



# Village of Riverside

## Application for Raffle License

Name of Organization: \_\_\_\_\_ Date of Incorporation/Formation: \_\_\_\_\_

Address of Organization: \_\_\_\_\_ City, State, and Zip: \_\_\_\_\_

Name and Position of Raffle Coordinator: \_\_\_\_\_

Address of Coordinator: \_\_\_\_\_ City, State; and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Area(s) where raffle chances or tickets will be sold/issued: \_\_\_\_\_

Number of days chances or tickets will be sold/issued: \_\_\_\_\_  
(beginning) (ending)

Dates when raffle chances or tickets will be sold or issued: \_\_\_\_\_

Location(s) where winner(s) is/are determined: \_\_\_\_\_

Date and time when winner(s) is/are determined: \_\_\_\_\_

Price charged for each chance or ticket: \_\_\_\_\_

Aggregate estimated retail value of all prizes to be awarded: \_\_\_\_\_

Maximum estimated retail value of each prize to be awarded: \_\_\_\_\_

Has applicant ever been convicted of a felony? YES \_\_\_ NO \_\_\_

Has applicant now or has applicant ever been a professional gambler or gambling promoter?

YES \_\_\_ NO \_\_\_

Has applicant ever had a raffle license revoked by any state or municipality? YES \_\_\_ NO \_\_\_

Has any officer, director, or employee of the organization, or any person with a proprietary, equitable or credit interest in the firm or corporation, whichever applies, been convicted of a felony?

YES \_\_\_ NO \_\_\_

Is any person listed immediately above now, or has any such person ever been, a professional gambler or gambling promoter? YES \_\_\_ NO \_\_\_

**REQUIRED ATTACHMENTS**

Attach to this application a notarized statement signed by the presiding officer and secretary of the organization attesting to the not-for-profit character of the licensee organization; the year the organization was established and the number of years it has been in continuous existence; and the date of filing of the most recent annual report, if any. If there are none, please describe in the notarized statement the purpose of the organization and how it was established.

If this is the organization's first application for a raffle license in the Village of Riverside, also attach to this application a copy of the organizational documents, if any.

**AFFIRMATION**

I affirm for myself and on behalf of the organization the above statements are true and I understand and agree to abide by the ordinances of the Village of Riverside and the laws of the State of Illinois as incorporated by ordinances of the Village in the conduct of the raffle, and verify that I have been given a copy of the Village's Raffles Ordinance and have read it. Within forty-five (45) days of the determination of the winning chance(s) or ticket(s), I agree to submit a report to the Village of Riverside, which includes the gross receipts, expenses, and net proceeds from the raffle, and the distribution of the net proceeds, in accordance with State Statute and the Village Ordinance. I understand that any license issued by the Village is valid for only one raffle. I consent to a background check by the local police, if such is deemed necessary. If applicant is an organization, such consent shall apply to officers, directors and employees of the organization.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Raffle Manager

Return completed form to: Village of Riverside  
27 Riverside Road  
Riverside, IL 60546

## Remember:

The price of a raffle ticket cannot exceed \$200.

The retail value of the prize(s) awarded cannot exceed \$200,000.

180 days is the maximum amount of time that a raffle ticket can be sold before the prize(s) is awarded.

Raffle tickets must contain the name and address of the organization, the date of the drawing, and the prize(s) that is to be awarded.

If a raffle is cancelled for any reason, all raffle sales must be refunded within 45 days.



### Village of Riverside

27 Riverside Road  
Riverside, IL 60546

Phone: (708) 447-2700  
Fax: (708) 447-2704  
[www.riverside.il.us](http://www.riverside.il.us)

## What You Need to Know About Conducting a Raffle in Riverside



Village of Riverside  
Tel: (708) 447-2700



## Greetings

Hello and thank you for your interest in conducting a raffle in Riverside.

While the laws regulating raffles in Riverside were created by the State of Illinois, I feel it is the responsibility of this Village to help you through what might seem like a difficult process.

This brochure will assist you in understanding the steps needed to apply for a license and inform you about the regulations that exist when conducting a raffle.

If you have any questions that are not answered within this brochure, please call us at the Village Hall and we will be happy to try to provide you with as much information as possible.

Sincerely,

Village of Riverside

Village President

## The First Step:

Each time your organization conducts a raffle you must apply for a license. For your organization to qualify for a raffle license, you must:

- ◇ Be classified as a non-profit organization
- ◇ Have been in continuous existence for a minimum of 5 years –or– authorized by the Village to assist an individual(s) suffering as the result of an illness, disability, accident or disaster.
- ◇ Designate someone in your organization as the “Raffle Manager”
- ◇ Complete an application

## The Application:

There is no fee to apply for a raffle license. If you need an application, they are available at the Village Hall.

A valid application must be:

- ◇ Submitted at least 30 days prior to selling any raffle tickets.
- ◇ Signed by the Raffle Manager.

## Attach to the Application:

A copy of a notarized statement signed by the presiding officer and secretary of your organization. The notarized statement must contain:

- ◇ Information verifying your organization as non-profit
- ◇ The year the organization was established
- ◇ The number of years it has been in continuous existence
- ◇ The date of filing of the most recent annual report, if any

If this is the first time your organization is applying for a license, you must include a copy of your organization’s documents.

These may include:

- ◇ The organization’s charter
- ◇ A copy of the organization’s bylaws

## After the Raffle:

Once the raffle has concluded and the prizes have been awarded you have 45 days to submit to the Village of Riverside a report that includes the gross receipts, expenses, and net proceeds from the raffle. You must also include how the proceeds are distributed.