



## TOWNSHIP OF PENNSVILLE

TOWNSHIP CLERK'S OFFICE

90 North Broadway

Pennsville, NJ 08070

(856) 678-3089

[pvclerk@pvtwp.com](mailto:pvclerk@pvtwp.com)

[www.pennsville.org](http://www.pennsville.org)

### Games of Chance Informational Packet

This packet has been created to assist registered organizations with the Bingo and Raffle process. We have created and gathered forms, samples and simplified instructions for the purpose of streamlining the application process.

This package is meant to be used simply as a guide. The New Jersey Legalized Games of Chance (hereinafter referred to as LGCCC) has full authority over games of chance.

It is important to visit the website for the LGCCC for the most updated and current information. A comprehensive list of links and contact information has been provided within this packet of information.

Please feel free to contact the Pennsville Township Clerk's Office for further assistance when applying for games of chance. The office can be reached at (856) 678-3089 or at email address [pvclerk@pvtwp.com](mailto:pvclerk@pvtwp.com).

The Township of Pennsville website, [www.pennsville.org](http://www.pennsville.org), also contains Bingo and Raffle information.

Contact Information	
Legalized Games of Chance Phone Number	(973) 273-8000
Legalized Games of Chance Mailing Address	PO Box 46000 Newark, NJ 07101
Legalized Games of Chance Physical Address	124 Halsey Street Newark, NJ 07102

Links	
Home Page	<a href="http://www.njconsumeraffairs.gov/lgccc/pages/default.aspx">www.njconsumeraffairs.gov/lgccc/pages/default.aspx</a>
LGCCC Registration Information	<a href="http://www.njconsumeraffairs.gov/lgccc/Pages/registration.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/registration.aspx</a>
LGCCC Application and Forms	<a href="http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx</a>
Laws and Regulations	<a href="http://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/regulations.aspx</a>
LGCCC Fees	<a href="http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a>
Registered Organizations	<a href="http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/Registered-Organizations.aspx</a>

# Packet Contents

## Raffles

- Instructions for an Application for a Raffle License
  - Blank Application for a Raffle License
  - Checklist for Raffle Applicant
- 

## Sample Tickets\*

- Sample Ticket for Off Premise 50/50 Instructions
- Blank Sample Ticket for Off Premise 50/50
- Sample ticket for Off Premise Merchandise Raffle Instructions
- Blank Sample Ticket for Off Premise Merchandise Raffle

*\*Please note that Sample Tickets are required for any game of chance that is considered OFF PREMISE. Off Premise means the winner does not need to be present at time of drawing*

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## Bingos

- Instructions for an Application for a Bingo License
  - Blank Application for a Bingo License
  - Statement of Landlord for Bingo
  - Sample Bingo Schedule of Games
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## Amendments

- Instructions to Amend an Application
  - Blank Application to Amend a Game of Chance
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## Report of Operations\*

- Report of Operations for Bingo
- Report of Operations for Raffle

*\*Report of Operation must be submitted on the 15<sup>th</sup> day of the calendar month immediately following the date of the licensed activity.*

*Failure to file this report on time will result in future games being denied by the State Legalized Games of Chance Control Commission*

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## Frequently Asked Questions

- Frequently Asked Questions about Games of Chance
- Prohibited Prizes of Games of Chance
- Common Reasons Applications are Denied
- Raffle Types and Associated Fees

# RAFFLES





**Part E - Officers of Applicant**

<b>(1) Office</b>	Name of officer _____	Age _____
	Residence address _____	
	Telephone No. <i>(include area code)</i> _____	Day _____ Evening _____
<b>(2) Office</b>	Name of officer _____	Age _____
	Residence address _____	
	Telephone No. <i>(include area code)</i> _____	Day _____ Evening _____
<b>(3) Office</b>	Name of officer _____	Age _____
	Residence address _____	
	Telephone No. <i>(include area code)</i> _____	Day _____ Evening _____
<b>(4) Office</b>	Name of officer _____	Age _____
	Residence address _____	
	Telephone No. <i>(include area code)</i> _____	Day _____ Evening _____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge _____	Residence address _____	Age _____
	Telephone No. <i>(include area code)</i> _____	Day _____ Evening _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member _____	Residence address _____	Age _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization _____	How related _____	Identification No. _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games. Their information should be listed in order of best contact. They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held. They should be listed in order of best contact.

They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.

**They must be a registered organization with the Legalized Games of Chance Control Commission.**

**Part I - Statement of Applicant and member(s) in charge**

State of New Jersey

County of \_\_\_\_\_ ) ss.

We do hereby each make the following statement, under oath, with respect to the foregoing application:

- The applicant (s) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
- Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
- The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
- The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
- For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of and primarily responsible for, the conduct of the games.
- No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licenses of Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.) If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limit prescribed by the Raffles Licensing Law.
- All statements in the foregoing application are true.

Swear and subscribe to before me this  
 Day of \_\_\_\_\_ 20\_\_\_\_  
 \_\_\_\_\_  
 Signature of Notary Public



\_\_\_\_\_  
 Signature of Member in Charge  
 \_\_\_\_\_  
 Signature of Member in Charge  
 \_\_\_\_\_  
 Signature of Member in Charge  
 \_\_\_\_\_  
 Signature of Member in Charge

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

Copies of this page WILL, NOT be accepted!

An officer that was named in the previous section **MUST** sign this section and note their title. **(Part E)**

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should **ALL** sign in this section. **(Part G)**

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the Legalized Games of Chance Control Commission must be presented to the Municipal Clerk with this application.





