



WINNEBAGO COUNTY

— ILLINOIS —

RAFFLE LICENSE

The Winnebago County Clerk's office issues raffle licenses for raffles that will be conducted only in the County of Winnebago, Illinois including any of the cities, villages and unincorporated areas, with the exception of the Village of Durand, Illinois.

A raffle is a form of gambling similar to a lottery where a player pays for a chance to win and must be conducted by an organization licensed under the Winnebago County Raffle Ordinance. Only not-for-profit organizations that have been in existence for 5 years or more are eligible to have a raffle.

Licenses for a raffle shall be issued only to:

- Religious Organizations
- Charitable Organizations
- Labor Organizations
- Educational Organizations
- Fraternal Organizations
- Veterans Organizations
- Individual or groups of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster

The raffle fee is based on the raffle classification and the total aggregate value of all prizes to be awarded. See the Winnebago County Raffle Ordinance below for classification and fee descriptions.

Either a Personal or Corporate Surety Bond must accompany each raffle application. The purpose of the bond is to assure that your organization will be reimbursed in the event of a loss or theft of the raffle money and/or prizes.

If the total aggregate retail value of the prizes is less than \$5,000 you may fill out the Personal Surety Bond included in the raffle application packet.

If the total aggregate retail value of the prizes is \$5,000 or more, you will need to purchase a Corporate Surety Bond from an insurance company.

When turning in a raffle application you must include the following:

- Completed raffle application form at least 10 days prior to a County Board meeting
- Application Fee
- Surety Bond, either Personal or Corporate
- By-Laws or Constitution for the Organization holding the raffle

All raffle applications are submitted to the Winnebago County Board for approval. The raffle application **MUST** be in the County Clerk's Office 10 days prior to the County Board meeting to ensure the Winnebago County Sheriff's Department has enough time to complete a background check on the raffle officers.

No tickets may be sold for the raffle until the Winnebago County Board approves said raffle.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR OFFICE AT (815) 319-4250.

Winnebago County Raffle Ordinance



Chapter 26

CHARITABLE SOLICITATIONS*

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Article II. Raffles

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*Cross references—Amusements and entertainments, ch. 10; business, ch. 22; law enforcement, ch. 54; traffic and vehicles, ch. 82; zoning, ch. 90.

ARTICLE I. IN GENERAL

Secs. 26-1—26-25. Reserved.

ARTICLE II. RAFFLES*

DIVISION 1. GENERALLY

Sec. 26-26. Title.

This article shall be known, cited, and referred to as the "Raffle Ordinance of Winnebago County."
(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-27. Purpose of article.

The purpose of this article is to regulate and control the conduct of raffles within the unincorporated areas of the county and within the corporate limits of any municipality that is a party to any intergovernmental cooperation agreement for raffle licenses with the county.
(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-28. Definitions.

(a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business means a voluntary organization composed of individuals and businesses who have joined together to advance the commercial, financial, industrial and civic interests of a community.

Charitable organization means an organization or institution organized and operated to benefit an indefinite number of the public. The service rendered to those eligible for benefits must also confer some benefit upon the public.

Educational organization means an organization or institution organized and operated to provide systematic instruction in useful branches of learning by methods common to schools, and institutions of learning which compare favorably in their scope and intensity with the course of study presented in tax-supported schools.

Fraternal organization means an organization of persons having a common interest, the primary interest of which is both to promote the welfare of its members and to provide assistance to the general public in such a way as to lessen the burdens of the government by caring for those who otherwise would be cared for by the government.

Labor organization means an organization composed of workers organized with the objective of betterment of the conditions of those engaged in such pursuit and the development of a higher degree of efficiency in their respective occupations.

Licensee means an organization which has been issued a license to operate a raffle.

Net proceeds means the gross receipts from the conduct of raffles, less sums expended for prizes, local license fees, and other reasonable operating expenses incurred as a result of operating a raffle.

