

Sample Raffle Application Instructions

INSTRUCTIONS TO COMPLETE A RAFFLE APPLICATION

Please complete each section on the Application for a Permit to Conduct a Raffle form, the Statement of Active Members form, and provide a sample raffle ticket. A step-by-step set of instructions is listed below in order to ensure proper completion of the forms.

APPLICATION FOR A PERMIT TO CONDUCT A RAFFLE

1. If the organization has a determination letter from the IRS confirming the organization's exempt status, please include a copy.
2. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
3. Provide a complete mailing address (number, street, city/town, state, zip) of the sponsoring organization.
4. Provide a telephone number and email address.
5. Provide the name, telephone number, and email address of the contact person for this application.
6. Choose one of the seven (7) categories that applies to your organization.
7. Give the complete name, telephone number, and date of birth (month, day, year) for each of the three Designated Active Members  
**Note:** The three Designated Active Members MUST be residents of the State of Connecticut and at least eighteen years of age.
8. Provide the complete name (first, middle, last), title, complete date of birth (month, day, year), and complete home address (number, street, city/town, state, zip) for the officer of the sponsoring organization.
9. Choose the raffle classification for this application.
10. Choose the description that best describes this raffle (only choose one).
11. Complete bank information if applicable.
12. Provide the starting date and the terminating date (month, day, and year) of the raffle, along with the time (including a.m. or p.m.) for the raffle drawing.
13. Provide the number of tickets to be printed and the uniform price (ie: no discounting for volume).
14. Provide a complete address (name of place, number, street, city/town, state, zip) of the place where the raffle drawing is to be held.
15. Provide all of the expenses directly incurred for the raffle activity including permit fees and ticket printing etc. and the names and addresses to whom they were paid.

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16. Provide all the merchandise information that will be awarded for the raffle activity including the names and addresses of the persons/organizations from whom the items were purchased or donated.

**Note:** If an item is donated then the "Retail Value" must be completed.

If the item is purchased then the "Amt. Paid by Org." must be completed.

If an item is purchased at a reduced price, complete the "Amt. Paid by Org."

17. Provide the specific purpose of the entire net proceeds.

18. The ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.

**Note:** Only the individual listed on the front of this application is recognized as an officer and may sign as the ranking officer.

### STATEMENT OF ACTIVE MEMBERS

The three Designated Active Members listed on the application must read the information provided on the Statement of Active Members form, print their names in the designated areas and affix their signatures to the form.

### ALLOWABLE RAFFLE PRIZES

All prizes given at any raffle shall be merchandise, tangible personal property or a ticket, coupon or gift certificate, entitling the winner to merchandise, tangible personal property, services, transportation on a common carrier by land, water or air and to any tour facilities provided in connection therewith, or to participation in a lottery conducted under Chapter 226. Such ticket, coupon or gift certificate shall not be refundable or transferable. No cash prizes or prizes consisting of alcoholic liquor shall be given, except as provided in Section 5 of the Bazaar and Raffle Act, and no prize shall be redeemed or redeemable for cash, except tickets for a lottery conducted under Chapter 226. Coins whose trading value exceeds their face value and coins not commonly in circulation shall not be deemed a cash prize. Section 5 of the Act provides that a sponsoring organization with a "Class No. 1", "Class No. 2" or "Class No. 4" traditional, cow-chip, duck-race, golf ball drop, or frog-race raffle permit may award cash prizes in addition to the aforementioned prizes.

### EACH TICKET MUST HAVE PRINTED THEREON:

- The name of the sponsoring organization.
- The date (month, day, year), time (including a.m. or p.m.), and place (number, street, city/town, state) of the drawing.
- The price of the ticket.
- At least the three most valuable prizes to be awarded.
- The total number of prizes to be awarded.
- Each ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder.

**Note:** A sample of the raffle ticket must be attached for approval. A printer's proof or a legible specimen ticket may be provided. **UNDER NO CIRCUMSTANCES may an organization print tickets prior to receiving a raffle permit, which may only be issued by the appropriate municipal official.**

**HELPFUL REMINDERS**

The name of the sponsoring organization must appear exactly the same as the name that has been printed on the application form. It must be apparent to the purchaser of a ticket which organization is “sponsoring” the raffle.

The drawing information, such as the date, time and place of the drawing, should appear in one general area on the ticket.

The unit price of the raffle ticket must be printed on the ticket. Please note that all tickets shall be sold at a uniform unit price for each ticket without any discount or allowance for the purchase of more than one ticket.

The three most valuable prizes to be awarded must be printed on the raffle ticket. An organization may, however, list all prizes to be awarded if it desires to do so.

The total number of prizes to be awarded **must** be printed on the ticket (even if only one prize is to be awarded).

The organization **must** label each prize (example: 1<sup>st</sup> prize, 2<sup>nd</sup> prize, etc.) regardless of the number of prizes to be awarded.