**Part E - Officers of Applicant**

(1) Office \_\_\_\_\_ Name of officer \_\_\_\_\_ Age \_\_\_\_\_

Residence address \_\_\_\_\_ Telephone No. (include area code)  
 Day \_\_\_\_\_ Evening \_\_\_\_\_

(2) Office \_\_\_\_\_ Name of officer \_\_\_\_\_ Age \_\_\_\_\_

Residence address \_\_\_\_\_ Telephone No. (include area code)  
 Day \_\_\_\_\_ Evening \_\_\_\_\_

(3) Office \_\_\_\_\_ Name of officer \_\_\_\_\_ Age \_\_\_\_\_

Residence address \_\_\_\_\_ Telephone No. (include area code)  
 Day \_\_\_\_\_ Evening \_\_\_\_\_

(4) Office \_\_\_\_\_ Name of officer \_\_\_\_\_ Age \_\_\_\_\_

Residence address \_\_\_\_\_ Telephone No. (include area code)  
 Day \_\_\_\_\_ Evening \_\_\_\_\_

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____
_____	_____	_____/_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

**Part I - Statement of Applicant and member(s) in charge**

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.I.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances is permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public



\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.**

# TOWNSHIP OF PENNSVILLE

## Checklist for Raffles

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

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• All Applications must be submitted 5 (five) weeks prior to your event                             <ul style="list-style-type: none"> <li>◦ Date Submitted _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact information for application (<i>please list contact who will be responsible for problems and pickup of license</i>)                             <ul style="list-style-type: none"> <li>Name _____</li> <li>Email _____</li> <li>Phone _____</li> <li>Organization _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Application must be submitted in quadruplicate (4 copies)                             <ul style="list-style-type: none"> <li>◦ Each copy of the application must contain at least two (2) original signatures</li> <li>◦ Each copy of the application must contain an original notary seal</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Copy of valid Registration card issued by the LGCCC                             <ul style="list-style-type: none"> <li>◦ Must be valid through the date of your raffle</li> <li>License Number _____ Expiration Date _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Date of Raffle _____</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Type of Raffle (50/50, Gift Auction, Calendar, Bingo, etc.) _____</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Is the Raffle On Premise or Off Premise (Please choose one)                             <ul style="list-style-type: none"> <li><input type="radio"/> On Premise -Tickets will only be sold at the event and Winner <b>must be</b> present to receive prize</li> <li><input type="radio"/> Off Premise -Tickets can be sold prior to the event and Winner <b>does not</b> need to be present to receive prize</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Sample ticket needs to be provided if the raffle is Off Premise</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)                             <ul style="list-style-type: none"> <li>◦ For fee schedule, please visit <a href="http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a></li> <li>◦ Common games of chance and corresponding fees are attached</li> </ul>                             Check Number _____ Amount _____                         </li> <li>• Check for fees payable to Pennsville Township                             <ul style="list-style-type: none"> <li>◦ Ten Dollars (\$10) for each application</li> </ul>                             Check Number _____ Amount _____                         </li> </ul>

### Helpful Hints

- ❖ For more information, visit <http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>
- ❖ Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the town where the game is to be held.
- ❖ An organization must apply with the LGCCC to obtain a registration.
  - Must be a "Qualified Organization"
    - A bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, officially recognized rescue squads and senior citizens association or club.
- ❖ A Raffle Report of Operations must be submitted to the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the date of the licensed activity.
  - Failure to file this report will result in future applications being denied.
  - The form can be found at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>

# **SAMPLE TICKETS**

**Sample Ticket  
Off Premises Raffle Awarding Cash  
N.J.A.C. 13:47-8.8**

Stub	Ticket
NJ LGCCC Identification #	Municipal RL #
Name	Name of Organization
Address	<b>50/50</b> This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.
State	Location of Drawing
ZIP code	Date of Drawing
Telephone Number	Time of Drawing
Municipal RL #	Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."
NJ LGCCC Identification #	Price of Ticket
Ticket #	Ticket #

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Internet

This is the information that will be filled in by the purchaser of the ticket.

**This information is required, but you may also add additional contact information.**

This number will be issued by the Municipality once the game of chance has been approved by the LGCCC.

A space for the information as well as "XX" should be used as a place holder.

This is the number supplied on the Registration card from the Legalized Games of Chance License.

**This number needs to be written in exactly as it appears on the registration card.**

These spaces relate to the ticket information.

**The price of the ticket is required.**

**How the tickets will be numbered must be provided for ticket to be accepted.**

This information must match the information supplied on the application regarding the game of chance.

**This statement must be included on all Off Premise Raffles Awarding Cash**

The name of the organization that is listed on the registration card issued by the LGCCC  
The name of the organization must be written exactly as it appears on the Registration card.

**Any Alteration will be denied by the LGCCC**

# Sample Ticket

## Off Premises Raffle Awarding Cash

### N.J.A.C. 13:47-8.8

Stub	Ticket
<p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>ZIP code _____</p> <p>Telephone Number _____</p> <p>NJ LGCCC Identification # _____</p> <p>Municipal RL # _____</p>	<p>Municipal RL # _____</p> <p>Name of Organization _____</p> <p style="text-align: center;"><b>50/50</b></p> <p style="text-align: center;">This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate</p> <p>Date of Drawing _____</p> <p>Location of Drawing _____</p> <p>Time of Drawing _____</p> <p>Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</p> <p>Price of Ticket _____</p> <p>Ticket # _____</p>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.



# Sample Ticket

## Off Premises Merchandise Raffle

### N.J.A.C. 13:47-8.7

Stub	Ticket
<p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>State _____</p> <p>ZIP code _____</p> <p>Telephone Number _____</p> <p style="text-align: right;">Municipal RL # _____</p>	<p style="text-align: right;">Municipal RL # _____</p> <p>Name of Organization _____</p> <p>_____</p> <p>_____</p> <p>List of Prizes _____</p> <p style="text-align: right;">Retail Values _____</p> <p>_____</p> <p>Location of Drawing _____</p> <p>Date of Drawing _____</p> <p style="text-align: right;">Time of Drawing _____</p> <p>Purpose to which entire proceeds will be devoted            "No substitution of the offered prize may be made            and no cash will be given in lieu of the prize."</p> <p>Price of Ticket _____</p> <p style="text-align: right;">Ticket # _____</p>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

**BINGOS**





**Part F - Officers of Applicant**

Office	Name of officer	Residence address	Age

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.

If more space is needed in any section of this application, insert extra sheets of paper.

Please make sure to write in all officers of the organization who owns the Legalized Games of Chance Control Commission Registration Card

It is helpful to make a note of the best point of contact on this sheet. That way if the State or the Municipality must reach the organization, it can be done with ease and in a timely manner.

The members listed in this section are responsible for the application, reports, handling, etc. of the games.  
Their information should be listed in order of best contact.  
They may be duplicative of those members listed as officers.

The members listed in the section will be responsible for actually conducting the game when it is held.  
They should be listed in order of best contact.  
They may be duplicative of those members listed as officers

This section is to be used if more than one organization will be assisting in the conduct of the game.  
**They must be a registered organization with the Legalized Games of Chance Control Commission.**

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

County of \_\_\_\_\_

\_\_\_\_\_ ) ss.