Non-profit means organized, operated, and conducted on a not-for-profit basis, with no personal profit inuring to anyone as a result of the operation.

*Editor's note—Ord. No. 98-CO-59, adopted Sept. 24, 1998, repealed the former Art. II, 26-26—26-34 and 26-46—26-49, and enacted a new Art. II as set out herein. The former Art. II pertained to similar subject matter and derived from Ord. No. 93-CO-52, I, II, III(D), IV(A), (E)—(J), (L)—(N), V—XIV, adopted Aug. 26, 1993; Ord. No. 94-CO-75,

adopted Dec. 8, 1994; Ord. No. 95-CO-74, adopted Dec. 28-1995; Ord. No. 96-CO-30, adopted April 11, 1996; and Ord. No. 96-CO-28, adopted June 13, 1996.

State law reference—Raffles, 230 ILCS 15/1 et seq.

Raffle means a form of lottery, as defined in 28-1(b) of the Criminal Code of 1961, (720 ILCS 5/28-2) conducted by an organization licensed under this article in which:

- (1) The player pays or agrees to pay something of value for a chance represented and differentiated by a number or by a combination of numbers or by some other means one or more of which chances is to be designated the winning chance; and
- (2) The winning chance is to be determined through a drawing or by some other method based on an element of chance by an act or set of acts on the part of persons conducting or connected with the lottery, except that the winning chance shall not be determined by the outcome of a publicly exhibited sporting contest.

Religious organization means any church, congregation, society or organization founded for the purpose of religious worship.

Value of non-cash prizes means the retail value of such prizes.

Veterans organization means an organization or association comprised of members of which substantially all are individuals who are veterans or spouses, widows, or widowers of veterans, the primary purpose of which is to promote the welfare of its members and to provide assistance to the general public in such a way as to confer a public benefit.

(b) Words not defined in this section shall be interpreted in accordance with definitions contained in the most current edition of Webster's New Collegiate Dictionary.
(Ord. No. 98-CO-59, 9-24-98)

Secs. 26-29—26-45. Reserved.

DIVISION 2. LICENSE AND CLASSIFICATIONS

Sec. 26-46. License required.

No person, firm or corporation shall conduct a raffle or sell chances for a raffle in the county without first having obtained a license pursuant to this article. Licenses for raffles shall be issued only to bona fide religious, charitable, labor, business, fraternal, educational or veterans organizations which operate without profit to their members, which have been in existence continuously for a period of five years immediately before making application for a license and have had during the entire five-year period a bona fide membership engaged in carrying out their objectives and which maintain an office in the county, or to a non-profit fund raising organization that the county board determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.

(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-47. Classification of licenses.

(a) *Class A: General raffle license.* A general raffle license shall permit the conduct of a raffle with a maximum single cash prize or the maximum retail value of a single non-cash prize not exceeding \$200,000.00 and an aggregate maximum value of all cash and non-cash prizes awarded not exceeding \$250,000.00. Multiple drawings may be held to award the prizes but all drawings must occur on the same day and at the same location.

The following fees are based upon the total aggregate value of all cash and non-cash prizes and shall be paid to the county clerk when the application for a raffle license(s) is filed:

Less than \$100.00.....	No fee
\$100.00 to \$4,999.00.....	\$ 10.00
\$5,000.00 to \$9,999.00.....	25.00
\$10,000.00 to 25,000.00.....	50.00
Over \$25,000.00 but not to exceed \$250,000.00.....	\$50.00 plus an additional \$50.00 for each additional Multiple of \$25,000.00

(b) *Class B: One ticket, multiple raffles license.* A Class B license allows up to four raffles to be conducted with the same raffle tickets. Each ticket shall specify the dates of ticket sales and the dates of each drawing. Each drawing date shall be considered a separate raffle and will require a separate license and fee. Each license will allow one drawing event for the prizes awarded. Although a Class B license allows up to four raffles, the maximum value of a cash or non-cash prize or prizes awarded to a single winner shall not exceed \$200,000.00 and the aggregate value of all prizes awarded in all of the raffles shall not exceed \$250,000.00.

