INSTRUCTIONS TO COMPLETE A RAFFLE APPLICATION

Please complete each section on the Application for a Permit to Conduct a Bazaar or Raffle (CGR-2) form, the Statement of Active Members (CGR-2A) 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 BAZAAR OR RAFFLE (CGR-2)

1. Provide the seven (7) digit organization identification number previously assigned the sponsoring organization by the Division (if any).

2. Specify the type and class of permit desired.
   EXAMPLE: Class No. 5 Raffle

3. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.

4. Provide a telephone number.

5. Provide a complete mailing address (number, street, city/town, state, zip) of the sponsoring organization.

6. Check one of the seven (7) categories that best suits your organization.

7. Indicate if the organization is nonprofit and if the organization has been functioning as nonprofit in the municipality in which the permit is requested for at least six months.
   Note: If the answer to these questions is yes, attach a copy of the determination letter from the IRS confirming the organization's exempt status.

8. Answer the question "Under which section of the Tax Exempt Status Code of the IRS is this organization recognized?".

9. Answer the question "What is the **sponsoring organization's** IRS Employer Identification Number?".

10. Provide the date your organization was organized or incorporated.

11. Provide the title, complete name (first, middle, last), complete **home** address (number, street, city/town, state, zip) and a complete date of birth (month, day, year) for each officer of the sponsoring organization.

12. Provide the commencing date and the terminating date (month, day, year) of the raffle, along with the commencing time (including a.m. or p.m.) of the raffle drawing.

13. Provide a complete address (name of place, number, street, city/town, state, zip) of the place where the raffle drawing is to be held.

14. Indicate if the container is absolutely owned by the sponsoring organization and, if not, indicate if the container is to be rented or borrowed. If the container is to be rented, the container rental fee to be paid must be provided.

Page 2
Sample Raffle Application Instructions

15. If the container is to be rented or borrowed, a complete name and address (name, number, street, city/town, state, zip) of the person/organization from whom the container is to be obtained must be provided. If the container is to be rented, it **must** be rented from a Bazaar and Raffle Equipment Dealer that is registered with the Division of Special Revenue, and the dealer's registration number must be provided.

16. Provide the number of tickets to be sold, and the unit price of tickets to be sold.
    Note: The discounting of tickets for the sale of more than one ticket is prohibited.

17. Describe the kind of raffle to be conducted. Descriptions of the kind of raffle to be conducted would include *"Winner Need Not Be Present"*, *"Presence of the Winner Is Required"* or *"Reverse Order Drawing"*.
    Note: If the presence of the winner is required at the raffle drawing, this statement must be printed on the raffle ticket as well.

The section titled "Bazaar" should be marked as not applicable (N/A) since this is an application for a raffle permit . Note: If an organization requires both a raffle permit and a bazaar permit, separate application forms must be filed.

18. The expense section must be completed by listing the monetary cost of the expenses intended to be incurred or paid in connection with the holding, operating and conducting of the raffle, a **COMPLETE** name and address (number, street, city/town, state, zip) of the persons to whom the expenses are to be paid, and the purposes for which they are to be paid.
    Note: Expenses such as the permit fees, equipment rental fee, printing cost of raffle tickets and any prizes purchased by the organization must be listed.

19. The merchandise section must be completed by:
    - **SEPARATELY** listing all items offered as prizes in the raffle
    - indicating whether or not the items were donated
    - providing the retail value of all donated items
    - providing the amount paid for items purchased by the organization
    - providing a **COMPLETE** name and address (number, street, city/town, state, zip) from whom the items of merchandise were purchased or by whom donated

20. State the specific purpose to which the entire net proceeds of the raffle are to be devoted and in what manner.

21. Give the complete name, complete **home** address (number, street, city/town, state, zip), date of birth (month, day, year) and telephone number for each of the three Designated Active Members and provide the name of the city or town in which each is an elector.
    Note: The three Designated Active Members **MUST** be electors in the city or town in which the permit is requested, and they must be at least eighteen years of age.

22. A ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.
    Note: Only individuals listed in the "List of Officers of Sponsoring Organization" section on this application are recognized as officers and may sign as a ranking officer.

23. This form will be approved or denied, dated and signed by the Chief of Police/First Selectman upon submittal of the form by your organization to the appropriate office.

STATEMENT OF ACTIVE MEMBERS (CGR-2A)

24. Provide the date the three Designated Active Members complete the form.

25. Indicate if the three Designated Active Members are electors in a town, city, or borough; and provide the name of the town, city or borough.

26. The three Designated Active Members listed on the CGR-2 application must read the information provided on the CGR-2A application, print their names in the designated areas and affix their signatures to the form.

27. This form will be approved or denied, dated and signed by the Chief of Police/First Selectman upon submittal of the form by your organization to the appropriate office.

ALLOWABLE RAFFLE PRIZES

All prizes given at any raffle shall be merchandise, tangible personal property or a ticket, coupon or gift certificate, which shall not be refundable or transferable, 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. Cash prizes or prizes consisting of alcoholic liquor shall not be given nor shall any prize 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.