We do hereby make the following statement, under oath, with respect to the foregoing application:

1. The applicant (s) is not limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in this application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. All prizes offered for games conducted on a single occasion will not exceed the limit on the sum or retail value of prizes as provided by the Bingo Licensing Law (N.J.S.A. 5:8-25 et seq.) and N.J.A.C. 13:47-6, 16 and 13:47-7.2.

7. All statements in the foregoing application are true.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for New Jersey

Notary Seal Here

\_\_\_\_\_  
Signature of Member in Charge

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

**Copies of this page WILL NOT be accepted!**

An officer that was named in the previous section MUST sign this section and note their title. **(Part E)**

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should **ALL** sign in this section. **(Part G)**

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the Legalized Games of Chance Control Commission must be presented to the Municipal Clerk with this application.





**Part E - Officers of Applicant**

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part F - Members of Applicant who will be in charge of the games**

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Part G - Members of Applicant who will assist in conducting the games**

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Part H - Names of other organizations whose members will assist in conducting the games**

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Part I - Statement of Applicant and member(s) in charge**

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. All prizes offered for games conducted on a single occasion will not exceed the limit on the sum or retail value of prizes as provided by the Bingo Licensing Law (N.J.S.A. 5:8-25 et seq.) and N.J.A.C. 13:47-6.16 and 13:47-7.2.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 Ty.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public



\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

**If more space is needed in any section of this application, insert extra sheets of paper.**

**Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.**

LGCCC Form 10-A  
STATEMENT OF LANDLORD  
(To be attached to each copy of Bingo Application where the premises are rented)

\_\_\_\_\_  
Name of the organization to conduct bingo

\_\_\_\_\_  
Address Identification No.

State of New Jersey

County of \_\_\_\_\_ :§

I \_\_\_\_\_, being duly sworn on my oath depose and say that:

1. I am an authorized officer, namely the \_\_\_\_\_ of \_\_\_\_\_, in which the lessor of the premises to be rented, described in the annexed application.
2. The address of the lessor is:
3. The rent to be charged and paid for the premises is \$ \_\_\_\_\_ for each occasion, including facilities, fixtures and equipment.
4. (Complete the applicable clause)
  - A. The lessor is licensed to conduct bingo holding License No. \_\_\_\_\_ issued by the Governing Body of \_\_\_\_\_
  - B. The lessor is licensed as a rentor holding License No. \_\_\_\_\_
5. The rental to be charged and paid is reasonable and is not in excess of the rental ordinarily charged for the use of the premises other than for games of chance.
6. I understand that no charge may be made on a percentage basis, or according to the number of persons attending, and that bingo equipment may not be leased for a charge.
7. There is attached to this statement a copy of the Lease Agreement.

Sworn & Subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

[REGISTERED GROUP NAME]

ID# \_\_\_\_\_

BINGO License#

## DESIGNER BAG BINGO

Tickets are \$25.00 which includes \$5.00 admission and 20 bingo game cards (2 - 3 on 10 up books). If a player wishes to pay the \$5 admission only, it will include the 1<sup>st</sup> regular bingo game card. If a player wishes to purchase additional bingo cards to play, the cost will be \$10 for 20 bingo game cards (2 - 3 on 10 up books).

### BINGO GAME SCHEDULE –

Game #1 – Regular or 4 corners (blue card)	Michael Kors Fulton Messenger bag in Vanilla	(value \$72.96)
Game #2 – Inside Square (orange card)	Coach Small Pebble Leather Kelsey in Cream	(value \$129.00)
Game #3 – Letter “H” (green card)	Michael Kors Navy Fulton Chain	(value \$95.36)
Game #4 – Regular or 4 corners (yellow card)	Coach Signature File Bag in Light khaki Chalk	(value \$69.00)
Game #5 – Letter “T” (pink card)	Michael Kors Medium Shoulder in Watermelon	(value \$88.96)
Game #6 – Regular or 4 corners (gray card)	Coach Signature Medium Kelsey in Khaki Dahlia	(value \$111.00)
Game #7 – Letter “X” (lime card)	Michael Kors Reversible Leather Grab Bag	(value \$95.36)
Game #8 – Regular or 4 corners (brown card)	Coach Signature Zip Top Tote in Canary	(value \$89.00)
Game #9 – Regular or 4 corners (red card)	Michael Kors Small Shoulder in Camel	(value \$47.52)
Game #10 – All B’s & O’s (purple card)	Coach Leather Satchel in Lilac	(value \$118.00)

### 15 MINUTE INTERMISSION – Food and drinks available for purchase

Game #11 – Regular or 4 corners (blue card)	Michael Kors Large Shoulder in Vanilla	(value \$95.36)
Game #12 – No Free Space Bingo (orange card)	Michael Kors Lg Leather Tote in Cherry Ballet	(value \$85.76)
Game #13 – Regular or 4 Corners (green card)	Coach Leather Satchel in Gun Metal	(value \$118.00)
Game #14 – Regular or 4 Corners (yellow card)	Michael Kors Signature Ring Tote in Navy	(value \$96.00)
Game #15 – Letter “N” (pink card)	Michael Kors Hamilton Lg Tote in Brown	(value \$117.76)
Game #16 – Regular or 4 Corners (gray card)	Coach Phoebe shoulder in Dahlia	(value \$117.00)
Game #17 – Outside Square (lime card)	Coach Signature Bennett Satchel in Khaki Saddle	(value \$126.00)
Game #18 – Regular or 4 Corners (brown card)	Michael Kors Large Leather Tote in Lilac	(value \$109.20)
Game #19 – Regular or 4 Corners (red card)	Michael Kors Large Tote in Hemp	(value \$91.20)
Game #20 – Blackout Coverall (purple card)	Coach Sign Baby/Professional Bag w/pink trim	(value \$147.00)

**\*IN THE EVENT OF A TIE, THE DESIGNATED PRIZE SHALL BE DIVIDED AS EQUALLY AS POSSIBLE: AND WHEN DIVISION IS NOT POSSIBLE, SUBSTITUTE PRIZES, WHOSE AGGREGATE VALUE SHALL NOT EXCEED THAT OF THE DESIGNATED PRIZE, SHALL BE AWARDED, BUT SUCH SUBSTITUTE PRIZES SHALL BE OF EQUAL VALUE TO EACH OTHER**

All players must be 18 or older to play. No alcohol or smoking permitted on school property.