The fees for Class A raffle licenses will apply for each of the licenses secured for Class B Raffles.

(c) *Class C: One time emergency raffle license.* A Class C 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.

The fee for a Class C license shall be \$10.00 payable to the county clerk at the time of application.

(d) *Class D: Twelve-month raffle license.* A 12-month raffle license shall permit the conduct of a raffle or raffles, or the sale of chances for a raffle or raffles, in which the maximum value of all cash or non-cash prizes for a single drawing shall not exceed \$5,000.00 Class D raffles shall be licensed annual for a 12-month period commencing on the day the license is approved by the county board. Such license shall permit no more than 52 days of raffles. The Aggregate value of all prizes awarded annually shall not exceed \$260,000.00.

The fee for a Class D License shall be \$200.00 payable to the county clerk at the time of application. Such 12-month licenses shall not be prorated as to term or fee.

(e) *Class E: Limited annual raffle license.* A limited annual raffle license permits an organization to regularly conduct raffles among its own membership at a regularly scheduled organizational meeting. Chances for these raffles may only be sold, and the drawings held, on the day of the meeting. The aggregate value of the prizes awarded at each of these drawings may not exceed \$100.00. Class E raffles shall be licensed annually on a calendar year basis. Such licenses shall permit no more than 60 raffles per year. The aggregate value of all prizes awarded shall not exceed \$5,200.00.

The fee for a Class E license shall be \$25.00 payable to the county clerk at the time of application. Renewal applications shall be made on or before November 1 for the following year. Class E licenses shall not be prorated as to term or fee.

(f) *Class F: 365-day raffle license.* A 365-day raffle license shall permit the conduct of a raffle or raffles, or the sale of chances for a raffle or raffles, in which the maximum value for all cash or non-cash prizes for a single drawing shall not exceed \$2,500.00. Class F raffles shall be licensed annually for a

365-day period commencing on the day the license is approved by the county board. Such license shall permit no more than 365 daily raffles during the 365-day term for which it is valid. The aggregate value of all prizes awarded annually under a Class F license shall not exceed \$365,000.00.

The fee for a Class F license shall be \$1,000.00, payable to the County Clerk at the time of application. Such 365-day licenses shall not be prorated as to term or fee.

(g) *Fee not refundable.* The application fees are not refundable, even in the event that the application is rejected by the county board, or if the raffle is cancelled.

(Ord. No. 98-CO-59, 9-24-98; Ord. No. 2001-CO-62, 10-25001; Ord. No. 2004-CO-129,I, 12-9-04; Ord. No. 2005-CO32, I, II, 3-24-05)

Secs. 26-48 –26-65. Reserved.

DIVISION 3. QUALIFICATIONS AND APPLICATIONS

Sec. 26-66. Qualifications of applicant.

Raffle licenses shall be issued only to bona fide charitable, educational, fraternal, labor, religious and veterans organizations that operate without profit to their members and which have been in existence continuously for a period of five years or more immediately before making application for a license and which have had during the entire five-year period, a bona fide membership engaging in and carrying out their objectives, or to a not-for-profit fund raising organization or group that is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering severe financial hardship as a result of an illness, disability, accident or disaster. The following groups or individuals are ineligible for any raffle license:

- (1) Any person who has been convicted of a felony;
- (2) Any person who is or has been a professional gambler or gambling promoter;
- (3) Any person who is not of good moral character;
- (4) Any organization in which a person described in subsections (1), (2), or (3) of this section has a proprietary equitable, or credit interest or in which such person is active and employed.
- (5) Any organization in which a person described in subsections (1), (2), or (3) of this section is an officer, director, or employee, whether compensated or not; and
- (6) Any organization in which a person described in subsections (1), (2), or (3) of this section is to participate in the management or operation of a raffle.