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 with the approval of the Executive Director of the Division of Special Revenue.**

Page 4
Sample Raffle Application Instructions

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: 1st prize, 2nd 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
0000	TICKET NO.

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. 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*

Crystal Bowl (Value $50.00)

Page 5
Sample Raffle Application Instructions

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

Page 6
Sample Raffle Application Instructions

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

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 9/06/06 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*

Sample Raffle Application Instructions

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

If clarification or further information is needed in regard to the application forms or sample raffle tickets, please do not hesitate to contact Charitable Games at 1-800-338-6331 or (860) 594-5480.

APPLICATION FOR A PERMIT TO CONDUCT A BAZAAR OR RAFFLE
CGR-2 REV. 08/05

STATE OF CONNECTICUT
DIVISION OF SPECIAL REVENUE
Charitable Games
555 Russell Road
Newington, CT 06111-1523

SAMPLE

INSTRUCTIONS:
1. A ranking officer of the sponsoring organization must fill out this form in duplicate. The completed form shall be submitted to the Chief of Police/First Selectman of the municipality where the bazaar/raffle is to be held at least ten business days prior to such bazaar/raffle.
2. The Chief of Police/First Selectman shall forward the original copy to the Division of Special Revenue, **P.O. Box 310424, Newington, CT 06131-0424,** at least five business days prior to the effective date of the bazaar or raffle.

ORGANIZATION IDENTIFICATION NUMBER	TYPE AND CLASS OF PERMIT DESIRED	PERMIT NUMBER *(To Be Assigned By Special Revenue)*
1700005	Class No. 5 Raffle	

NAME OF SPONSORING ORGANIZATION	TELEPHONE NUMBER
St. John's Church - Men's Club	(860) 555-1000

ADDRESS OF SPONSORING ORGANIZATION *(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*
263 Cedar Mountain Road,	Anytown,	CT	06000

MAILING ADDRESS *(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*
c/o William Couto, 263 Cedar Mountain Road,	Anytown,	CT	06000

CHECK ORGANIZATION CATEGORY (Check only ONE)

1 ☐ An educational or charitable organization
2 ☐ A civic, service or social club
3 ☐ A fraternal or fraternal benefit society
4 ☑ A church or religious organization
5 ☐ An officially recognized organization or association of veterans of any war in which the U.S. was engaged
6 ☐ An officially recognized volunteer fire company
7 ☐ A political party or town committee of the municipality in which the bazaar or raffle is to be held

IS ORGANIZATION NONPROFIT?	If yes, attach a copy of the determination letter from the IRS confirming the organization's exempt status.	Has organization been functioning as a nonprofit in the municipality in which the permit is requested for at least six months?
☑ YES ☐ NO		☑ YES ☐ NO

Under which section of the Tax Exempt Status Code of the IRS is this organization recognized?	What is the sponsoring organization's IRS Employer Identification Number?	DATE ORGANIZED OR INCORPORATED
501 (c) (3)	06-0000000	June 20, 1965

LIST OF OFFICERS OF SPONSORING ORGANIZATION

TITLE	NAME *(First, Middle, Last)*	ADDRESS *(No., Street, City or Town, State, Zip)*	DATE OF BIRTH *(Mo., Day, Yr.)*
President	William Couto	30 Marlborough St., Anytown, CT 06000	07/16/30
Vice-President	Trevor Smith	19 Eagle Drive, Anytown, CT 06000	02/27/35
Treasurer	Edward McDonald	105 Townsend Lane, Anywhere, CT 06002	09/24/44

RAFFLE

GIVE THE DATES AND TIME WHEN THE RAFFLE IS TO BE CONDUCTED

COMMENCING DATE: January 25, 2006 TERMINATING DATE: May 25, 2006 TIME OF DRAWING: 11:00 ☐ A.M. ☑ P.M.

PLACE WHERE DRAWING IS TO BE HELD *(Name of Place)*	*(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*
St. John's Church Hall,	263 Cedar Mountain Road,	Anytown,	CT	06000

Is the container owned absolutely by the sponsoring organization?	IF NO: Container Is To Be	CONTAINER RENTAL FEE PAID
☐ YES ☑ NO	☐ Rented ☑ Borrowed	$ N/A

FROM WHOM IS THE CONTAINER TO BE OBTAINED? *(Name)*	*(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*	DEALER REGISTRATION NUMBER
Knights of Columbus #144	64 Belden Street,	Anytown,	CT	06000	N/A

NUMBER OF TICKETS TO BE PRINTED	UNIT PRICE OF TICKETS TO BE SOLD	DESCRIBE THE KIND OF RAFFLE TO BE CONDUCTED
10,000	$5.00	Winner need not be present