Please remember that this is a fundraiser! Relax and have fun!

Thank you for your support!

# TOWNSHIP OF PENNSVILLE

## Checklist for Bingos

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

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• All Applications must be submitted 5 (five) weeks prior to your event                             <ul style="list-style-type: none"> <li>◦ Date Submitted _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact information for application (<i>please list contact who will be responsible for problems and pickup of license</i>)                             <ul style="list-style-type: none"> <li>Name _____</li> <li>Email _____</li> <li>Phone _____</li> <li>Organization _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Application must be submitted in quadruplicate (4 copies)                             <ul style="list-style-type: none"> <li>◦ Each copy of the application must contain at least two (2) original signatures</li> <li>◦ Each copy of the application must contain an original notary seal</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Copy of valid Registration card issued by the LGCCC                             <ul style="list-style-type: none"> <li>◦ Must be valid through the date of your raffle</li> <li>License Number _____ Expiration Date _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Date of Bingo _____</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Is the Bingo being held at a premises currently registered with the LGCCC? *required (please enter information below)                             <ul style="list-style-type: none"> <li>◦ Address _____</li> <li>◦ LGCCC Registration ID for location _____</li> </ul> </li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Sample Schedule of Games must be provided</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Does the Schedule of Games contain required language regarding tiebreakers? (NJAC 13:47-7.6)</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Check for fees payable to Legalized Games of Chance Control Commission (LGCCC)                             <ul style="list-style-type: none"> <li>◦ For fee schedule, please visit <a href="http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx">http://www.njconsumeraffairs.gov/lgccc/Pages/licensefees.aspx</a></li> <li>◦ Common games of chance and corresponding fees are attached</li> <li>Check Number _____ Amount _____</li> </ul> </li> <li>• Check for fees payable to Pennsville Township                             <ul style="list-style-type: none"> <li>◦ Ten Dollars (\$10) for each application</li> <li>Check Number _____ Amount _____</li> </ul> </li> </ul>

### Helpful Hints

- ❖ For more information, visit <http://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx>
- ❖ Registration with the LGCCC allows the privilege of holding a game of chance. Each game must be applied for and licensed with the town where the game is to be held.
- ❖ An organization must apply with the LGCCC to obtain a registration.
  - Must be a "Qualified Organization"
    - A bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, officially recognized rescue squads and senior citizens association or club.
- ❖ A Bingo Report of Operations must be submitted to the LGCCC no later than the 15<sup>th</sup> day of the calendar month immediately following the date of the licensed activity.
  - Failure to file this report will result in future applications being denied.
  - The form can be found at <http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx>

## OTHER ITEMS TO WATCH FOR ON YOUR BINGO APPLICATION

The information provided is for guidance only. Please refer to the website for the LGCCC for a full set of rules and regulations. [www.njconsumeraffairs.gov/lgccc/pages/default.aspx](http://www.njconsumeraffairs.gov/lgccc/pages/default.aspx)

### **Frequency of Games**

- Bingo Shall not be conducted more often than six days in any calendar month
- 

### **Location of Games for Bingo**

- No game may be conducted where alcoholic beverages are sold, dispensed or consumed during the period of the commencement of the first and the conclusion of the last bingo game of the occasion.
- 

### **Bingo Prize Limitation**

- A schedule of prizes should show the number of games to be played on each occasion and the cash to be awarded for each game. The retail value of each merchandise prize should be given.
  - No bingo prize may be awarded in excess of the sum or value of \$1,000 for a single game, nor may the aggregate of all prizes offered and awarded in all games held on one occasion exceed \$3,000.
- 

### **Tiebreakers**

- NJAC 13:47-7.6 states: When more than one player is found to be the winner on the call of the same number in the same game, the designated prize shall be divided as equally as possible: and when division is not possible, substitute prizes, whose aggregate value shall not exceed that of the designated prize, shall be awarded, but such substitute prizes shall be of equal value to each other
  - Language regarding tiebreakers MUST be on the Schedule of Games submitted with your application.  
Example:
    - "In the event of a tie, the designated prize shall be divided as equally as possible: and when division is not possible, substitute prizes, whose aggregate value shall not exceed that of the designated prize, shall be awarded, but such substitute prizes shall be of equal value to each other. "
- 

### **Bingo Premises**

- Any premises used for the holding, operating or conducting of bingo shall be used in accordance with the provisions of NJAC 13:47-14
    - NJAC 13:14.3 (o) states: "Qualified organizations registered with the Control Commission may donate their premises to another qualified organization, licensed to conduct bingo, but may not make any charge for services rendered for such license"
    - NJAC 13:47-14.3 (c) states: "No renter shall rent, or allow the use of, any premises for bingo to be conducted by a licensed organization unless such renter is either itself a qualified organization holding a valid license issued by the municipality in this State for the conduct of bingo for a period including the date of such rental or use, or is a licensed renter holding a valid license issued by the Commission for the specific premises.
-

# AMENDMENTS



Applications need to be submitted in quadruplicate.  
Applications must be originals.

**Copies of signature or notary seal will not be accepted**

This is the license number provided by the municipality where the application was submitted. This number **MUST** be on the application to amend or the LGCCC will deny the application.

This is the identification number listed on the registration card issued by the LGCCC. The registration must be valid through the date of the amended application, or the application will be denied.

The name of the organization must **match exactly** the name on the Registration card issued from Legalized Games of Chance Control Commission.

Describe the change you wish to make to the application previously submitted.

This can include, but is not limited to, date, time, location.

**Please make sure to be specific as to what was on the original application and what the desired change is.**

# Application to Amend a Bingo Raffles License

(Please check one.)

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.

License No. \_\_\_\_\_  
Identification No. \_\_\_\_\_

Please print clearly.

Name of municipality: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

1. Application is made to amend the above license as follows:



- Additional proofs, signatures and verifications required for this amendment are attached.
- If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: \_\_\_\_\_ Signature of officer: \_\_\_\_\_

The statement on the reverse side must be signed and notarized.