(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-67. Application; contents for Class A, B, and C licenses.

Any person seeking to conduct or operate a raffle described in subsection 26-47(a), (b) or (c) shall file an application with the county clerk on forms provided by the county clerk. Applications must be submitted to the county clerk at least ten days prior to the county board meeting at which approval is desired. The application shall contain the following information:

- (1) The name, address and type of organization;
- (2) The length of existence of the organization and, if incorporated, the date and state of incorporation;
- (3) The name, address, telephone number, social security number and date of birth of the organization's presiding officer, secretary, raffle manager(s) and any other members responsible for the conduct and operation of the raffle(s);
- (4) The aggregate value of all prizes to be awarded in the raffle;
- (5) The maximum value of each prize to be awarded in the raffle;
- (6) The maximum price charged for each raffle chance issued or sold;
- (7) The maximum number of raffle chances to be issued;
- (8) The areas in which the raffle chances will be sold or issued;
- (9) The dates raffle chances will be issued or sold;
- (10) The date(s) and location at which winning chances will be determined;

- (11) A sworn statement attesting to the not-for-profit character of the applicant or organization, signed by its presiding officer and secretary; and
- (12) A certificate signed by the presiding officer of the applicant organization attesting to the fact that the information contained in the application is true and correct.
(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-68. Application for Class D and E licenses.

(a) Any organization seeking to conduct or operate a raffle described in subsections 26-47(d) and (e) shall file an application with the county clerk on forms provided by the county clerk. Applications must be submitted to the county clerk at least ten days prior to the county board meeting at which approval is desired. The application shall contain the following information:

- (1) The name, address and type of the organization;
- (2) The length of existence of the organization and, if incorporated, the date and state of incorporation;
- (3) The name, address, telephone number, social security number and date of birth of the organization's presiding officer, secretary, raffle manager(s) and any other members responsible for the conduct and operation of the raffles(s);
- (4) The locations(s) at which the chances are to be sold and the drawing(s) held;
- (5) The dates the drawings are to be held;
- (6) A sworn statement, signed by the presiding officer of the organization, attesting to its no-for-profit status and length of the existence;
- (7) A certificate signed by the presiding officer of the applicant organization attesting to the fact that the information contained in the application is true and correct;
- (8) The number of drawings to be held during the 12-month period.
(Ord. No. 98-CO-59, 9-24-98)

Secs. 26-69-26-85. Reserved.

DIVISION 4. OPERATION AND CONDUCT

Sec. 26-86. Operation and conduct.

The operation and conduct of raffles are subject to the following restrictions:

- (1) The entire net proceeds of any raffle must be exclusively devoted to the lawful purpose of the licensee.
- (2) No person except a bona fide member of the licensee may participate in the management or operation of the raffle.
- (3) No person may receive remuneration or profit for participating in the management or operation of the raffle.
- (4) A licensee may rent a premises on which to determine the winning chance or chances in a raffle only from an organization which is also licensed under this article.
- (5) Raffle chances may be sold, offered for sale, conveyed, issued or otherwise transferred for value only within the area determined on the license: the winning chances may be determined only at the location specified on the license.

- (6) The maximum price which may be charged for each raffle chance sold, offered for sale, conveyed, issued or otherwise transferred for value shall not exceed \$250.00.
- (7) No cash prize in excess of \$200,000.00 may be awarded, and the value of all prizes to be awarded shall not exceed \$260,000.00.
- (8) Each raffle chance shall have printed thereon the cost of the chance, the aggregate retail value of all prizes to be awarded in the raffle, and the maximum number of raffle chances to be issued except as provided below:
 - a. When raffle chances are sold, conveyed, issued, or otherwise transferred only at the time and location at which winning chances will be determined and only to persons then in attendance;
 - b. When the raffle chance is also a ticket to an event and a portion of the cost of the ticket is designated for a dinner, golf or other item of value to be consumed or used by the purchaser at the event.
- (9) No person under the age of 18 years may participate in the operation or conduct of raffles, except with the permission of a parent or guardian. A person under the age of 18 years may be within the area where winning chances are being determined only when accompanied by his parent or guardian.
- (10) Raffle drawings must be held on the date and at the location listed on the raffle license. If a raffle drawing is unable to be held due to an extreme emergency or a natural disaster, the licensee must seek approval of the county board before the drawing can be held on a different date. If a drawing is cancelled due to inadequate sale of raffle tickets or due to some reason other than an extreme emergency or a natural disaster, the licensee must notify all ticket purchasers, refund all monies and return all prizes within 30 days. Such cancellation will be reported to the county clerk with a full explanation.