BAZAAR

GIVE THE DATE(S) AND TIME(S) FOR **EACH DAY** THE BAZAAR IS TO BE CONDUCTED
N/A

PLACE WHERE THE BAZAAR IS TO BE CONDUCTED *(Name of Place)*	*(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*
N/A				

NUMBER OF GAMES OF CHANCE TO BE USED	DESCRIBE THE KIND OF BAZAAR TO BE CONDUCTED
N/A	N/A

Is the equipment owned absolutely by the sponsoring organization?	IF NO: Equipment Is To Be	EQUIPMENT RENTAL FEE PAID
☐ YES ☐ NO	☐ Rented ☐ Borrowed	$ N/A

FROM WHOM ARE THE GAMES OF CHANCE TO BE OBTAINED? *(No. and Street)*	*(City or Town)*	*(State)*	*(Zip Code)*	DEALER REGISTRATION NUMBER
N/A				N/A

List the items of expense intended to be incurred or paid in connection with the holding, operating and conducting of such bazaar/raffle and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.

EXPENSE	(Name) (No. and Street) (City or Town) (State)	PURPOSE
$ 40.00	Town of Anytown, 105 Cedar Street, Anytown, CT 06000	Permit fee
$ 40.00	Division of Special Revenue, 555 Russell Road, Newington, CT 06111-1523	Permit fee
$ 250.00	Quick Print Shop, 93 Tremont Street, Anytown, CT 06000	Raffle ticket printing
$ 32,000.00	Larry's Cadillac Dealership, 95 Curtiss Street, Anywhere, CT 06002	Raffle prize
$ 1,500.00	Scenic Travel Agency, 1 Reynolds Lane, Anywhere, CT 06002	Raffle prize
$ 50.00	Taylor's Food Mart, Market Place, 5 Market Road, Anytown, CT 06000	Raffle prize

Separately list in detail all items offered as prizes in connection with such Bazaar/Raffle, indicate whether or not the items were donated, list the price to be paid by the organization or the retail value of any prize donated, and the names and addresses of persons from whom the items were purchased or by whom donated.

MERCHANDISE	DONATED YES/NO	RETAIL VALUE	AMT. PAID BY ORG.	(Name) (No. and Street) (City or Town) (State)
2006 Cadillac CTS	No	-	32,000.00	Larry's Cadillac Dealership, 95 Curtiss Street, Anywhere, CT 06002
Trip to Florida	No	-	1,500.00	Scenic Travel Agency, 1 Reynolds Lane, Anywhere, CT 06002
Kenwood CD Player	Yes	239.99	-	The Music Shop, 1125 Park Avenue, Next-town, CT 06001
AT&T Cordless Phone	Yes	127.00	-	Bill's Phone & Appliance Shop, 12 Franklin Ave., Next-town, CT 06001
Gift Certificate	No	-	50.00	Taylor's Food Mart, Market Plaza, 5 Market Road, Anytown, CT 06000
2 Theater Tickets	Yes	36.00	-	Mr. Robert Finch, 7 Fern Road, Anytown, CT 06000

State the specific purpose to which the entire net proceeds of such bazaar/raffle are to be devoted and in what manner:

The net proceeds will be used to help balance the St. John's Catholic School's budget.

Give the names and home addresses of three active members of the sponsoring organization under whom the bazaar/raffle is to be conducted. These individuals will affix their signature to form CGR-2A. The three active members must be electors in the city or town in which the permit is sought.

NAME (First, Middle, Last)		DATE OF BIRTH (Mo., Day, Yr.)	ELECTOR IN CITY OR TOWN OF:
Brian Markow		06/17/59	ANYTOWN
ADDRESS (No. and Street)	(City or Town) (State) (Zip Code)		**TELEPHONE NUMBER**
33 Hall Street,	Anytown, CT 06000		(860) 555-9540
NAME (First, Middle, Last)		**DATE OF BIRTH** (Mo., Day, Yr.)	**ELECTOR IN CITY OR TOWN OF:**
William Couto		07/16/30	ANYTOWN
ADDRESS (No. and Street)	(City or Town) (State) (Zip Code)		**TELEPHONE NUMBER**
30 Marlborough Street,	Anytown, CT 06000		(860) 555-1704
NAME (First, Middle, Last)		**DATE OF BIRTH** (Mo., Day, Yr.)	**ELECTOR IN CITY OR TOWN OF:**
Leonard Rogers		04/07/54	ANYTOWN
ADDRESS (No. and Street)	(City or Town) (State) (Zip Code)		**TELEPHONE NUMBER**
127 Carriage Hill Drive	Anytown CT 06000		(860) 555-8650

SIGNATURE OF RANKING OFFICER (Officer must be listed as such on front of form)	TITLE OF RANKING OFFICER	DATE (Mo., Day, Yr.)
Trevor Smith	Vice-President	January 4, 2006

APPLICATION IS HEREBY	SIGNATURE OF CHIEF OF POLICE OR FIRST SELECTMAN	CITY OR TOWN	DATE (Mo., Day, Yr.)
☑ APPROVED ☐ DENIED	John Doe, Chief of Police	ANYTOWN	January 6, 2006

Application for Bazaar or Raffle Permit is approved for issuance	SIGNED (Executive Director of Division of Special Revenue)	DATE (Mo., Day, Yr.)