**Statement of Applicant and Member(s) in Charge**

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby make the following statement, under oath, with respect to the foregoing application:

1. The applicant (s) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law or the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance the applicant was actively engaged in this State in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law or the Raffles Licensing Law, as the case may be, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, or assisting in the holding, operation or conducting, of the games; except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees. No prize greater in amount or retail value than authorized by law will be awarded in any single game.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



Signature of Member in Charge  
Signature of Member in Charge  
Signature of Member in Charge  
Signature of Member in Charge

All four (4) applications submitted for each game of chance must have original Notary Seal and information.

**Copies of this page WILL NOT be accepted!**

An officer that was named in the previous section **MUST** sign this section and note their title. **(Part E of Original Application)**

The signature of the officer signifies that the application can use the registration from the Legalized Games of Chance Control Commission.

The members listed as being in charge of the raffle should **ALL** sign in this section. **(Part G of Original Application)**

Those members listed as in charge are signing off on the statement of compliance with all statutes and guidelines for games of chance.

If more space is needed in any section of this application, insert extra sheets of paper.

# Application to Amend a Bingo Raffles License

(Please check one.)

**Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.**

License No. \_\_\_\_\_  
Identification No. \_\_\_\_\_

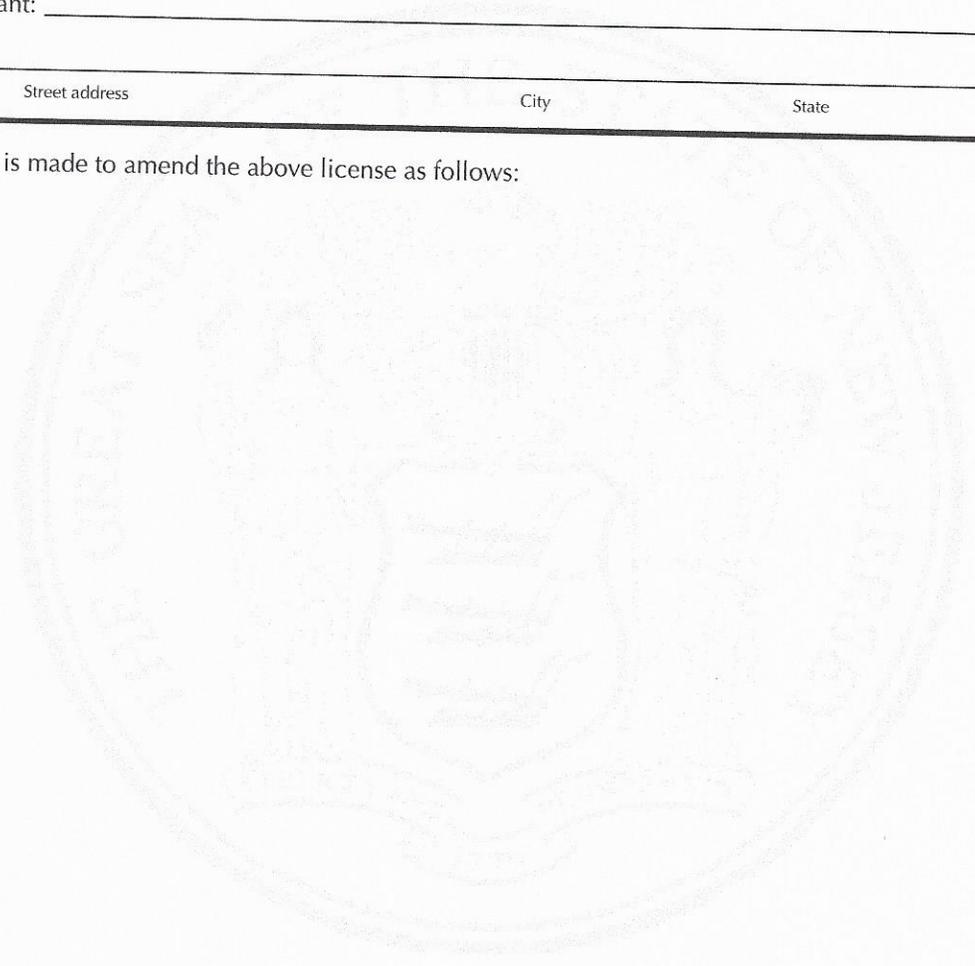
Please print clearly.

Name of municipality: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State ZIP code

1. Application is made to amend the above license as follows:



- 2. Additional proofs, signatures and verifications required for this amendment are attached.
- 3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: \_\_\_\_\_ Signature of officer: \_\_\_\_\_

**The statement on the reverse side must be signed and notarized.**

# Statement of Applicant and Member(s) in Charge

State of New Jersey

} ss.

County of \_\_\_\_\_

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law or the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance the applicant was actively engaged in this State in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law or the Raffles Licensing Law, as the case may be, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, or assisting in the holding, operation or conducting, of the games; except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees. No prize greater in amount or retail value than authorized by law will be awarded in any single game.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public (Print name)

\_\_\_\_\_  
Signature of Notary Public



\_\_\_\_\_  
Signature of Officer and Title

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

\_\_\_\_\_  
Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

**REPORT  
OF  
OPERATIONS**



**New Jersey Office of Attorney General**

Division of Consumer Affairs  
Legalized Games of Chance Control Commission  
124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

## **Instructions for Filing the Bingo Report of Operations**

Pursuant to N.J.A.C. 13:47-9.1, licensees are to file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of bingo. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state his/her name and title, and sign the document before a notary public.

Bingo Report of Operations completed must be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail. To employ this option, you must do a "SAVE AS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Bingo Report of Operations completed online must be e-mailed to the Commission at [PetermanA@dca.lps.state.nj.us](mailto:PetermanA@dca.lps.state.nj.us) .

It is recommended that you maintain a copy of all reports as part of the organization's records.



# New Jersey Office of Attorney General

Division of Consumer Affairs  
Legalized Games of Chance Control Commission  
124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

## Bingo Report of Operations

Please print clearly.

