

**VILLAGE OF OAK LAWN
APPLICATION FOR RAFFLE LICENSE**

Name of Organization: _____

Address of Organization: _____

Type of Organization:

_____ Business

_____ Religious

_____ Charitable

_____ Labor

_____ Educational

_____ Veterans

_____ Fundraising (solely organized for the benefit of _____

suffering from _____

Name of Raffle Manager _____

Address _____ Phone Number _____

Specify the area(s) and the time period during which raffle chances will be sold: _____

Date, Time and Place Raffle Winners are determined: _____

Date

Signature of Raffle Manager

SWORN STATEMENT

The undersigned _____ and _____, do solemnly swear that we are the duly appointed presiding officer and secretary, respectively, for _____ which is a bona fide non-for-profit organization which has been in existence continuously for a period of five (5) years immediately preceding the filling of this application, and which has had a bona fide membership engaged in carrying out the objectives of the organization during said five (5) year period. We have never been convicted of a felony. In addition, the undersigned state that a unanimous vote of the members of the aforementioned organization has approved the waiver of the raffle manager's bond.

Under the penalties of perjury, the undersigned state that we have read and examined this application and any and all attachments, and all pertinent information required, and to the best of our knowledge, it is true, correct, and complete. The undersigned certify that we will follow Illinois laws and regulations when conducting event or events under this license.

Signature of Presiding Officer of Organization

Signature of Secretary

NOTICE – RECORDS TO BE KEPT

Each organization or fundraising group must keep record separate from regular accounts pertaining to each occasion when a winner is chosen. The records must be open for Village inspection for three years after the date of each raffle. Records must include:

- 1) Gross receipts
- 2) Expenses
- 3) Net proceeds
- 4) Deductions from gross receipts including amount and description of prize or service awarded and name and address of donor or seller of prize.
- 5) Name and address of prize recipient
- 6) Distribution of net proceeds including:
 - a) Payee
 - b) Purpose
 - c) Amount
 - d) Date of payment

Monthly reports shall be provided to the Village and the membership of each organization or fundraising Group conducting the raffle of the following:

- 1) Gross receipt
- 2) Expenses
- 3) Net proceeds
- 4) Distribution of net proceeds