



CITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE
ONE UNION AVENUE | NEW HAVEN, CONN. | 06519

(203) 946-6333

newhavenct.gov

Raffle Permit Application Packet

Checklist:

- Complete Application
- Draft of Your Raffle Ticket
- Non-profit certification
- Raffle Class: _____
- Amount Enclosed: _____
- Contact Person: _____
- Phone: _____

FOR OFFICIAL USE

Date Received: _____

Amount Received: Cash: _____ check no.: _____

Received by: _____
PLEASE BRING APPLICATION TO THE OFFICE OF THE CHIEF FOR
PROCESSING



CITY OF NEW HAVEN
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Application for a Permit to Conduct a Raffle

Instructions:

1. The completed form shall be submitted to: New Haven Police Department at least fifteen (15) days prior to the start of the raffle.
2. This application must include a sample draft of the raffle ticket.
3. Applying organization must be a qualifying non-profit functioning for a minimum of six (6) months.
4. Your application must be completed, signed, and accompanied by a check or money order made payable to: Treasurer, City of New Haven

Name of Sponsoring Organization			
If this organization previously held a raffle permit, list permit number:		FEIN	IRS Exempt Status Code 501(c)-
Street Address		City	State Zip Code
Mailing Address (if different than above)		City	State Zip Code
Telephone Number (with area code)		Email Address	
Contact Person for <u>this</u> Application	Contact Telephone Number	Contact Email Address	
Organization Category (check only one):			
<input type="radio"/> An educational or charitable organization		<input type="radio"/> An officially recognized organization or association of veterans of any war in which the U. S. was engaged	
<input type="radio"/> A civic, service, or social club		<input type="radio"/> An officially recognized volunteer fire company	
<input type="radio"/> A fraternal or fraternal benefit society		<input type="radio"/> A political party or town committee of the municipality in which the raffle is to be held	
<input type="radio"/> A church or religious organization			

Give the names of the three (3) Designated Active Members of the sponsoring organization under whom the raffle is to be conducted. These individuals will affix their signature to form CGR-2A. The three (3) Designated Active Members **must be residents of the State of Connecticut**

Name	Address	Phone	Date of Birth
Name	Address	Phone	Date of Birth
Name	Address	Phone	Date of Birth

Ranking Officer Name		Title	Date of Birth	
Residence Street Address		City	State	Zip Code

Raffle Classification: Effective 2021 Please note new fee schedule**

Class I \$75.00	Class II \$30.00	Class IV \$15.00	Class V \$120.00	Class VI \$150.00
Max. aggregate prize \$15,000 Max. time 3 months Allowed 1 per year	Max. aggregate prize \$2,000 Max. time 2 months Allowed 3 per year	Max. aggregate prize \$100 Max. time 1 month Allowed 1 per year	Max. aggregate prize \$50,000 Max. time 9 months Allowed 5 per year	Max. aggregate prize total of \$100,000 Max. time 12 months Allowed 5 per year

Raffle Description: (Check Only One)

Winner Need Not Be Present <input type="radio"/>	Duck Race <input type="radio"/>	Winner Must be Present (Must be printed on ticket) <input type="radio"/>
Cow Chip <input type="radio"/>	Frog Race <input type="radio"/>	Online/virtual <input type="radio"/>

Cash Prize <input type="radio"/> (dedicated bank account info required)	Bank Name	Dedicated Account Number
Special Tuition <input type="radio"/> (dedicated bank account info required)	Bank Name	Dedicated Account Number

Starting Date of Sales	Drawing Date	Time of Drawing AM PM
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Number of Tickets to be Printed	Unit Price of Tickets to be Sold (only one price)
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Place Where Drawing is to be Held:

Name of Place

Street Address	City	State	Zip Code
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List the items of expense intended to be incurred or paid in connection with the holding, operating, and conducting of such raffle and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.
* Attach additional sheets as necessary.

