

# Raffles

This packet is designed to help registered organizations with the New Jersey Legalized Games of Chance Control Commission (LGCCC) process. Included in this packet, you will find the necessary forms, fees, samples, and basic instructions for the purpose of simplifying the process. *This package is meant to be used simply as a guide.* The State of New Jersey Legalized Games of Chance has full authority over games of chance. It is important to visit their website for the most up-to-date information. A complete list of links has been provided below.

In order to apply in Hampton Township, the game of chance must be held in Hampton Township. All licenses must be obtained from the municipality in which the drawing is taking place. When applying at the Hampton Township Clerk's Office, you **MUST** present your colored certificate with your ID number each time you apply. Beginning in 1995, the State of New Jersey began issuing identification numbers that need to be renewed every two (2) years. To apply for a license, you must have a current and valid identification number from the State of New Jersey.

When filling out the application, it must be filled out in triplicates. You can make copies of the original completed application, but the last page of all three (3) copies **MUST** have original signatures and be individually notarized.

If you need additional help, please contact Hampton Township Clerk's Office at (973)383-5570.

## **Legalized Games of Chance Control Commission Important Links**

<b>Contact Information</b>	
<b>Consumer Service Center Hotline</b>	(973)504-6200 (800)242-5846 <i>*toll free, New Jersey only</i>
<b>General E-Mail</b>	askconsumeraffairs@lps.state.nj.us
<b>Initial Application E-Mail</b>	initialapplications@dca.lps.state.nj.us
<b>Renewal Applications E-Mail</b>	renewalapplications@dca.lps.stae.nj.us
<b>Consumer Hotline Fax</b>	(973)273-8035
<b>Mailing Address Legalized Games of Chance Control Commission</b>	124 Halsey Street Newark, NJ 07102

<b>Website Links</b>	
<b>Home Page</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/pages/default.aspx">https://www.njconsumeraffairs.gov/lgccc/pages/default.aspx</a>
<b>LGCCC Registration Information</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/Pages/requestspeaker.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/requestspeaker.aspx</a>
<b>LGCCC Application and Forms</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx</a>
<b>Laws and Regulations</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx</a>
<b>LGCCC Fees</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a>
<b>Registered Organizations, Licensed Dealers, Licensed Equipment Providers</b>	<a href="https://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx</a>

### **Applications**

This section contains:

1. Step-by-step instructions on how to complete the "Application for Raffle License"
2. Blank Application for Raffle License
3. Step-by-step instructions on how to complete the "Application for Bingo License"

4. Blank Application for Bingo License
5. Step-by-step instructions on how to complete the “Application to Amend a Game of Chance”
6. Blank Application for Amend a Game of Chance
7. LGCCC instructions for filing the Raffle Report of Operations
8. Blank Raffle Report of Operations
9. LGCCC instructions for filing the Bingo Raffle Report of Operations
10. Blank Bingo Raffle Report of Operations
11. Hampton Township Affidavit

### **Sample Tickets**

Please note, Sample Tickets are required for ANY State of New Jersey Legalized Game of Chance that is considered OFF PREMISE. Off Premise means the winner does NOT need to be present at the time of the drawing.

This section contains:

1. Step-by-step instructions for “Sample Ticket for Off Premise 50/50”
2. Blank Sample Ticket for Off Premise 50/50

3. Step-by-step instructions for “Sample Ticket for Off Premise Merchandise Raffle”
4. Blank Sample Ticket for Off Premise Merchandise Raffle
5. Blank Printer’s Certificate

### **Frequently Asked Questions**

This section contains:

1. Checklist for Raffle Application
2. Frequently asked questions about Legalized Games of Chance
3. Prohibited Prizes of Legalized Game of Chance

4. Common reasons applications are denied

5. Raffle types and fees

#### **Checklist for Raffle Applicant**

*Please note, the New Jersey Legalized Games of Chance Control (LGCCC) has final say on all determinations for games of chance. Hampton Township acts as a liaison to the LGCCC, but cannot contest any denial, time restraint or fee the LGCCC institutes.*

No raffle tickets may be sold under any license until the Hampton Township Clerk's Office has approved the form of the ticket and has advised the licensee.