The sample ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder. An organization may indicate on the sample ticket where each ticket will be numbered by using one of the following:

# #	XXXX
00	TICKET NO.

**If the presence of the winner is required at the raffle drawing, this statement must be printed on the raffle ticket.**

**ACCEPTABLE WORDING OF PRIZES PRINTED ON A RAFFLE TICKET MERCHANDISE PRIZES:**  
**(example: lamp, cordless phone, dvd player, etc.)**

- Merchandise prizes should be listed with a description of the item.
- The name of the place or business where the prize was obtained may **not** be listed on the ticket, since it would be considered advertising matter, which is prohibited (**unless** it is a gift certificate redeemable at that specific location). This information may be placed on any other material an organization may distribute such as pamphlets, flyers or posters, but it may **not** appear on a raffle ticket.
- The value may be listed after the description of the item of merchandise, but is not required to be printed on the ticket.

\* **May Word As:**     *20” Color TV With Remote Control*

*Floral Wreath (Value \$50.00)*



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**CHOICE OF MERCHANDISE PRIZES:**

- The choice of merchandise prizes is allowed, provided that the choice is limited to not more than one of two specific items of merchandise of equal value, and a complete description of each item must be printed on the raffle ticket.
- The choice of a prize is strictly limited to merchandise items, and is not allowed for any other type of prize that may be offered in a raffle.

\* **May Word As:**     *Crystal Bowl **OR** Crystal Vase*

**GIFT CERTIFICATES:**

- Gift certificates entitle the holder to exercise his/her option in the choice of an article of merchandise. Gift certificates that are redeemable at restaurants, grocery stores, malls, etc. where alcoholic beverages may be obtained must bear a notation, which states that the gift certificates may not be redeemed for alcoholic beverages. In offering a gift certificate as a prize, an organization cannot describe what the holder will receive when they redeem the gift certificate at a particular establishment. In other words, if an organization wants to award a specific item of merchandise, it cannot offer a gift certificate as the prize. In such a situation, it should simply offer the item it desires to award rather than the gift certificate.

\* **May Word As:**     *\$200.00 gift certificate redeemable at Sam's Music Center*

*\$50.00 gift certificate redeemable at Lucian's  
Restaurant (EXCLUDES ALCOHOLIC BEVERAGES)*

**SERVICES:** (example: haircut, manicure, oil change, etc.)

- When a service is offered as a prize, it must be awarded as a gift certificate. This is to prevent organizations from giving the winners cash in order to pay for the service. However, since the original intent was to award a particular service to the winner, the organization may describe the kind of service(s) the winner will receive. If the service to be awarded must be completed within a certain period of time (example: 1 hour) or is limited to a certain number of people or objects, that information must be provided as part of the prize description.

\* **May Word As:**     *\$25.00 gift certificate for haircutting services for 1 person redeemable  
at Sue's Beauty Salon*

*\$100.00 gift certificate for oil change and tune-up services for one vehicle  
redeemable at Ron's Auto Service Center*

*\$75.00 gift certificate for two hours of house cleaning services for  
one home redeemable at Neat and Clean*

- This is the **only** exception allowed in the awarding of gift certificates. All other gift certificates must be worded as previously mentioned.

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**AIRLINE TICKETS:**

- Must be treated in the same manner as a gift certificate by using the words “redeemable at”.
- Must also state if the tickets are roundtrip or one-way.
- Tickets must be to a specific destination.

\* **May Word As:**     *2 roundtrip airline tickets to Orlando, Florida redeemable at Cougar Airlines*

**MEMBERSHIPS:** (example: health club)

- Must be treated in the same manner as a gift certificate by using the words “redeemable at”.
- Must also state length of membership and the number of members involved.

\* **May Word As:**     *1 Year Membership for one person redeemable at Best Fitness Center*

**GAME OR SHOW TICKETS:** (example: sports games, plays or theater)

- Must be treated in the same manner as a gift certificate by using the words “redeemable at”.
- May also list the date of the game or performance.

\* **May Word As:**     *4 tickets to the New York Yankees vs. Boston Red Sox game on 9/06/14 redeemable at Yankee Stadium*

*2 tickets for the performance of Madame Butterfly redeemable at the Winter Garden Theater*

**TRIPS/PACKAGE DEALS:** (example: trips including airfare, accommodations, etc.)

- The organization must provide a complete destination, the number of people the prize will accommodate, the length of time involved, and specify what is included in the package such as accommodations, airfare, meals, etc.
- Must print the words “*Excludes Alcoholic Beverages*” in parentheses directly after the description of the prize, or the words “*Prizes Exclude Alcoholic Beverages*” somewhere on the body of the ticket, whenever alcohol may inadvertently be obtained with a prize, such as with meals.

\* **May Word As:**     *Trip for 2 to Long Beach, California, includes roundtrip airfare, 7 days/6 nights' accommodations at the Sunrise Hotel, and dinner each evening*

**LOTTERY TICKETS:**

- Must print a specific description of the amount and type of Connecticut State Lottery tickets to be awarded as a prize.

\* **May Word As:**     *25 Connecticut Instant Lottery Tickets*  
*5 Connecticut Advanced Action Lotto Tickets*