(Ord. No. 98-CO-59, 9-24-98; Ord. No. 2005-CO-32, III, 3-24-05)

Sec. 26-87. Manager; fidelity bond.

The operation and conduct of all raffles 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 maximum per drawing retail value of all prizes to be awarded in favor of the licenses 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 county not less than 30 days prior to its cancellation.

(Ord. No. 98-CO-59, 9-24-98; Ord. No. 2004-CO-129, II, 12-9-04)

Sec. 26-88. Record keeping of gross receipts; expenses; net proceeds.

(a) Each licensee shall keep records of its gross receipts, expenses and net proceeds for each single gathering or occasion at which winning chances are determined. All deductions from gross receipts for each single gathering or occasion shall be documented with receipts or other records indicating the amount, a description of the purchased item or service or other reason for the deduction, and the recipient. The distribution of net proceeds shall be itemized as to payee, purpose, amount and date of payment.

(b) Gross receipts from the operation of raffles shall be segregated from other revenues of the licensee including bingo gross receipts, if bingo games are also conducted by the same not-for-profit organization pursuant to the license therefore issued by the state department of revenue and placed in a separate account. Each licensee shall keep separate records of its raffles. The person who accounts for gross receipts, expenses, and net proceeds from the operation of raffles shall not be the same person who accounts for other revenues of the licensee.

(c) Each licensee shall report to its membership and to the county its gross receipts, expenses and net proceeds from the raffle, and the distribution of net proceeds itemized as required in this section. For Class A and C licenses, a report must be turned in within 30 days of each raffle drawing. For Class B, D and E licenses, a report must be turned in quarterly, beginning three months after the date of issuance of the license.

(d) Raffle records shall be preserved for three years, and organizations shall make available their records relating to the operation of raffles for public inspection at reasonable times and places.

(e) No new raffle licenses will be issued to an organization until all reports from the organization's previous raffles have been completed and submitted to the county clerk's office.
(Ord. No. 98-CO-59, 9-24-98; Ord. No. 2004-CO-129, III, 12-9-04)

Secs. 26-89-26-115. Reserved.

DIVISION 5. ISSUANCE AND ENFORCEMENT

Sec. 26-116. Issuance.

(a) *Review of application; acceptance or rejection.* Organizations shall submit applications to the county clerk's office at least ten days prior to the county board meeting at which approval is desired. The county clerk shall review all raffle license applications, recommend approval, or denial, and submit them to the county board. The county board shall, within 30 days from the date of application, accept or reject a raffle license application. If an application is accepted, the county clerk shall forthwith issue a raffle license to the applicant. Chances for each raffle may be issued or sold for a period of 30 days prior to and including the date winning chances are to be determined unless the county board has specifically authorized a longer period of time but in no event longer than 365 days prior to and including the date winning chances are to be drawn.

(b) *Contents of license.* A raffles license shall show the following, with respect to each raffle:

- (1) The area in which raffle chances may be sold or issued;
- (2) The period of time during which raffle chances may be sold or issued; and
- (3) The date(s), and location at which winning chances will be determined.

(c) *Display.* The license shall be prominently displayed at the time and location of the determination of the winning chances.

