

Mary Jo Pemberton
City Clerk
Rebecca Barbour
Deputy City Clerk



City of Mt. Vernon
1100 Main PO Box 1708
Mt. Vernon, IL 62864
cityclerk@mtvernon.com

618-242-6815
FAX 618-242-6867
www.mtvernon.com

RAFFLE or POKER RUN LICENSE APPLICATION

No person, firm, or corporation shall conduct a raffle or sell chances for a raffle or conduct a poker run having its key location or any predetermined poker run location within the City without first having obtained a license pursuant to this Section.

REQUIRED ITEMS:

- Application, fully completed with Certification _____
- Bond or Waiver of Bond attached to Application _____
- Application fee (\$20.00) _____

LICENSE APPLIED FOR: (CHECK ONLY ONE):

_____ **General Raffle License.** A General Raffle License shall permit the conduct of one raffle. Multiple drawings may be held to award the prizes, but all drawings must occur on the same day and at the same location. Not more than four General Raffles Licenses shall issue to an applicant during each calendar year.

_____ **Hardship Assistance Raffle License.** A Hardship Assistance Raffle License allows a not-for-profit fund-raising organization or group, organized for the sole purpose of providing financial hardship assistance to an identified individual or group of individuals suffering severe financial hardship as a result of an injury, disability, accident or disaster, to conduct one raffle for that purpose.

_____ **Annual Raffle License.** An Annual Raffle License shall permit the conduct of an unlimited number of raffles in which the maximum value of all cash or non-cash prizes for a single raffle shall not exceed \$5,000.00. Annual Raffle Licenses shall issue to be effective on or after May 1 each year and shall expire on the following April 30.

_____ **Poker Run License.** A Poker Run License shall permit the conduct on one poker run. Not more than four Poker Run Licenses shall issue to an applicant during each calendar year.

OFFICE USE ONLY:

IF APPROVED:

Date Approved: _____ License Number: _____ Expires _____

IF DENIED:

Date Denied: _____ Reason for Denial: _____

Mayor

City Clerk

**Raffle or Poker Run License Application
Mt. Vernon, Illinois**

Organizations requesting a license shall complete this Application and file it with the City Clerk along with a non-refundable \$20.00 application fee and Bond or Waiver of Bond Requirement at least 30 calendar days prior to the expected date of the start of selling tickets/chances. A license will then be issued within 30 calendar days if approved. No ticket/chances may be sold prior to issuance of the license. Please type or print legibly.

License Applied For: (check only one)

General Raffle License (1 raffle) _____ Annual Raffle License (multiple raffles) _____
Hardship Assistance Raffle License _____ Poker Run License _____

(Each license is valid for one raffle or poker run only, except for Annual Raffle License which is valid during the licensing period: May 1 – April 30)

1. Applicant's Information

Name of Person Completing Application: _____

Address of Person Completing Application: _____

Telephone Number of Person Completing Application: (____) _____

Date of Birth of Person Completing Application: _____

Last four digits of Social Security No. of Person Completing Application: xxx-xx-_____

2. Organization

Organization Name: _____

Organization Mailing Address: _____

Type of Organization:

_____ Business _____ Education _____ Fraternal _____ Labor

_____ Religious _____ Veteran _____ Other Charitable Group* _____

*If group is organized to benefit someone suffering extreme financial hardship, list the name(s) of individuals who will benefit: _____

3. Organization Information

How long has Organization been in existence: _____

If incorporated, the date and State of incorporation: _____

President/Presiding Officer of Organization: _____

President/Presiding Officer's Address: _____

President/Presiding Officer's Telephone Number: (____) _____

President/Presiding Officer's Date of Birth: _____

Last four digits of President/Presiding Officer's Social Security No.: xxx-xx-_____

4. Raffle/Poker Run Manager and Other Responsible Persons

To protect its members and promote accountability, each Organization must name a Manager that will be responsible for the conduct of the raffle/poker run and must also identify each other person responsible for the conduct and operation of the raffle/poker run.

Name of Manager: _____

Manager's Address: _____

Manager's Telephone Number: (____) _____ Manager's Date of Birth: _____

Last four digits of Manager's Social Security No.: xxx-xx-_____

Name(s) of each other person (not otherwise identified within Application) responsible for the conduct or operation of the raffle/poker run (attach additional pages if necessary); for each, give full name, address, telephone number, date of birth, and last four digits of Social Security Number.

Name and Address: _____

Telephone Number: (____) _____

Date of Birth: _____ Social Security Digits: -xxx-xx-_____

Name and Address: _____

Telephone Number: (____) _____

Date of Birth: _____ Social Security Digits: -xxx-xx-_____

Name and Address: _____

Telephone Number: (____) _____

Date of Birth: _____ Social Security Digits: -xxx-xx-_____

Name and Address: _____

Telephone Number: (____) _____

Date of Birth: _____ Social Security Digits: -xxx-xx-_____

5. KEY LOCATION The key location or locations at which winning chances in a raffle will be determined and the key location and each predetermined location for a poker run.