STATEMENT OF ACTIVE MEMBERS
CGR-2A REV. 05/03

SAMPLE

STATE OF CONNECTICUT
DIVISION OF SPECIAL REVENUE
Charitable Games
555 Russell Road
Newington, CT 06111-1523

Date: January 4, 2006

STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING ORGANIZATION UNDER WHOM THE BAZAAR OR RAFFLE IS TO BE HELD, OPERATED OR CONDUCTED

We, the undersigned, do hereby EACH make the following statement under the penalty of False Statement with respect to the foregoing application:

1. I am an elector in the (✔) town ( ) city ( ) borough of Anytown, in which the bazaar or raffle permit is sought.
2. I am a bonafide active member of the sponsoring organization making this application to conduct a bazaar or raffle.
3. I will be responsible for the holding, operation and conduct of such bazaar or raffle in accordance with the terms of the permit, the provisions of the Act, and regulations of the Executive Director of the Division of Special Revenue.
4. All statements contained in this application are true to the best of my knowledge and belief.
5. I have never been convicted of a felony.
6. I am familiar with the provisions of the Act which PROHIBIT:
   a. The giving of cash prizes, except with an approved "fifty-fifty" coupon game, or a "Class No. 1", "Class No. 2" or "Class No. 4" cow-chip raffle permit.
   b. The giving as prizes, alcoholic liquor.
   c. The giving of prizes redeemable for cash.
   d. The paying of commission, salary, compensation, reward or recompense, directly or indirectly, to any person holding, operating, conducting or assisting therein in the operation of a bazaar or raffle.
   e. The advertising of a bazaar or raffle as to location, time when it is to be held, or has been held, or prizes awarded or to be awarded, by means of television, sound truck or billboard.
   f. The erection at the location of the bazaar or raffle of more than one sign, which shall be no larger than 12 square feet.
   g. The promotion or operation of a bazaar or raffle by other than duly qualified members of the sponsoring organization.
   h. The giving of pay to any member for his time or effort in connection with a bazaar or raffle.
   i. The promotion, conduct or operation of a bazaar or raffle by a person under the age of 18 or the permitting of same by the sponsoring organization.
   j. The selling or promoting of the sale of raffle tickets by persons under the age of 16 years, or the permitting of the same by the sponsoring organization.
   k. The use of funds derived from the bazaar or raffle for purposes other than as stated in this application.
   l. The paying of any monies except in reasonable amounts for goods, wares and merchandise furnished or services rendered which are necessary for the operation of a bazaar or raffle.
7. I am familiar with the provisions of the Act which provide that each raffle ticket shall have printed thereon the time, date and place of the raffle, the three most valuable prizes to be awarded and the total number of prizes to be awarded.
8. I am familiar with the provisions of the Act which make mandatory the immediate revocation of a permit to conduct a bazaar or raffle for a violation of the provisions of the Bazaar or Raffle Act.
9. I am familiar with the provisions of the Act which provide that an organization whose permit has been revoked for a violation shall not be granted another permit for a period of three years.
10. I am familiar with the provisions of the Act which provide a fine of not more than one thousand dollars or imprisonment for not more than one year or both for a violation of the Act.

PRINTED NAMES AND SIGNATURES OF DESIGNATED ACTIVE MEMBERS:

NAME *(Please print)*	NAME *(Please print)*	NAME *(Please print)*
1. Brian Markow	2. William Couto	3. Leonard Rogers
SIGNATURE OF DESIGNATED ACTIVE MEMBER NO. 1	SIGNATURE OF DESIGNATED ACTIVE MEMBER NO. 2	SIGNATURE OF DESIGNATED ACTIVE MEMBER NO. 3
Brian Markow	William Couto	Leonard Rogers

APPLICATION IS HEREBY	DATE *(Mo., Day, Yr.)*	SIGNATURE OF CHIEF OF POLICE OR FIRST SELECTMAN
☑ APPROVED ☐ DENIED	January 6, 2006	John Doe, Chief of Police

ST. JOHN'S CHURCH
MEN'S CLUB

NAME _____

ADDRESS _____

_____

TOWN _____

STATE _____ ZIP ____

PHONE (___)_____

No. 00000

RAFFLE

Sponsored by
ST. JOHN'S CHURCH - MEN'S CLUB

To benefit
St. John's Catholic School's Budget

SIX (6) PRIZES TO BE AWARDED

1ST PRIZE: 2006 Cadillac CTS
Air conditioning, power locks and windows, cruise control, and AM/FM stereo with CD player

2nd PRIZE: Trip for 2 to Orlando, Florida. Includes round trip airfare, and 6 days/5 nights hotel accommodations (value $1,500.00)

3rd PRIZE: Kenwood CD player

4th PRIZE: AT&T cordless telephone

5th PRIZE: $50.00 gift certificate redeemable at Taylor's Food Mart, Market Plaza, 5 Market Road, Anytown, CT

6th PRIZE: 2 tickets to a performance of Madame Butterfly redeemable at the Winter Garden Theater

DRAWING TO BE HELD: May 25, 2006 at 11:00 p.m.