(d) *Validity.* Each Class A or Class C license shall be valid for one raffle. Each Class B license shall be valid for up to four raffles. Each Class D or Class E license shall be valid for a specified period of time not to exceed one year.
(Ord. No. 98-CO-59, 9-24-98)

Sec. 26-117. Enforcement of article.

(a) *Penalties.* Failure to comply with any of the requirements of this article shall constitute a violation, and any person, upon conviction thereof shall be fined not more than \$500.00. Each day the violation continues, shall be considered a separate offense. In addition, the county board is authorized to revoke the license of any Class D licensee that fails to comply with the reporting requirements of subsection 26-88(c) in a timely manner.

(b) *Abatement.* The imposition of the penalties in this section prescribed shall not preclude the state's attorney from instituting appropriate action to prevent unlawful raffles or to restrain, correct, or abate a violation of this article of the conditions of a raffle license issued pursuant hereto.
(Ord. No. 98-CO-59, 9-24-98)

Raffle License Information Packet

**Information and materials
inside this packet:**

- Instructions on How to Obtain Your Raffle License
- Winnebago County Board Meeting Dates (Back of This Folder)
- Copy of the Winnebago County Raffle Ordinance
- Winnebago County Raffle Application (Yellow Form)
- Raffle Manager Bond Fact Sheet
- Personal Surety Bond (Green Form)

Winnebago County Mission Statement

*It is our mission to provide high quality services and
promote a safe community for all people in Winnebago County.*



Winnebago County County Clerk's Office

404 Elm Street, Room 104
Rockford, IL 61101

Questions? Call _____ **815-319-4250**

RAFFLE - Instructions on How to Obtain Your Raffle License

Organizations conducting raffles must adhere to rules for the operation and conduct of the raffles as found in the Winnebago County Raffle Ordinance (Chapter 26, Section 26-26 through 26-117 of the Winnebago County Code)

1. Does my organization qualify to hold a raffle?

- a. Raffle licenses shall be issued only to bona fide religious, charitable, labor, business, fraternal, educational or veteran's organizations. (EXCEPTION: Class C, Emergency Raffle-see Sec.26-47 of the Winnebago County Raffle Ordinance)
- b. The organization must operate without profit to its members.
- c. The organization must have been in existence continuously for a period of at least five years.

2. When filling out the Raffle Application (yellow form), keep in mind that all questions must be answered. All blanks must be filled in.

- a. If it does not apply, answer with N/A
- b. Answers cannot be generic.
Examples: unsure of dates, do not have list of prizes, will decide later, unknown, etc.

3. First Page of the Raffle Application (yellow form) requests the following:

- a. General Information on your organization
- b. Location of Raffle Drawing
- c. Date(s) of Ticket Sales and Date(s) of Raffle Drawing(s)
 - 1) Date of raffle(s) must be after the date of the County Board meeting that the raffle is presented for approval.

EXAMPLE

- Incorrect:* Board Meeting - Feb. 14
Ticket Sales - Feb. 9-21 (cannot sell tickets until raffle is approved by the County Board)
- Correct:* Board Meeting - Feb. 14
Ticket Sales - Feb. 15-21 of your raffle
- d. Description of your raffle.
 - e. Determination of the classification of your raffle (see Section 26.47 classification of licenses of Winnebago County Raffle Ordinance)

4. Second and Third Page of the Raffle Application (yellow form) requests Information on the Organization's Presiding Officer and Secretary; and the Raffle Manager and Raffle Treasurer:

- a. Determine who will be your Raffle Manager and Raffle Treasurer
- b. Raffle Manager and Raffle Treasurer can not be the same person
- c. All blanks must be filled in
- d. All women's names must list a maiden name or write S/A (for "same as above") in the maiden name space
- e. Be sure to list daytime and evening phone numbers, date of birth, and social security number