Date, time and location at which winning ticket(s)/chance(s) will be determined (if multiple drawings are to be held on different dates, list each date, time and place of each drawing; for a poker run give the name and address of the Key Location (place prizes will be awarded for Poker Run):

Date: _____ **Time:** _____

Location _____

Date: _____ **Time:** _____

Location _____

Date: _____ **Time:** _____

Location _____

Date: _____ **Time:** _____

Location _____

6. AGGREGATE VALUE OF ALL PRIZES TO BE AWARDED FOR EACH RAFFLE OR POKER RUN:

Description and value of each prize and aggregate retail value of all prizes to be awarded: (Attach separate pages if necessary; attached additional pages):

Quantity	Prize	Value of Each
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Value of All Prizes \$ _____

7. THE PRICE OR PRICES CHARGED FOR EACH RAFFLE OR POKER RUN CHANCE ISSUED OR SOLD:

\$ _____ /PER SINGLE TICKET
 \$ _____ /PER _____ NUMBER OF TICKETS
 (i.e. \$5.00 for 6 tickets)
 \$ _____ /PER _____ NUMBER OF TICKETS
 (i.e. \$5.00 for 6 tickets)
 Other: _____

8. MAXIMUM NUMBER OF RAFFLE/POKER RUN TICKETS/CHANCES TO BE ISSUED FOR EACH RAFFLE/POKER RUN:

_____ Unlimited or _____ Maximum Number Tickets to be Issued

9. RAFFLE/POKER RUN DATES:

Dates when Raffle tickets/chances will be sold: _____
 Date Poker Run conducted: _____

10. FOR AN ANNUAL RAFFLE LICENSE

State total number of raffles to be held during licensing period (May 1 – April 30) _____

11. Certification

We, the undersigned, under penalties of perjury, do solemnly swear that the information contained on the foregoing application is true and correct to the best of our knowledge; that the organization is a bona fide non-profit organization as defined in the Illinois Raffles Act and Chapter 115 of the Revised Code of Ordinances of the City of Mt. Vernon "Raffles and Poker Runs"; that the officers, manager, operators and workers of the proposed event are bona fide members of the sponsoring organization and are each eligible to receive a license under Chapter 115 of the Revised Code of Ordinances, and that, if the attached application for license is granted, the license will adhere to the laws of the State of Illinois and of the City of Mt. Vernon in the conduct of said raffle or poker run. We acknowledge that we have received a complete copy of and have read Chapter 115 of the Revised Code of Ordinances.

 Signature of Organization President/Presiding Officer Date

 Signature of Person Competing Application Date

BOND REQUIREMENT

All management, operation, and conduct of all raffles and poker runs shall be under the supervision of a SINGLE RAFFLE MANAGER designated by the licensee. The manager shall give a fidelity bond equal in amount to the aggregate value of all prizes to be awarded for each raffle or poker run, which bond shall be in favor of the licensee, conditioned upon his honesty in the performance of his duties. The terms of the bond shall provide that notice shall be given in writing to the City Clerk not less than 30 days prior to its cancellation. The above bond requirement may be waived by the vote of the requisite number of members of the licensee (i.e. the organization receiving the license) or, if the licensee does not have members, then by the affirmative vote of the members of the governing board of the licensee. The occurrence of said unanimous vote shall be by affidavit of the organization's presiding officer, filed with the City Clerk.

Each Manager of a licensed raffle or poker run must present proof of bonding in favor of the organization in form of a corporate fidelity bond or personal surety bond in the amount of the aggregate value of all prizes to be awarded (See form of Bond provided with this Application). A copy of the Bond must be attached to the License Application unless the Bond Requirement is waived.

According to the State Raffles Act and Chapter 115 of the Revised Code, organizations may waive this requirement that the Manager be bonded, but only if a unanimous vote of the organization's membership approves same prior to filing the License Application. The following Waiver of Bond Requirement must then be completed by the presiding officer of the organization and attached to the License Application.

CHECK ONE:

1. _____ **Official Bond for Raffle or Poker Run Manager is attached**

2. _____ **Bond requirement is waived by the organization (complete Waiver below)**

1. OFFICIAL BOND FOR RAFFLE OR POKER RUN MANAGER

(Notice of Cancellation of this Bond must be given in writing to City Clerk not less than 30 days prior to cancellation)

Know all men by these presents that we, the Manager and Surety identified below are held and bound to the Licensee identified within the Application to which this Bond is attached in the sum of \$_____, which is an amount equal to aggregate value of all prizes to be awarded for the Raffle/Poker Run described within the Application.

The condition of the above obligation is that the Manager shall lawfully and faithfully discharge his/her duties as Manager to the Licensee and under Chapter 115 of the Revised Code of Ordinances.

Now, therefore, if that said Manager shall perform and discharge all the duties required of him/her as Manager, then this Bond is to be void; otherwise this Bond shall remain in full force.

Print Name of Manager: _____

Signature _____, Manager Date _____

Street Address _____ City _____ State _____ Zip Code _____

Print Name of Surety: _____

Signature _____ Surety Date _____

Street Address _____ City _____ State _____ Zip Code _____

STATE OF ILLINOIS
COUNTY OF _____

The undersigned, a notary public in Illinois, certifies that _____ and _____ are the same persons whose names are subscribed to the foregoing; that they appeared before me this day in person and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act, for the use and purposes therein set forth. Given under my hand and seal on this _____ day of _____, 20____.

SEAL

Notary Public

2. WAIVER OF BOND REQUIREMENT

The undersigned President/Presiding Officer of _____ does hereby certify that an open meeting of said organization held on _____, a unanimous vote of the organization's members approved waiver of the requirement that the proposed manager of the raffle/poker run subject of the License Application to which this waiver is attached be duly bonded.

Date: _____ Signed: _____

President/Presiding Officer