St. John's Church Hall
263 Cedar Mountain Road
Anytown, CT 06000

Ticket holders need not be present to win
PRIZES NOT REDEEMABLE FOR CASH AND EXCLUDE ALCOHOLIC BEVERAGES

No. 00000 **Price: $5.00**

ADMINISTRATIVE REGULATIONS

OPERATION OF BAZAARS AND RAFFLES

State of Connecticut
Division of Special Revenue

TABLE OF CONTENTS

Operation of Bazaars and Raffles

Repealed..... 7-185-1-7-185- 9
Repealed.....7-185-1a-7-185-13a
Definitions.....7-185- 1b
Application for permit.....7-185- 2b
Examination.....7-185- 3b
Permits.....7-185- 4b
Investigation of applicant.....7-185- 5b
Permit fees.....7-185- 6b
Advertising restrictions.....7-185- 7b
Tickets and stubs.....7-185- 8b
Prizes.....7-185- 9b
Permissible games of chance.....7-185-10b
Cow-chip raffles.....7-185-11b
General conduct of a bazaar or raffle.....7-185-12b
Reports, records, receipts and disbursements.....7-185-13b
Equipment goods, wares and merchandise.....7-185-14b
Penalties.....7-185-15b
Duck-race raffles.....7-185-16b

Division of Special Revenue

Operation of Bazaars and Raffles
Secs. 7-185-1 - 7-185- 9.
Repealed, March 17, 1988
Secs. 7-185-1a - 7-185-13a
Repealed, June 17, 1992

Operation of Bazaars and Raffles

Sec. 7-185- 1b. Definitions

When used in sections 7-185-1b to 7-185-15b, inclusive, the following words and phrases shall have the meaning herein allocated to them:

(a) "Aggregate value of prizes offered" means the amount paid by the applicant for the prize or prizes, or the retail value of the same if donated.

(b) "Applicant" means the sponsoring organization.

(c) "Bazaar and raffle act" means sections 7-170 to 7-186, inclusive, of the Connecticut General Statutes, as amended.

(d) "Chance", by which it is determined that certain tickets entitle the holders to prizes at a raffle, means the drawing from a container having therein counterparts or stubs of all tickets sold, or, in the case of a cow-chip raffle authorized pursuant to subsection (e) of section 7-185a of the general statutes, a drawing utilizing an adequately marked land area with consecutively numbered plots which correspond to the consecutively numbered raffle tickets, or, in the case of a "duck-race raffle" authorized pursuant to subsection (g) of section 7-185a of the general statutes, a drawing utilizing a naturally moving stream of water at a designated starting point and in which the ticket corresponding to the number of the first duck to pass a designated finishing point is the winning ticket.

(e) "Executive director" means the executive director of the division of special revenue.

(f) "Dealer" means any supplier of equipment used in a bazaar or raffle for a rental fee therefor, or without charge, if the free use of such equipment carries with it an agreement or condition that the gifts, wares or merchandise will be purchased or obtained from the supplier, or who for the loan of such equipment receives consideration, compensation or reward directly or indirectly in any form.

(g) "Equipment" means any implement, instrument, device, wheel or machine designed or intended to be used, or used, in the conduct of a bazaar or raffle, and includes coupons, tickets or other evidence of right to participate in a bazaar or raffle.

(h) "Gift certificate" means a certificate, ticket, or coupon which entitles the holder to exercise his option in the choice of an article of merchandise or any item of service; provided, in the case of a raffle, an order for a specific item of merchandise describing such merchandise in detail shall not come within the term "gift certificate." Such certificates, tickets, or coupons may be used as a medium of exchange, barter or purchase in any transaction, and are not refundable in money or cash, or redeemable or convertible into cash, directly or indirectly.

(i) "Goods, wares and merchandise" means all prizes, articles, supplies and commodities necessary to the conduct of a bazaar or raffle.

(j) "Means of chance," by which merchandise may be disposed of at a bazaar, means a game, sport, amusement, diversion, scheme, plan,

project, contest, undertaking or enterprise wherein chance, fortune, luck or lot is the predominating factor or element in the winning or awarding of a prize, including the drawing for a prize or prizes from a container or containers having therein tickets, counterparts or stubs of tickets sold, but shall not include any game, sport, amusement, diversion, scheme, plan, project, contest or undertaking where the skill, accomplishment, art or adroitness of the operator or participant is the primary factor in the winning or awarding of a prize.

