

# LGCCC–CHECK LIST

Submit FOUR COPIES (UNSTAPLED) of the raffle/bingo application to the Municipal Clerk.

1. Has the organization's Original LGCCC registration certificate been presented to the Clerk? **Y/N**

**The Municipal Clerk must see the original copy of the LGCCC registration Certificate. Application cannot be accepted if the Original Certificate is not presented.**

2. Is the registration certificate current for the entire time period stated on the license application? **Y/N**
3. Is the LGCCC ID# stated on the application exactly as it appears on the organization's registration Certificate? **Y/N**
4. Is the organization's name on the application exactly as it appears on the registration certificate? **Y/N**
5. Are the dates (s) and time (s) listed in part 3? **Y/N**
6. Is there a description of the type of raffle included in part 3? **Y/N**

**\*\*\*An ON PREMISE RAFFLE is a raffle in which raffle tickets are being sold only at the time of the event. The Winner does need to be present! NO SAMPLE TICKET IS REQUIRED WITH THE APPLICATION FOR ON-PREMISE RAFFLES.**

**\*\*\* An OFF PREMISE RAFFLE is a raffle in which raffle tickets are printed and sold prior to the day of the drawing. The winner does not need to be present! A SAMPLE TICKET IS REQUIRED WITH THE APPLICATION FOR OFF PREMISE RAFFLES.**

**\*\*FORM 13 is required for all casino night, armchair race night, and non-draw (games and wheels )raffles.  
FORM 13 is supplied to the organization by the Raffle Equipment Providers.**

7. Is there a fee associated with the conduct of this license, estimated prize value must be more than \$400? **Y/N**

**\*\*\*\*If you have more than one raffle you can make one check payable to The Township of Neptune, but you must make separate checks for each raffle that's payable to LGCCC. NO EXCEPTIONS !!**

## Part E Schedule of Prizes

**50/50 raffles must award 50% of gross receipts ! Organizations cannot guarantee cash prizes in 50/50 raffles. There must always be a percentage of gross receipts stipulated for each prize offered in a 50/50 raffle. Please check sample tickets to make sure the organization is not guaranteeing a prize amount. Merchandise raffles have a list of prohibited prizes associated with them.**

8. Is there a description of the prizes being awarded along with the retail value of each prize Y/N

**\*\*Reminder - a Sample Ticket must be included with all off-premise raffle applications.**

- 8a. If this is a bingo application, is there a list of games and prizes included with the application? Y/N

## Part F Officers of Applicant

9. Is there at least one name of an officer of the organization with their address, age and office held? Y/N

## Part G Members of Applicant Who Will Be in Charge of the Games

10. Is there at least one name of a member in charge with address, phone and age? Y/N

## Part H Members of Applicant Assisting in Conducting Games

11. If names are listed, is there an address and age listed as well? Y/N

## Part I Names of Other Organizations Whose Members Will Assist In Conducting the Games

12. Is this organization related to the applicant? How? Y/N
13. Does this related organization have a LGCCC ID#? Y/N
14. Is the LGCCC ID# stated? Y/N

## Part J Statement of Applicant and Members in Charge

15. Is the application notarized? Y/N
16. Is the application signed by at least one officer in Part F and all members listed in Part G. You can also have the same person that is listed in Part F listed as a member in charge which is Part G and sign both as an officer and a member? Y/N