Expense(\$)	Name	Street Address	City	State	Purpose

Separately list in detail all items offered as prizes in connection with such 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.
* Attach additional sheets as necessary.

Merchandise	Donated Yes/No	Retail Value	Amt. Paid by Org	Name	Street Address	City	State

State the specific purpose to which the entire net proceeds of such raffle are to be devoted.

I Certify, under penalty of law (Sec. 53a-157b, Class A Misdemeanor), that the information provided on this application is the truth to the best of my knowledge.

Signature of Ranking Officer _____ Date _____

BAZAAR & RAFFLE PERMIT TYPES

	Completed Within	MAXIMUM AGGREGATE VALUE OF PRIZES		NUMBER OF PERMITS ALLOWED	2021 Fees
CLASS 1	3 months	\$15,000.00		1 per year	\$75.00
CLASS 2	2 months	\$2,000.00		3 per year	\$30.00
CLASS 3 BAZAAR	6 months			2 per year	\$60.00
CLASS 4	1 month	\$100.00		1 per year	\$80.00
CLASS 5	9 months	\$50,000.00		5 per year	\$120.00
CLASS 6	12 months	\$100,000.00		5 per year	\$150.00

ST. JOHN'S CHURCH
MEN'S CLUB

RAFFLE

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

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

NAME _____

SIX (6) PRIZES TO BE AWARDED

ADDRESS _____

1ST PRIZE: 2015 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 6 days/5 nights hotel
accommodations and round trip airfare (value \$1,500.00)

TOWN _____ STATE _____ ZIP _____

3RD PRIZE: 50" flat screen TV

4TH PRIZE: Apple iPhone

PHONE _____

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, 2015 at 11:00 p.m.

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

No. 00000

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

No. 00000

Price: \$5.00

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, and 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.

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 BAFFLE 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 will be printed on the ticket (even if only one prize is to be awarded).

The organization will 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
00	TICKET NO.

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

- 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)

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  xception 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 9/06/14 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*

New Haven Police Department
 Chief's Office/ Permits
 1 Union Avenue
 New Haven, CT 06519
 Phone: 203.946.6270

Verified Raffle Statement

Instructions:

1. The three designated active members of the Sponsoring Organization must sign the completed statement
2. If additional space is required, attach additional sheets.
3. **Submit this form to the New Haven Police Department by the end of the following month.**

Name of Sponsoring Organization		Permit Number	
Street Address	City	State	Zip Code
Class of Raffle Held	Date(s) Raffle Was Held Starting: _____ Terminating: _____		
Was this a tuition raffle? Yes No	Place and Town Where Raffle Was Held		

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.		\$
Total Expenses:		\$

Number of Tickets Sold and Price per Ticket: # @ \$	List the number of unsold tickets: (*Note these tickets must be kept with all other records for one (1) year)
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Total Receipts from Ticket Sales: \$	Total Expenses: \$	Net Profit (Total Receipts minus Total Expenses): \$
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List the uses to which the entire net profit of the raffle has been or is to be applied:

List the prizes with a retail value of fifty dollars (\$50.00) or more, the retail value of each prize, the names and addresses of the persons to whom such prizes were awarded, and the winning ticket number:

Prize	Retail Value	Name and Address of Prize Recipient	Winning Ticket Number
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
6.	\$		

Statement of Printer of Tickets

Name of Business		Telephone Number	
Street Address	City	State	Zip Code
The Total Number of Tickets Was:	The First Numbered Ticket Was:	The Last Numbered Ticket Was:	

I, the printer of the tickets used in the raffle described herein, do hereby state, under penalty of false statement, that the tickets were numbered consecutively and there were no duplications.

Print Name of Printer	Signature	Date
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Note: The use of a ticket roll will need approval from the NHPD official processing the Application: Approved by: _____ 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	Date
1.			
2.			
3.			

Print Name of Ranking Officer	Signature	Telephone	Date