Identification number \_\_\_\_\_ Type of Raffle to be held \_\_\_\_\_  
Municipality \_\_\_\_\_ License number \_\_\_\_\_  
Name of licensee \_\_\_\_\_ Organization \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_  
Location of games \_\_\_\_\_

This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9, must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

**Occasion 1** Date \_\_\_\_\_ Time \_\_\_\_\_ Number of players \_\_\_\_\_

1. Regular games sales	\$ _____	9. Regular games payout	\$ _____	16. Rentals	\$ _____
2. Special games sales	\$ _____	10. Special games payout	\$ _____	17. Supplies/equip.	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____	18. Comp. Workers	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____	19. Total expenses	\$ _____
5. Progressive games sales	\$ _____	13. Progressive jackpot/cons.	\$ _____		
6. Predraw games sales	\$ _____	14. Predraw payout	\$ _____		
7. Electronic hand-held sales	\$ _____				
Adm. cards	\$ _____				
8. Total sales	\$ _____	15. Total payout	\$ _____	20. Net proceeds	\$ _____

**Occasion 2** Date \_\_\_\_\_ Time \_\_\_\_\_ Number of players \_\_\_\_\_

1. Regular games sales	\$ _____	9. Regular games payout	\$ _____	16. Rentals	\$ _____
2. Special games sales	\$ _____	10. Special games payout	\$ _____	17. Supplies/equip.	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____	18. Comp. Workers	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____	19. Total expenses	\$ _____
5. Progressive games sales	\$ _____	13. Progressive jackpot/cons.	\$ _____		
6. Predraw games sales	\$ _____	14. Predraw payout	\$ _____		
7. Electronic hand-held sales	\$ _____				
Adm. cards	\$ _____				
8. Total sales	\$ _____	15. Total payout	\$ _____	20. Net proceeds	\$ _____

**Occasion 3** Date \_\_\_\_\_ Time \_\_\_\_\_ Number of players \_\_\_\_\_

1. Regular games sales	\$ _____	9. Regular games payout	\$ _____	16. Rentals	\$ _____
2. Special games sales	\$ _____	10. Special games payout	\$ _____	17. Supplies/equip.	\$ _____
3. 50/50 Bingo games sales	\$ _____	11. 50/50 Bingo games payout	\$ _____	18. Comp. Workers	\$ _____
4. Multicolor games sales	\$ _____	12. Multicolor games payout	\$ _____	19. Total expenses	\$ _____
5. Progressive games sales	\$ _____	13. Progressive jackpot/cons.	\$ _____		
6. Predraw games sales	\$ _____	14. Predraw payout	\$ _____		
7. Electronic hand-held sales	\$ _____				
Adm. cards	\$ _____				
8. Total sales	\$ _____	15. Total payout	\$ _____	20. Net proceeds	\$ _____



### Utilization of Net Proceeds

Date	Description	Check number	Amount

### Bank

Name	Address where balance is deposited	Account number

### Person Responsible for Use of Proceeds

Name	Address	Telephone number <small>(include area code)</small>

I certify that all of the statements on this report of operations are true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment. Facts stated on this report are regarded as if made under oath.

N.J.S.A. 5:8-37 "It shall be the duty of each licensee to maintain and keep such books and records as may be necessary to substantiate the particulars of each such report."

I certify that I have reviewed this report and that the information on this report of operations is true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

*I certify by placing a check in this  box, that I have reviewed the report and that the information provided is true, accurate and complete.*

You must state your name and title below. Reports that are not properly certified will be sent or e-mailed back.

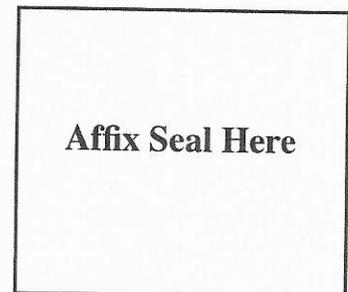
\_\_\_\_\_  
Name and title of officer (please print)

\_\_\_\_\_  
Signature of officer

Sworn and subscribed to before me this \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Name of Notary Public (please print)

\_\_\_\_\_  
Signature of Notary Public





**New Jersey Office of Attorney General**

Division of Consumer Affairs  
Legalized Games of Chance Control Commission  
124 Halsey Street, 6th Floor, P.O. Box 46000  
Newark, New Jersey 07101  
(973) 273-8000

## **Instructions for Filing the Raffle Report of Operations**

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission ("Commission") no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You may download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer shall certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state their name and title, and sign the document before a notary public.

Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles must be submitted along with a printer's certificate and a sample ticket. All reports on paper are to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101.

However, for your convenience, we offer the ability to file reports electronically via e-mail, EXCEPT FOR OFF-PREMISES 50/50 RAFFLES INVOLVING ADDITIONAL FEES. To employ this option, you must do a "SAVE AS" of the report, and place it onto your personal computer. Complete the report by using the "TAB" key to maneuver through each field.

Upon completion, the member/officer shall certify by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the person must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back.

Raffle Report of Operations completed online must be e-mailed to the Commission at [PetermanA@dca.lps.state.nj.us](mailto:PetermanA@dca.lps.state.nj.us).

It is recommended that you maintain a copy of all reports as part of the organization's records.



**New Jersey Office of Attorney General**  
 Division of Consumer Affairs  
 Legalized Games of Chance Control Commission  
 124 Halsey Street, 6th Floor, P.O. Box 46000  
 Newark, New Jersey 07101  
 (973) 273-8000

## Raffle Report of Operations

**Please print clearly.**

Identification number \_\_\_\_\_

Municipality \_\_\_\_\_ Type of Raffle to be held \_\_\_\_\_ License number \_\_\_\_\_

Name of licensee \_\_\_\_\_  
 Organization \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_

Location of games \_\_\_\_\_

This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9, must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

**Occasion 1**      Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 2**      Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 3**      Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____

**Occasion 4**      Date \_\_\_\_\_ Time \_\_\_\_\_ Type of raffle \_\_\_\_\_

1. Number of tickets sold	_____	4. Cost of prizes	\$ _____	Type of prize(s)	_____
2. Ticket price	\$ _____	5. Supplies/Equipment cost	\$ _____		
3. Gross receipts	\$ _____	6. Other expenses	\$ _____		
		7. Total expenses	\$ _____	8. Net proceeds	\$ _____





# FAQ's

## Frequently Asked Questions (FAQs)

### **1. How do I register with the Legalized Games of Chance Control Commission?**

According to the State website:

- Every organization interested in conducting bingo or raffles or allow its members to assist a licensed affiliated organization, must first apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club it issues to it a registration certificate reflecting its identification number.
- "Qualified organization" means a bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad, and officially recognized rescue squads, and senior citizens association or club.
- "Registered organization" means an organization which has applied for, received and possesses a valid registration certificate bearing an identification number issued to it by the Legalized Games of Chance Control Commission. Only a registered organization is qualified, within the meaning of N.J.S.A. 5:8-60.3, to conduct raffles.