(k) "Net profit" means the gross income from the sale of tickets or shares of rights to participate in a bazaar or raffle, less only actual expenses incurred for bona fide items in reasonable amounts for goods, wares or merchandise furnished or services rendered which are reasonably necessary to be purchased or furnished for the holding, operating or conducting of a bazaar or raffle.

(l) "Nonprofit organization" means an organization of which any officer, member or employee does not receive, and shall not receive, any pecuniary profit from the operations thereof, except reasonable compensation for services rendered in the conduct of its affairs.

(m) "Organization" or "sponsoring organization" means a nonprofit organization.

(n) "Services rendered" means janitorial services, purchase, construction and repair of equipment, rental of premises, utilities, rental of tents, booths, tables, wheels and games of chance, permit fees, accounting fees, necessary police or security service, necessary fire service, insurance protection and advertising, which services rendered shall not be an authorized expense unless rendered solely in and for the conduct of the bazaar or raffle.

(Effective June 17, 1992; amended April 5, 1999)

Sec. 7-185-2b. Application for permit

(a) No bazaar or raffle may be promoted, operated or conducted in any municipality unless it is sponsored and conducted exclusively by (1) an officially recognized organization or association of veterans of any war in which the United States has been engaged, (2) a church or religious organization, (3) a civic or service club, (4) a fraternal or fraternal benefit society, (5) an educational or charitable organization, (6) an officially recognized volunteer fire company, (7) a political party or town committee thereof or (8) a municipality acting through a committee designated to conduct a celebration of the municipality's founding on its hundredth anniversary or any multiple thereof. Any such sponsoring organization, except a committee designated pursuant to subdivision (8) of section 7-172 of the general statutes, shall have been organized in good faith and actively functioning as a nonprofit organization, for a period of at least six months prior to its application for a permit, within the municipality that is to issue the permit. Application by any such organization for a permit to conduct a bazaar or raffle shall be made to the chief of police of any municipality having an organized police department, or to the first selectman of any town in which there is no organized police department, as the case may be, in duplicate, at least ten business days in advance of the effective date of such bazaar or raffle, and such chief of police or first selectman shall forward the original of such application within five business days thereafter to the executive director, and such application shall be signed by the three designated active members under whom the bazaar or raffle described in the application is to be held.

Division of Special Revenue

(b) A sponsoring organization's own existence for at least six months in the municipality in which a permit is sought shall be the determining factor in regard to the issuance of a permit, notwithstanding the residence of some of the organization's members.

(c) An organization which has no such existence, or an existence of less than six months, shall not be the recipient of a permit to conduct a bazaar or raffle in such municipality, notwithstanding the status in this state of its parent organization.

(d) Notwithstanding the provisions of subsections (b) and (c) of this section, a committee designated pursuant to subdivision (8) of section 7-172 of the general statutes shall not be required to have been in existence for a period of six months prior to its application for a permit.

(e) No bazaar or raffle shall be conducted under conditions other than as stated in the original application unless an "Application to amend" form, prescribed by the executive director, has been filed with and approved by the executive director.

(f) No change or amendment shall be allowed by the executive director unless the subject matter of the proposed change or amendment could lawfully and properly have been included in the original application and is not in conflict with the provisions of the bazaar and raffle act and regulations issued pursuant thereto.

(g) No change shall be permitted by the executive director in the conduct of a raffle subsequent to the sale of any raffle tickets which involves a different time, date or place of the drawing from that stated in the original application and on each of the raffle tickets, except upon personal notice of such change by the sponsoring organization to each and every purchaser of a ticket or tickets.

(Effective June 17, 1992; amended April 5, 1999)

Sec. 7-185-3b. Examination

(a) The chief of police or first selectman issuing the permit to conduct a bazaar or raffle and his duly authorized agents, and the executive director and his duly authorized agents may examine the books and records of any sponsoring organization at any time during the conduct of the bazaar or raffle and for a period of one year after the termination thereof.

(b) The premises where any bazaar or raffle is being held, operated or conducted, or where it is intended that any bazaar or raffle shall be held, operated or conducted, and the equipment that is used or intended to be used in the conduct of any bazaar or raffle shall at all times be open to inspection by the chief of police or first selectman issuing the permit and his agents, and to the executive director and his agents.

(Effective June 17, 1992)

Sec. 7-185-4b. Permits

(a) Each permit issued for the conduct of a bazaar or raffle shall at all times be conspicuously displayed at the place where the bazaar or raffle is being conducted during the conduct of the bazaar or raffle.

(b) When a bazaar is postponed for any reason, the postponement shall not be to a date more than ten days subsequent to the original commencing date of the bazaar permit and in no case shall there be a refund of fees.

(c) "Class No. 1" permits shall allow the operation of a raffle which shall be consummated within three months of the granting of a permit

and the aggregate value of the prize or prizes offered shall be not more than fifteen thousand dollars.

(d) "Class No. 2" permits shall allow the operation of a raffle which shall be consummated within two months of the granting of the permit and the aggregate value of the prize or prizes offered shall be not more than two thousand dollars.