	<ul style="list-style-type: none"> <li>• <b>All applicants must submit the completed application to the Hampton Township Clerk’s Office for approval by the Township Committee.</b> The Hampton Township Committee meets on the last Tuesday of each month. In order to get on the agenda for the next meeting, the Clerk’s Office must receive the application by 4pm on the Tuesday before the week of the meeting. <b>If the Township Committee approves the application at the meeting, the application is then sent to the State of New Jersey and the 15-day waiting period for issuance of license begins, barring any questions/problems from the State of New Jersey pertaining to the application.</b> <ul style="list-style-type: none"> <li>○ Date Submitted _____</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Contact Information for application: <ul style="list-style-type: none"> <li>Name _____</li> <li>E-Mail _____</li> <li>Phone _____</li> <li>Organization _____</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Application must be submitted in triplicates (3 copies) <ul style="list-style-type: none"> <li>○ Each copy of the application must contain an original signature</li> <li>○ <b>Each copy of the application must contain an original notary seal</b></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Original colored registration certificate issued from the State of New Jersey LGCCC with the organization’s identification number. <ul style="list-style-type: none"> <li>○ Must be valid through the date of the raffle</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Date of Raffle _____</li> </ul>
	<ul style="list-style-type: none"> <li>• Type of Raffle (50/50, Calendar, Bingo) _____</li> </ul>
	<ul style="list-style-type: none"> <li>• Is the Raffle/Bingo On Premise or Off Premise (Please choose one) <ul style="list-style-type: none"> <li>○ On Premise <ul style="list-style-type: none"> <li>▪ Tickets will only be sold at the event and <b>winner must be present to receive prize.</b> <i>(Due to COVID restrictions, certain exceptions are in place. Please inquire at the Hampton Township Clerk’s Office)</i></li> </ul> </li> <li>○ Off Premise <ul style="list-style-type: none"> <li>▪ Tickets can be sold prior to the event and <b>winner does NOT need to be present to receive prize.</b></li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Two (2) sample ticket needs to be provided if the raffle/bingo is Off Premise</li> </ul>
	<ul style="list-style-type: none"> <li>• Check with appropriate fees payable to Legalized Games of Chance Control Commission (LGCCC) <ul style="list-style-type: none"> <li>○ For fee schedule, please visit <a href="https://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">https://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a></li> <li>○ Common games of chance and corresponding fees are attached</li> </ul> <b>Check Number</b> _____ <b>Amount</b> _____ </li> </ul>
	<ul style="list-style-type: none"> <li>• We accept cash or check. Make checks payable to Hampton Township <ul style="list-style-type: none"> <li>○ Ten Dollars (\$10.00) for each application <ul style="list-style-type: none"> <li>▪ <b>Check Number</b> _____ <b>Amount</b> _____</li> <li>▪ <b>Cash Amount</b> _____</li> </ul> </li> </ul> </li> </ul>

#### Helpful Tips

- Please visit <https://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx> for more information.
- In order to hold a game of chance, you must be registered with LGCCC. Only apply in Hampton Township if that is where you are holding the game.
- **A Raffle/Bingo Report of Operations** must be sent to the LGCCC no later than the 15<sup>th</sup> day of the month immediately following the month the raffle was held. If the game of chance was Off Premise, a **Printer’s Certificate** must be filled out by the printer of the raffle/bingo tickets and sent in with the Raffle/Bingo Report of Operations. Do NOT send the Report of Operations to Hampton Township. If the game of chance was a 50/50, additional fees may be owed.

- Failure to file the Raffle/Bingo Report of Operations will result in future applications being denied.
- Gambling Problem? Call 1-800-Gambler or visit us on the web at <https://800gambler.org/>

### Frequently Asked Questions

#### **1. How Do I register with the LGCCC?**

- LGCCC falls under the NJ Division of Consumer Affairs. Their job superintends legalized games for the State of New Jersey. Every organization that wants to conduct a game of chance must first apply to the LGCCC for eligibility. If the LGCCC determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club the LGCCC can then issue a registration certificate reflecting its identification number. Please visit <https://www.njconsumeraffairs.gov/lgccc>
  - Having a LGCCC registration card does not mean you can hold a game of chance without first applying and being approved by the Municipality in which the games are to be held.

#### **2. Where do I apply for each game of chance?**

- You must apply in the town where the games are being held or the drawing is taking place.
- Each individual game must be applied for.
- There are no “blanket licenses.”

#### **3. Can I apply for a game of chance with an expired LGCCC registration?**

- NO – a copy of a valid registration card must be submitted with the application. The applicant’s registration must be valid through the date of the game of chance in order for the application to be accepted by the office.