### **2. Is there a list of organizations that holds a LGCCC registration?**

- The Legalized Games of Chance Control Commission is working on a comprehensive list to be posted on their website updated daily.
- Please visit <http://www.njconsumeraffairs.gov/lgccc/Pages/RegisteredOrganizations.aspx>

### **3. Where do I apply for a game of chance Registration Card?**

- Organizations must apply for a biannual registration card from the Legalized Games of Chance Control Commission.
- This registration allows the holder to apply for each of their games in the municipality where they will be held
- HAVING AN LGCCC REGISTRATION CARD DOES NOT MEAN YOU CAN HOST RAFFLES WITHOUT FIRST APPLYING AND BEING APPROVED BY THE MUNICIPALITY IN WHICH THE GAMES ARE TO BE HELD.

### **4. Where do I apply for each game of chance/**

- You must apply in the town where the games are to be held or the winner will be drawn.
- Each game must be applied for.
- There are no "blanket licenses"

**5. Can I apply for a game of chance if my LGCCC registration has expired?**

- No
- A copy of the valid registration must be submitted with the application.
- Registration must be valid through the date of the raffle in order for the application to be received by the office.

**6. Does my application need to be notarized?**

- Yes
- Applications need to be submitted in quadruplicate (4 copies)
- Each copy of the application MUST contain original signatures and original notary

**7. Can I give 1 application in to have Pennsville Township make copies made?**

- No, since the signatures and notary must be original, copies of a single application cannot be made or accepted.

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

- On Premise means the winner of the prize needs to be present.
- Off Premise means the winner of the prize does not need to be present
  - Sample tickets ALWAYS need to be provided if off premise.

**9. What needs to be on a Sample Ticket?**

- Sample Tickets must have the following:
  - NJ LGCCC Registration ID number
  - Name of the Organization
    - This must match exactly what is on the Registration Certificate issued by the LGCCC
  - Description of Prize
  - Locations of Drawing
  - Time of Drawing
  - Price of Ticket
  - Ticket Number
  - Purpose to which proceeds will be devoted
  - Space for the Municipality Issued Raffle Number
  - Space for Purchasers information including but not limited to:
    1. Name
    2. Address
    3. Telephone Number
- Please see sample tickets provided in packet

**10. When do I need to provide a Sample Ticket?**

- Sample tickets need to be provided for any game of chance that is considered OFF PREMISE.

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

- Pennsville Township charges \$10.00 per game of chance
  - Municipalities have the right to charge different amounts.
  - Please review the rules, regulations and fees of the towns in which you wish to apply.
- The State LGCCC charges different amounts based on the game and anticipated prizes. Please refer to the included list of fees. When in doubt please ask your Township Clerk.

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

- Pennsville Township requests that applications are submitted at least 5 (Five) weeks prior to a game of chance's date of operation.
- This allows for the following:
  - The application must be submitted to the Township at least one week prior to being submitted to the Legalized Games of Chance Control Commission
  - The Legalized Games of Chance Control Commission requires a minimum of 14 days from receipt of application before approving a raffle.
  - If a holiday, unexpected closing, etc. occurs in this time, this timeline may be extended.
- It is important to get the application in as early as possible so that if an error is present, it can be corrected without affecting the date of the raffle.

### **13. My Application was rejected, who do I speak to?**

- The municipality where you applied can be contacted to assist in correcting an application.
- The denial of an application always comes from the State.
- The State has the ultimate deciding power on whether an application is approved.

### **14. What is the Report of Operations?**

- The report of operations is a form that needs to be completed and submitted to the State.
- The form may require additional fees based on the value of the prizes or the proceeds raised.
- Must be submitted no later than the 15th day of the calendar month following the date of the licensed activity.

### **15. Can I change the date of my game?**

- Yes
- An application to amend a raffle license must be completed.
- Please see section in this packet regarding this application.

### **16. How many copies of the license application must I submit to the municipality?**

- Each application must be filed in quadruplicate and notarized with original signatures on each application. If you are having an off-premises draw raffle, a sample tickets must also be attached to the application submitted to the municipality. Each applicant must also bring a copy of their Legalized Games of Chance Control Commission Registration Certificate.

**17. How is an application approved?**

- The application must be filed with the Pennsville Township Clerk located at 90 North Broadway at least 5 weeks prior to the event. After an application is filed, it must be approved by the Township Committee at an open public meeting prior to the license being issued. After the Township Committee approves the license, the Township Clerk files the application with the Legalized Games of Chance Control Commission (LGCCC). The Municipal Clerk may not issue the license for fourteen (14) days after its submittal to the State.

**18. How long does it take to receive a license?**

- It normally takes about five weeks to obtain a license. However, it may take longer than five weeks, depending on when the Township Committee Meeting is held. It is advisable to file all raffle and bingo applications at least eight (8) weeks prior to the date of the raffle.

**19. I want to have an off-premise raffle (where tickets are sold in advance). When can I get my raffle tickets printed?**

- Raffle tickets can be printed after the license application is approved by the Township Committee, and you receive a license number.

**20. The application process seems time-consuming. I want to raise money quickly for an event that we are having. Are there any other games that do not require a license?**

- No, if it is not a game specifically authorized by the Legalized Games of Chance Control Commission, it would probably be considered gambling, which is illegal. There are, however, other ways to raise money such as bake sales, car washes, lollipop sales, etc.

**21. I had my raffle (or bingo). Am I done with the whole process?**

- No, you must file the applicable Report of Operations with the LGCCC. If you had a raffle, you must fill out the Report of Raffles Operations.
- For a bingo, you must fill out the Report of Bingo Operations.
- The LGCCC should mail you the form directly. However, if they do not, you can obtain the form on the LGCCC Web site.

**22. When is the Report of Operations due?**

- The Report of Operations must be filed with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated, or conducted.

**23. Can I throw out unsold tickets?**

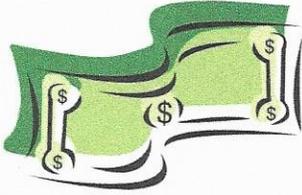
- No, a licensee must retain unsold tickets for two years after the date of the drawing as part of its records.

**24. I received a license number for a date for a game of chance to be held and I did not hold the game. Do I have to do anything?**

- Yes, anytime a game is not held on a date when a license authorizes it to be held, a report to that effect must still be filed with the LGCCC.