5. Fourth Page of the Raffle Application (yellow form):

- a. All blanks must be filled in with correct dollar amounts
- b. Line 20: You must list each prize & its maximum value individually; a separate sheet of paper can be attached, if needed
- c. Need original signatures for the Presiding Officer and Secretary

- 6. What information must be printed on the raffle ticket?**
- Ticket price
 - Retail value of all prizes
 - Maximum number of tickets to be sold
- 7. Organization's By-laws or Constitution should be:**
- Attached to application or
 - Already on file in the County Clerk's office
- 8. All raffles are required to have a Surety Bond. A Surety Bond is similar to an insurance policy. It will protect your organization in the event that prizes or money should be lost or stolen. (see enclosed Raffle Manager Bond Fact Sheet for more details about both types of bonds)**
- Determine which type of Surety Bond you will need – CORPORATE OR PERSONAL
 - Corporate Surety Bond: can only be purchased from an insurance company
 - Personal Surety Bond (green form located in this packet) can be used only if the total aggregate value of the prizes is less than \$5,000.00
 - Attach either your corporate or personal surety bond to the Raffle Application
 - Be sure the dates on the Surety Bond cover the dates of the ticket sale(s) & raffle drawing(s)
 - Be sure the dollar amount on the Surety Bond will cover the total dollar amount of the raffle prize awarded
- 9. Once the application has been filed in the County Clerk's office, any changes that are made on the application must be made by the applicant and initialed by the applicant.**
- 10. To apply for a raffle license the following must be filed in the County Clerk's office ten (10) days prior to the County Board Meeting (County Board Meeting dates are listed on the back of this packet) at which approval is desired:**
- Completed Application
 - Surety Bond-Corporate or Personal
 - By-laws or constitution (exception Class C – Emergency Raffle), unless already on file
 - Payment of Raffle Fee (see Section 26-47 of the enclosed Ordinance for fee schedule)
- 11. Why must my application be in the County Clerk's office 10 days prior to the County Board Meeting?**
- Pages 2 and 3 are sent to the Winnebago County Sheriff's Department for background checks on the organization's president, secretary, raffle manager and raffle treasurer.
 - Clearance must be given by the Winnebago County Sheriff's Department before the County Board can approve the license
 - The raffle application will be denied if any of the organization's officers have been convicted of a felony.
- 12. If your license has been approved by the Winnebago County Board it will be mailed to you the day after the County Board Meeting. If your license has not been approved, you will be notified by phone on the day after the County Board Meeting.**


Questions?? Call the Winnebago County Clerk's Office at

815-319-4250

Winnebago County Raffle Ordinance

Class D Raffle License

The Winnebago County Board amended the Ordinance regarding the Class D twelve-month raffle license in 2001. See below for new wording:



(D) Class D: Twelve-month raffle license. A twelve-month raffle license shall permit the conduct of a raffle or raffles, or the sale of chances for a raffle or raffles, in which the maximum value of all cash or non-cash prizes for a single drawing shall not exceed \$5,000.00. Class D raffles shall be licensed annually for a twelve-month period commencing on the day the license is approved by the County Board. Such license shall permit no more than 52 raffles. The aggregate value of all prizes awarded annually shall not exceed \$250,000.00.

The fee for a Class D license shall be \$200.00 payable to the county clerk at the time of application. Such twelve month licenses shall not be prorated as to term or fee.

