded.
- For merchandise prizes, please describe ALL merchandise prizes and value of each prize. If you are not aware of the retail value state “to be determined” or “unknown at this time.”

PART F – OFFICERS OF APPLICANT

A minimum of two (2) officers must be listed. Complete all information requested for each officer listed.

PART G – MEMBERS OF APPLICANT WHO WILL BE IN CHARGE OF THE GAMES

At least one (1) member in charge must be listed. Complete all information requested for each member listed. Responsible persons must be "over age 21".

PART H – MEMBERS OF APPLICANT WHO WILL ASSIST IN CONDUCTING THE GAMES

Complete all information requested for members who will assist in conducting the raffle event. Responsible persons must be "over age 21".

PART I – NAMES OF OTHER ORGANIZATIONS WHOSE MEMBERS WILL ASSIST IN CONDUCTING THE GAMES

Complete if applicable.

PART J – STATEMENT OF APPLICATION AND MEMBERS IN CHARGE

Signature of Officer and Title – individual must be listed in PART F of the Raffle Application
Member(s)-in-charge - individual(s) must be listed in PART G of the Raffle Application. All signatures must be original and notarized!

IMPORTANT:

If you are applying for an OFF-PREMISE RAFFLE FOR EITHER CASH OR MERCHANDISE PRIZES you are required to attach a sample raffle ticket to your application. If you need assistance with your ticket, please contact the Legalized Games of Chance Control Commission at 973-273-8000 or visit their website at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>.