



WASHINGTON TOWNSHIP

MUNICIPAL OFFICES
MORRIS COUNTY
LONG VALLEY, NJ 07853

43 Schooley's Mtn. Rd.
908-876-3315
Fax 908-876-5138

January 4, 2012

To: Washington Township Non-Profit Organizations

From: Deborah A. Burd, Township Administrator/Clerk

Re: Regulations and Procedure for Games of Chance Applications

In line with Statutes N.J.S.A. 5:8-1 et seq. and its attendant regulations N.J.A.C. 13:47-1.1 et seq., *a qualified organization must receive an identification number from the New Jersey Legalized Games of Chance Control Commission prior to making application for a Bingo or Raffle License in the municipality where the games are to be conducted.*

In order to obtain an application for an Identification Number from the state, you must contact the New Jersey Legalized Games of Chance Control Commission, P.O. Box 46014, Newark, New Jersey 07101, telephone (973) 273-8000 or access the Internet at www.state.nj.us/ips/ca/lgccc.htm.

All applications should be submitted in duplicate (2) at least one month prior to the date of the scheduled game, and on or before the second Monday of each month, as follows:

1. **The original registration certificate** bearing the organizations name and identification number must be presented to the Municipal Clerk at the time an application is presented. Application forms can be obtained from the Clerk's Office, the township website www.wtmorris.org or the Internet at www.state.nj.us/ips/ca/lgccc.htm.
2. The application must include any and all necessary attachments, such as a schedule of games for bingo, a **sample ticket for an off premise raffle**, a list of prizes, the retail value of each prize, and the required fees.
3. Each application must contain the **notarized signatures of two officers** of the organization.
4. **The application should be submitted on or before the second Monday of each month, since the Township Committee will consider a resolution to approve raffle applications at their Regular Meeting held on the third Monday.**
5. Upon the Township Committee's approval, the application will be submitted to the Legalized Games of Chance Control Commission for review. The Legalized Games of Chance Control Commission will approve or deny the application within 15 days of their receipt of the application. Licenses will not be issued until the expiration of the 15 day Legalized Games of Chance Control Commission review period has expired.
6. The Clerk's Office will forward a license, and copies of the application and the letter to the New Jersey Legalized Games of Chance Control Commission to you for your records. **These documents and the notice containing "gambling problem help" must be conspicuously posted where the game is operated.**

If you have any questions, please feel free to contact Nina DiGregorio, Monday through Friday between the hours of 8:00 A.M. and 3:00 P.M.

DAB/nmd

State of New Jersey
LEGALIZED GAMES OF CHANCE CONTROL COMMISSION
P.O. BOX 46000
Newark, NJ 07101
· 973-273-8000

www.state.nj.us/lps/ca/lgccc.htm

(All state forms and applications are available on this website)

RAFFLES LICENSING FEES

OFF-PREMISE DRAW RAFFLES FOR MERCHANDISE – (“Off-premise” is one in which tickets are printed and sold in advance of the occasion of the drawing.)

<u>Amount of retail value of prizes</u>	<u>Fee to Licensing Municipality</u>	<u>Fee to Legalized Games of Chance</u>	<u>Total</u>
0 - \$1,000	\$20.00	\$20.00	\$40.00
\$1,000.01 – 2,000	\$40.00	\$40.00	\$80.00
\$2,000.01 – 3,000	\$60.00	\$60.00	\$120.00
\$3,000.01 – 4,000	\$80.00	\$80.00	\$160.00
\$4,000.01 – 5,000	\$100.00	\$100.00	\$200.00
\$5,000.01 – 6,000	\$120.00	\$120.00	\$240.00
\$6,000.01 – 7,000	\$140.00	\$140.00	\$280.00
\$7,000.01 – 8,000	\$160.00	\$160.00	\$320.00
\$8,000.01 – 9,000	\$180.00	\$180.00	\$360.00
\$9,000.01 – 10,000	\$200.00	\$200.00	\$400.00

To continue the above schedule, add a \$20.00 fee for the licensing municipality and \$20.00 fee for the State of N.J. for each additional \$1,000 retail value.

OFF-PREMISE 50/50 CASH RAFFLES – Two checks are to be submitted - \$20.00 payable to **Legalized Games of Chance Control Commission** and \$20.00 payable to **Washington Township** at the time the application is submitted.

If the cash award exceeds \$1,000 the balance of the fees, according to the schedule above, is to be sent payable to LGOCC with Report of Raffles that must be filed and a check in the same amount sent and payable to Washington Township.

ON PREMISE DRAW OR 50/50 VALUED UNDER \$400.00 No Fee

ON-PREMISE DRAW OR 50/50 VALUED OVER \$400.00 \$20.00 to Washington Township and \$20.00 to Legalized Games of Chance Control Commission for each day raffle is held.

