

Non-Profits/Charitable Raffles

To apply in Millstone Township, the raffle drawing must take place in Millstone Township. Raffle licenses must be obtained from the municipality in which the drawing will take place.

Do you have an identification number from the State Legalized Games of Chance Control Commission? (You must present your colored certificate with your ID number to the Clerk's Office when you apply). Starting in 1995, the State began issuing identification numbers that are renewable every two years. To apply for a license, you must have a current and valid identification number from the State. If you do not have a certificate from the State Legalized Games of Chance Control Commission you can click on www.NJConsumerAffairs.gov/lgccc/Pages/default.aspx

The application must be filled out in quadruplicate. The completed application may be copies made off of one original, **but the last page of all four copies must have original signatures and be individually notarized.**

The fee structure outlined below applies both to the State and to the Town: thus when you turn in your application, **you will submit two checks made out for the same amount: one payable to Legalized Games of Chance Control Commission, the other payable to the Township of Millstone.**

The following definitions and fees apply:

On-Premise 50/50: Tickets are sold only on the date of the drawing. Winner gets 50% of money from ticket sales and must be present to win. Fee: \$20.00 if the cash prize is over \$400.00; No fee if the anticipated cash prize is less than \$400.00. Additional fees may be owed the town if the final prize payout(s) is over \$1,000.

On-Premise Merchandise Raffle: Tickets are sold only on the date of the drawing. This is like a Chinese Auction and the winner must be present to win. Fee: \$20.00.

Off-Premise 50/50: Tickets are sold ahead of the date of the raffle drawing. Winner gets 50% of money from ticket sales and need not be present to win. Fee: \$20.00. Application must include **sample raffle ticket** (see attachment for what needs to be printed on the ticket). Additional fees may be owed the town if the final prize payout(s) is over \$1,000.

Off-Premise Merchandise Raffle: Tickets are sold ahead of the date of the raffle drawing. This is the regular prize raffle, for things like restaurant dinners, gift certificates (no cash), cars, and trips. The winner need not be present to win. Fee: \$20.00 for each \$1,000 in prize value or part thereof. For example, for a raffle with a prize of \$800, the fees would be \$20.00 each to the State and the Town. For a raffle with prizes totaling \$8,600, the fees would be \$180.00 each to the State and the Town. Application must include **sample raffle ticket** (see attachment for what needs to be printed on the ticket).

No raffle tickets may be sold under any license until the Municipal Clerk has approved the form of the ticket and has so advised the licensee.

Notes on prizes:

No cash except 50/50.

- Gift certificates are okay, but must be for specific store/restaurant.
- No alcohol or tobacco, weapons of any kind, motor vehicle leases, personal or professional services.
- No merchandise prize shall be redeemable or convertible into cash, either directly or indirectly.
- No alternate prizes

If you have any questions, you can call Legalized Games of Chance Control Commission for an Authoritative Answer at 973-273-8023.

Raffles: Normal Sequence of Events:

First Step: Applicant submits complete application to Clerk's Office for approval by the Township Committee. The Township Committee meetings meets on the 1st and 3rd Wednesday of each month. To get on the agenda of the next meeting, the Clerk's Office must receive the application by 4 p.m. on the Wednesday of the week before the Meeting.

Application forms and additional information is available on the New Jersey Legalized Games of Chance Control Commission's website at www.NJConsumerAffairs.gov/lgccc/Pages/default.aspx or you can visit the Township's website at www.millstonenj.gov on the home page under Quick Links select Forms Library, Office of the Clerk. Make sure you select the Raffle Application and the Affidavit of Criminal History.

A complete application includes:

- 4 copies of license application, each notarized with original signatures.
- 4 copies of the Affidavit of Criminal History, each notarized with original signatures.
- A check made out to Legalized Games of Chance Control Commission (or LGCCC) for the amount.
- A check made out to Township of Millstone for the same amount.
- 2 Sample Tickets (if raffle is off-premise merchandise or off-premise 50/50, i.e. tickets will be sold ahead of time). **Sample ticket must have the organization's registration number and RA _____ printed on the ticket. The RA# is not to be filled in.** [Click here for sample tickets](#)
- The original colored certificate from the State with the organization's identification number on
Please make sure this is current through the date of the raffle/bingo.

Step 2: The Township Committee approves the application at its meeting. The application is sent to the State and the 14-day waiting period for issuance of the license begins.

Step 3: Barring any questions/problems from the State regarding an application, the license is issued two weeks from the date it is sent to the State.

Step 4: The raffle is held.

Step 5: A Report of Operations must be completed and sent to Legalized Games of Chance by the 15th of the month immediately following the month in which the raffle was held. If the occasion was an Off-Premise Raffle, a Printer's Certificate must be filled out by the printer of the raffle tickets and sent to the State with the Report of Operations. The Report of Operations need not, and should not, be sent to the Township. If the raffle was a 50/50, additional fees may be owed.

If you have any questions, please feel free to contact the Municipal Clerk, Maria Dellasala at 732-446-4249, x 1701.