# Prohibited Prizes

## Cash or Money



- **Except for**
  - 50/50 with the maximum prize amount not to exceed \$25,000 (twenty five thousand dollars)
  - Calendar Raffle with the maximum prize amount not to exceed \$25,000 (twenty five thousand dollars)
  - Bingo game
  - Big 6 wheels
  - Horse Race wheels
  - Instant Raffle game with a maximum prize amount of \$500 for any one (1) ticket
- Merchandise refundable in any of the subsequent or as money or cash

## Bonds



## Real Estate

## Securities or evidence of indebtedness



## Shares of stock

## Weapons



## Live animals

- May give a certificate redeemable for live edible seafood

## Foreign or Domestic Coins

- Except collector pieces
- Sets marketed as collector pieces and no intended as legal tender



## Motor Vehicle Leases

## Tobacco Products

## Common Reasons Raffles are Denied

<p style="text-align: center;"><b>Sample Ticket not provided</b></p>	<ul style="list-style-type: none"> <li>• Sample Tickets are required when the winner of the prize does NOT NEED TO BE PRESENT at the time of drawing</li> </ul>
<p style="text-align: center;"><b>Sample Ticket filled out incorrectly</b></p>	<ul style="list-style-type: none"> <li>• Sample Tickets must have the following: <ul style="list-style-type: none"> <li>○ NJ LGCCC Registration ID number</li> <li>○ Name of the Organization <ul style="list-style-type: none"> <li>▪ This must match exactly what is on the Registration Card of the Organization Card issued from the LGCCC</li> </ul> </li> <li>○ Description of Prize</li> <li>○ Location of Drawing</li> <li>○ Date of Drawing</li> <li>○ Time of Drawing</li> <li>○ Price of Ticket</li> <li>○ Ticket Number</li> <li>○ Purpose to which proceeds will be devoted</li> <li>○ Space for the Municipally Issued Raffle Number</li> <li>○ Space for purchasers information including but not limited to: <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Address</li> <li>▪ Telephone number</li> </ul> </li> </ul> </li> </ul>
<p style="text-align: center;"><b>Incorrect Sample Ticket used</b></p>	<ul style="list-style-type: none"> <li>• Sample tickets must be altered depending on the type of game of chance being hosted</li> <li>• Merchandise Raffles <ul style="list-style-type: none"> <li>○ Must have disclaimer “ No Substitution of the offered prize may be made and no cash will be given in lieu of the prize</li> <li>○ Must list prizes and retail values</li> </ul> </li> <li>• 50/50 Raffle <ul style="list-style-type: none"> <li>○ Must have disclaimer “No substitution of the offered prize may be made”</li> <li>○ Must state that “This is a 50/50 cash raffle and the winner will receive 50% of the amount received”</li> </ul> </li> <li>• <b>Please see Sample Ticket Section for more information</b></li> </ul>
<p style="text-align: center;"><b>Raffle Report of Operations not completed</b></p>	<ul style="list-style-type: none"> <li>• Raffle Reports of Operation are due by the 15<sup>th</sup> of the calendar month after the date of the raffle</li> <li>• This report must be completed in their entirety</li> <li>• The form must be notarized</li> <li>• Off Premise games must have a printers certificate and a sample ticket</li> <li>• Additional fees when required</li> </ul>
<p style="text-align: center;"><b>Proper Fees not included with Raffle Report of operations</b></p>	<ul style="list-style-type: none"> <li>• Some games will incur additional fees based on the amount</li> <li>• These fees will need to be included with the report of operations otherwise future games will be denied</li> </ul>
<p style="text-align: center;"><b>Name of Registered Organization does not match Application or Sample Ticket</b></p>	<p>The name on the Registration Card provided by the Legalized Games of Chance Control Commission is the ONLY way the organization name should be listed on the application or sample ticket. Any deviation will lead to a denial.</p>
<p style="text-align: center;"><b>Incorrect fees</b></p>	<p>Please make sure to check the fee listing included in this packet to insure you are including the correct fees with your application</p>

## LGCCC License Fees

### **Agricultural Fairs / 4-H Clubs / Exhibitions License**

Fee shall pay an annual fee of \$50.00 per game; except that, any association which is nonprofit shall be exempt from payment of any State license fee if the proceeds from the games are used for charitable purposes. Where the operator of the game at an agricultural fair and exhibition conducted under the auspices of such an association is to be a person holding a concession to operate at the fair and exhibition from the association holding the same, such operator shall pay for the State license an annual fee of \$50.00 for each game to be operated at the fair and exhibition, but if said operator is a licensee under the "Amusement Games Licensing Law" and has paid the annual fee of \$250.00 for a State license, he shall not be required to pay the said fee of \$50.00 for each game to be operated unless he operates more than five games, in which case he shall pay for the State license an additional annual fee of \$50.00 for each game in excess of five.

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### **Arcade License**

Fee is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate up to fifty (50) player positions and \$10.00 for every additional player position over the initial fifty (50) player positions.

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### **Armchair Race**

Licensing fees payable by law to the Control Commission for this type of license is \$50.00 per licensed day of operation.

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### **Bingo**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license.

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### **Calendar Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

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### **Casino Night**

Licensing fees payable by law to the Control Commission for this type of license is \$100.00 for each day of operation.

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### **Duck Race**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

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### **Golf Hole-in-One Contest**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part of the total retail value of the ancillary prize(s) offered.

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### **Instant Raffle Game**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.

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**Non-Draw Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location.

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**Off Premises 50-50 Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 paid at the time the application is filed for each day on which a drawing(s) is to be conducted under the license. In the event the awarded prize exceeds \$1,000, then an additional fee of \$20.00 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the Control Commission by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9.

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**On Premises 50/50 Draw Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated prize is in excess of \$400.00. Otherwise, there is no license fee.

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**Off Premises Merchandise Draw Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

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**On Premises Merchandise Draw Raffle**

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated retail value of the merchandise prize(s) is in excess of \$400.00. Otherwise, there is no license fee. In the event the total retail value of the merchandise prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9. In the event the prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9.

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**Recognized Amusement Park / Shore Resort or Resort Area License**

Is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate a single certified skill game.

**\*\*All of these listed fees are payable to the New Jersey Legalized Games of Chance Control Commission "NJLGCC".\*\***

**\*\*The fee for Pennsville Township is \$10.\*\***