NON-DRAW RAFFLE - \$20.00 to Washington Township and \$20.00 to Legalized Games of Chance Control Commission for each wheel or game conducted on any day or a series of six consecutive days in one week.

ON-PREMISE DRAW CASINO NIGHT - \$100.00 to Washington Township and \$100.00 to Legalized Games of Chance Control Commission.

The payment of State fees is by check or money order, payable to the **Legalized Games of Chance Control Commission**.

QUICK CHECK LIST

DO

1. Make sure that the **current I.D. certificate** from the State is brought in when submitting application for a raffle and that the I.D. number appears on the application.
2. Submit 2 original applications at least four (4) weeks prior to scheduled Township Committee Meeting (3rd Monday of every month.)
3. Complete "Request for Criminal History Record Information" for each name indicated on application.
4. Submit two (2) copies of sample tickets for off-premise raffles (see attached form).
5. Complete separate set of (2) raffle applications for each On-Premise draw, Off-Premise draw, On-Premise 50/50, and Off-Premise 50/50.
6. Have **an officer of the organization as well as the member in charge of the game** sign all applications before a notary (2 signatures notarized).
7. You may advertise or publicize raffle games of chance in any form, e.g. newspapers, radio, T.V., posters, billboards, handbills, etc. pursuant to N.J.A.C. 13:47-6-14.

DON'T

1. Offer as a prize: real estate or any interest therein, bonds, shares of stock, securities or evidences of indebtedness, weapons, live animals (except gift certificates 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, cash (including American Express Gift Certificates) or any merchandise refundable in any of the foregoing or as money or cash (cash prize only allowed when a 50/50 raffle is being held).
2. Print tickets before license has been approved by Township Committee and Legalized Games of Chance Control Commission.

RAFFLE APPLICATION INSTRUCTIONS

1. Read appropriate portions of Legalized Games of Chance Control Commission booklet (available from the State). This is YOUR responsibility. Complete two (2) copies of the application.
2. Part A – General - #3 – indicate type of Raffle, i.e., On or Off Premise, 50/50, Draw, etc. (Off-Premise means that tickets will be sold in advance of the occasion of the drawing).
3. Part C – Schedule of Expenses – Be sure to include as an Item of Expense the License Fee to the Municipality and State and all items which will not be donated or the percentage not donated.
4. Part D – 1. Schedule of Purposes - Should be clear and as concise as possible because the same or similar terminology must appear on the ticket after “Benefit of” Fill out (2) copies of ticket format (see attached).
 - a. Name of organization to which proceeds will be given and signature of individual authorized to accept proceeds if not applicant organization.
5. Part E – Schedule of Prizes – The description should be detailed, i.e., a Sony Trinitron Plus 15” Color T.V. or Chevy Impala; 2-door, 350, V8, P.S. P.B., AM-FM Stereo and any other extras.

If part of the prize is donated, then its percentage and value must be indicated.
6. Part G – Member of Applicant in Charge of Games – Individuals listed must be members of the organization applying for the license.
7. Part H – Members of Applicant Who Will Assist – Same applies as in Part G.
8. Part J – Statement of Applicant – Original signatures of officer(s) and member(s) in charge of the game of applying organization needed on all copies of application. These officers must sign the application before a Notary.

AFTER COMPLETION AND SUBMISSION OF APPLICATION

Raffle License must be approved by resolution of the Township Committee. Therefore, the application must be received by the Clerk's Office a minimum of FOUR WEEKS PRIOR to the Township Meeting. Raffles can not take place until the license is approved by the Township Committee, the State and issued by the Clerk's Office. There is a 15 BUSINESS DAY WAITING PERIOD after approval by the Township Committee and is required for the State of New Jersey Legalized Games of Chance Control Commission to review the application.

REGULATIONS REGARDING CONDUCT OF RAFFLES

1. License(s) issued must be conspicuously displayed at the place where the game of chance is being conducted at all times during the conduct of the games.
2. When a game is not held on any date when a licensee authorized it to be held, a Report of Operations to that effect shall nonetheless be filed with Legalized Games of Chance Control Commission.
3. Whenever an organization shall conduct a game of chance it shall display, adjacent to the allotment of prize(s) by chance, a sign as follows: "Is gambling a problem for you or someone in your family? Dial 1-800-GAMBLER."

REPORT OF RAFFLES OPERATIONS

The Report of Operations must be completed and signed before a Notary and submitted to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, NJ 07101 within 15 days of the Raffle. If Off-Premise Raffle was held, a copy of the printer's certificate together with a copy of the ticket must be attached and submitted with this report.