#### **4. Does my application need to be notarized?**

- YES – all applications must be submitted in triplicates (3 copies) and each copy of the application MUST contain original signatures and original notaries.

#### **5. What is the difference between On Premise and Off Premise games of chance?**

- On Premise means the winner of the prize NEEDS to be present. On-Premise tickets are sold the day of the event. Due to COVID restrictions, certain exceptions are in place. Please inquire at the Hampton Township Clerk’s Office
- Off Premise means the winner of the prize does NOT NEED to be present. Off-Premise tickets are sold prior to the event.
  - Sample tickets ALWAYS need to be included with the application if the game of chance is off premise.

#### **6. What needs to be on a Sample Ticket?**

- NJ LGCCC Registration ID number
- Name of the organization as it presents exactly on the registration card issued from LGCCC
- Description of the prize
- Location of the drawing
- Date of the drawing
- Time of the drawing
- Price of the ticket
- Ticket number
- Purpose to which the proceeds will be given
- Space for the Municipally Issued Raffle Number
- Space for the purchaser’s information (name, address, telephone number etc.)

#### **7. What fees are associated with games of chance?**

- Hampton Township charges \$10 per application. As a municipality, we have the right to charge different amounts.
- The State of New Jersey LGCCC charges different amounts based on the game and anticipated prizes. Please see included fee listing for assistance.

#### **8. How long do I need to hand in the application in order for my raffle to be accepted?**

- All applicants must submit the completed application to the Hampton Township Clerk’s Office for approval by the Township Committee. The Hampton Township Committee meets on the last Tuesday of each month. In order to get on the agenda for the meeting, the Clerk’s Office must receive the application by 4pm on the Tuesday before the week of the meeting. If the Township Committee approves the application at the meeting, the application is then sent to the State of New Jersey LGCCC and the 15-day

waiting period for issuance of the license begins, barring any questions/problems from the State of New Jersey pertaining to the application.

**9. My application was rejected, who do I speak to?**

- The Hampton Township Clerk's Office can be contacted to assist in correcting an application. The State of New Jersey has the final decision on whether an application is approved or denied.

**10. What is the Raffle/Bingo Report of Operations?**

- The Raffle/Bingo Report of Operations is a form that needs to be submitted to the State of New Jersey. This form may require additional fees based on the value of the prizes or proceeds raised. The Raffle/Bingo Report of Operations must be submitted to the State of New Jersey LGCCC no later than the 15<sup>th</sup> day of the month following the date of the licensed activity.

**11. Can I change the date of my game?**

- YES – an application to amend a raffle/bingo license must be completed. Please see the included application to Amend a Game of Chance.

**Prohibited Prizes of Legalized Game of Chance**

**13:47-6.20 Prohibited Prizes**

- No licensee shall offer or award any prize consisting of real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except a gift certificate redeemable for live, edible seafood), foreign or domestic coins (except collector pieces or sets that are marketed as such and are clearly not intended for use as legal tender), tobacco products, motor vehicle leases, or any merchandise refundable in any of the foregoing or as money or cash.
- A prize consisting of cash or money shall not be offered or awarded except in the case of:
  - A raffle conducted by drawing with the prize(s) equaling 50% of the amount received for all tickets or fights to participate;
  - A calendar raffle with the maximum prize amount not to exceed \$25,000, held, operated, and conducted pursuant to N.J.A.C. 13:47-8;
  - An instant raffle game having a maximum prize amount of \$1,500.00 for any one ticket, held, operated, and conducted pursuant to N.J.A.C. 13:47-8;
  - Any bingo game(s) held, operated and conducted in accordance with the provisions of this chapter and Bingo Licensing Law, N.J.S.A. 5:8-24 et seq.; or
  - Big six wheels and horse race wheels conducted in accordance with the provisions set forth in N.J.A.C. 13:47-8.

**13:47-6.19 Alcohol Offered as a Prize**

- A licensee may offer alcohol as a prize as part of a draw raffle provided all persons participating in the part of the draw raffle are at least 21 years old. Alcohol shall not be offered as a prize in any non0draw raffle.
- Alcohol offered as a prize in a draw raffle shall be in an unopened container.

**Common Reasons Applications Are Denied**

1. Sample ticket not provided (only for Off Premise game of chance)
2. Sample ticket filled out incorrectly
3. Incorrect sample ticket used
4. Raffle/Bingo Report of Operations not completed
5. Proper fees not included in the Raffle/Bingo Report of Operations
6. Name of organization does not match name on application or sample ticket
7. Incorrect fees