(e) "Class No. 3" permits shall permit the operation of a bazaar for a period of not more than ten consecutive days, excluding legal holidays and Holy Days on which the bazaar is not functioning. Any bazaar held under the authority of any such permit shall be held within six months of the granting of the permit.

(f) "Class No. 4" permits shall allow the operation of a raffle which shall be consummated within one month of the granting of the permit and the aggregate value of the prize or prizes offered shall be not more than one hundred dollars.

(g) "Class No. 5" permits shall allow the operation of a raffle which shall be consummated within six months of the granting of the permit and the aggregate value of the prize or prizes offered shall be not more than fifty thousand dollars.

(h) "Class No. 6" permits shall allow the operation of a raffle which shall be consummated within nine months of the granting of the permit and the aggregate value of the prize or prizes offered shall be not more than one hundred thousand dollars.

(i) No more than one "Class No. 1" permit, two "Class No. 3" permits, one "Class No. 4' permit, one "Class No. 5" permit, one "Class No. 6" permit, or three "Class No. 2" permits shall be issued to any qualifying organization within any one calendar year. The aggregate value of prizes offered under any of the permits shall represent the amount paid by the applicant for the prize or the retail value of the same if donated.

(Effective June 17, 1992; amended April 5, 1999)

Sec. 7-185-5b. Investigation of applicant

Such chief of police or first selectman, as the case may be, shall make or cause to be made an investigation of the qualifications of the applicant and the facts stated in the application and, if he determines that the applicant is qualified to hold, operate and conduct a bazaar or raffle under the provisions of sections 7-170 to 7-186, inclusive, of the general statutes, that the members of the applicant designated in the application to hold, operate or conduct the bazaar or raffle are electors of the municipality, bona fide active members of the applicant and persons of good moral character and have never been convicted of a felony and that the bazaar or raffle is to be held, operated and conducted in accordance with the provisions of said sections, he shall, with the approval of the executive director, issue a permit to the applicant. Upon issuing the permit, the chief of police or first selectman shall forward to the executive director the original of the application, together with the state's share of the application fee, if any.

(Effective June 17, 1992)

Sec. 7-185-6b. Permit fees

The fees to be charged for permits shall be as follows: A "Class No. 1" permit, fifty dollars, twenty-five dollars to be retained by the municipality and twenty-five dollars to be remitted to the state; a "Class No. 2" permit, twenty dollars, ten dollars to be retained by the municipality and ten dollars to be remitted to the state; a "Class

No. 3" permit, twenty dollars for each day of the bazaar, ten dollars to be retained by the municipality and ten dollars to be remitted to the state; a "Class No. 4" permit, five dollars, to be retained by the municipality; a "Class No. 5" permit, eighty dollars, forty dollars to be retained by the municipality and forty dollars to be remitted to the state, and a "Class No. 6" permit, one hundred dollars, fifty dollars to be retained by the municipality and fifty dollars to be remitted to the state.

(Effective June 17, 1992)

Sec. 7-185-7b. Advertising restrictions

(a) No bazaar or raffle to be conducted under any permit issued shall be advertised as to its location, the time when it is to be or has been held or the prizes awarded or to be awarded, by means of television or sound truck or by means of billboards, provided one sign, not exceeding twelve square feet, may be displayed on the premises where the drawing or allotment of prizes is to be held and also where the prizes are or will be exhibited.

(b) Notwithstanding the provisions of subsection (a) of this section, an announcement of a sponsoring organization's raffle on a public access cable television station's rolling billboard or talk show, which informs the community about upcoming events, is deemed to be news, and not advertising. Such announcements may be made or conducted by a sponsoring organization.

(Effective June 17, 1992)

Sec. 7-185-8b. Tickets and stubs

(a) All stubs or counterparts of the tickets sold, and no others, shall be placed in the container before each drawing.

(b) Tickets already drawn shall not again be placed in the container.

(c) An active designated member, and no other person, shall place the stubs into the container from which the drawing is to be made, and the active designated member shall inspect each stub before depositing the same to guard against the inclusion of stubs or counterparts which are counterfeit or illegitimate.

(d) Only stubs or counterparts bearing the names and addresses of ticket holders shall be placed in the container.

(e) Each raffle ticket shall have printed thereon the name of the sponsoring organization and the time, date and place where the drawing is to be held, the price of the ticket, the three most valuable prizes to be awarded and the total number of prizes to be awarded. Each raffle ticket shall be numbered and shall have a correspondingly numbered stub or counterpart with a designated space for the name and address of the holder.

(f) Tickets without a designated space on the stub or counterpart, or without a stub or counterpart, may be sold and used, with proper permit, when such tickets are not sold in advance but are sold only to persons present at a single gathering or session at the place and on the occasion of a drawing, at which time the winners are determined and the prizes awarded in plain view of purchasers present.

(g) No raffle ticket shall contain any advertising matter, and specimen tickets or printers' proofs thereof shall be submitted with both copies of an application for a permit to conduct a raffle.

(h) All tickets or other forms of shares or rights to participate in a raffle shall be sold at a uniform unit price for each ticket, share or right, without any discount or allowance for the purchase of more than one such ticket, share or right.

CHARITABLE GAMES
VERIFIED RAFFLE STATEMENT
CGF-7 Rev. 9/04

STATE OF CONNECTICUT
DIVISION OF SPECIAL REVENUE
Charitable Games
555 Russell Road
Newington, CT 06111-1523

INSTRUCTIONS:
1. The three designated active members of the sponsoring organization must complete this form in duplicate.
2. Submit both copies of this form to the Chief of Police or First Selectman of the municipality which issued such permit during the next succeeding month.
3. The Chief of Police or First Selectman, as the case may be, shall forward the **original** copy to the Division of Special Revenue at **P.O. Box 310424, Newington, CT 06131-0424** within five (5) business days.

NAME OF ORGANIZATION			PERMIT NUMBER
ADDRESS (No. and Street)	(City or Town)	(State)	(Zip Code)

CLASS OF RAFFLE HELD	RAFFLE DATES COMMENCING: / / TERMINATING: / /	
WAS THIS A COW-CHIP RAFFLE? ☐ YES ☐ NO	PLACE AND TOWN WHERE RAFFLE WAS HELD	
AMOUNT OF GROSS RECEIPTS $	TOTAL EXPENSES $	NET PROFIT $
GIVE THE NUMBER OF TICKETS SOLD AND THE PRICE PER TICKET # @ $	GIVE THE NUMBER OF UNSOLD TICKETS (THESE TICKETS MUST BE KEPT WITH ALL OTHER RECORDS FOR ONE (1) YEAR.)	

LIST EACH ITEM OF EXPENSE INCURRED OR PAID AND EACH ITEM OF EXPENDITURE MADE OR TO BE MADE; AND THE NAME AND ADDRESS OF EACH PERSON TO WHOM EACH ITEM HAS BEEN OR IS TO BE PAID.

EXPENSE/EXPENDITURE	NAME AND ADDRESS OF PAYEE	AMOUNT
1.		$
2.		$
3.		$
4.		$
5.		$
6.		$
7.		$
8.		$
9.		$
10.		$
11.		$
12.		$
TOTAL EXPENSES (ADD ITEMS 1 THROUGH 12)		$

LIST THE USES TO WHICH THE NET PROFIT HAS BEEN OR IS TO BE APPLIED:

PRIZES

LIST EACH PRIZE OFFERED, THE RETAIL VALUE, THE NAME AND ADDRESS OF THE PERSON WHO WAS AWARDED SUCH PRIZE, AND THE WINNING TICKET NUMBER.

PRIZE OFFERED/AWARDED	RETAIL VALUE	NAME AND ADDRESS OF PRIZE RECIPIENT	WINNING TICKET #
1.	$		
2.	$		
3.	$		
4.	$		
5.	$		
6.	$		

STATEMENT OF PRINTER OF TICKETS

NAME OF BUSINESS			TELEPHONE NO.
BUSINESS ADDRESS (No. and Street)	(City or Town)	(State)	(Zip Code)

THE TOTAL NUMBER OF TICKETS WAS:	THE FIRST NUMBERED TICKET WAS:	THE LAST NUMBERED TICKET WAS:

I, THE PRINTER OF TICKETS USED IN SAID RAFFLE, DO HEREBY STATE, UNDER PENALTY OF FALSE STATEMENT, THAT THE TICKETS WERE NUMBERED CONSECUTIVELY AND THERE WERE NO DUPLICATIONS.

PRINT NAME	SIGNATURE	DATE
		/ /

STATEMENT OF DESIGNATED ACTIVE MEMBERS AND RANKING OFFICER

WE, THE UNDERSIGNED, DO HEREBY EACH CERTIFY UNDER PENALTY OF FALSE STATEMENT THAT THE FOREGOING STATEMENT IS A TRUE AND ACCURATE REPORT OF THE HOLDING, OPERATION, AND CONDUCT OF THE RAFFLE DESCRIBED HEREIN.

PRINT NAME OF DESIGNATED ACTIVE MEMBER	SIGNATURE	TELEPHONE NO.	DATE
1.			/ /
2.			/ /
3.			/ /

PRINT NAME OF RANKING OFFICER	SIGNATURE	TELEPHONE NO.	DATE
			/ /

CONCLUSION OF POLICE CHIEF/FIRST SELECTMAN

I HAVE EXAMINED THE FOREGOING REPORT AND COMPARED IT WITH THE ORIGINAL APPLICATION.

☐ I HAVE FOUND NO DISCREPANCIES ☐ I HAVE FOUND THE FOLLOWING DISCREPANCIES*

*

SIGNATURE OF POLICE CHIEF/FIRST SELECTMAN	TOWN	DATE
		/ /