Limitations of the Class D Twelve-Month License

1. You cannot award a single prize of more than \$5,000. (Section 26-47 (d)) If you want to award more than that amount in a single prize, you must purchase a Class A or B license. **Progressive raffles are also limited by this restriction.** The cash prize can only go to \$5,000. To comply with this provision, when your prize is nearing \$5,000 you must draw until the prize is awarded and then start a new draw.
2. You can hold 52 raffles (one each week) under this raffle license. (Section 26-46 (d)) The Class D license is designed for weekly raffles which occur on the same night each week. **If you hold weekly raffles on more than one night a week, you need a separate license for each night.** Since most of the draws each night are with the same group of people, we interpret the ordinance to allow for multiple draws for prizes each evening. Since they occur on the same night, these draws are considered one raffle. All prizes awarded must be reported on the yellow **Class D & E Quarterly Financial Report** form provided in this packet of information. If you need additional space, you can include the information on a separate sheet and attach it to the form.
3. You must report the winners names for each prize given in each raffle. You will also need to provide the estimated retail value of each gift given. **Section 26-88 (c) of the Ordinance requires that your report be turned into the Clerk's office within thirty (30) days of the drawing.** However, the State's Attorney's Office has agreed that the Clerk can accept reports quarterly (every three months) for D & E license holders. We suggest that you routinely complete your reports during the first week of each month to avoid any reporting problems.

Please read the ordinance to ensure that you fulfill the requirements of the law.



Winnebago County Raffle Application

All questions must be answered completely. If the information requested is duplication, you still must re-enter the information. An incomplete application will delay and possibly result in your raffle not being approved. The Raffle Application must be submitted ten (10) days prior to Board Meeting. Please type or print to ensure legibility.

1. Organization _____ Phone _____

2. Address _____ City _____ State _____ Zip _____

3. Mailing Address (if different from above) _____

4. Location of Raffle Drawing (Name) _____
Address _____

5. Date(s) of Raffle/Drawing(s) (attach separate sheet if necessary) _____

6. Description of Raffle (50/50, Home, Automobile, Money, Prizes, etc.) _____

7. Class of Raffle – Please Check Box:
(see Section 26 – 47 of Winnebago County
Raffle Ordinance for raffle class descriptions)



A B C D E F

8. Ticket Sales are allowed in all cities, village and areas of unincorporated Winnebago County, **EXCEPT** the Village of Durand.

Date of Ticket Sales: From _____ To _____

9. Check type of Organization: (Attach copy of Constitution or Bylaws.)

Religious _____ Charitable _____ Labor _____ Fraternal _____ Educational _____ Veterans _____ **OR**
Emergency Situation _____ Please Explain Situation _____

10. Type of documentary evidence attached: Constitution _____ Bylaws _____ Other _____ Explain below: _____

11. How long has you organization been in existence? _____

12. If incorporated, indicate the state and date of incorporation: State _____ Date of Incorporation _____

13. Incorporation Charter Number _____

14. Number of members in good standing _____

Organization's Name _____

15. Organization's Presiding Officer _____

Maiden Name (if applicable) _____

Social Security # _____

Birth Date _____

Address _____

Day Phone _____ Evening Phone _____

**For Sheriff's Use Only
Do Not Complete**

Presiding Officer
Convicted of a Felony Yes No
Convicted of Gambling Yes No

Officer _____

16. Organization's Secretary _____

Maiden Name (if applicable) _____

Social Security # _____

Birth Date _____

Address _____

Day Phone _____ Evening Phone _____

**For Sheriff's Use Only
Do Not Complete**

Organization's Secretary
Convicted of a Felony Yes No
Convicted of Gambling Yes No

Officer _____

17. Organization's Raffle Manager _____

Maiden Name (if applicable) _____

Social Security # _____

Birth Date _____

Address _____

Day Phone _____ Evening Phone _____

**For Sheriff's Use Only
Do Not Complete**

Organization's Raffle Manager
Convicted of a Felony Yes No
Convicted of Gambling Yes No

Officer _____

18. Organization's Raffle Treasurer _____

Maiden Name (if applicable) _____

Social Security # _____

Birth Date _____

Address _____

Day Phone _____ Evening Phone _____

**For Sheriff's Use Only
Do Not Complete**

Organization's Raffle Treasurer
Convicted of a Felony Yes No
Convicted of Gambling Yes No

Officer _____

19. Total aggregate value of all prizes awarded in a single raffle: \$ _____

20. Maximum value of each prize awarded in a single drawing: \$ _____

List all prizes to be awarded. Attach separate sheet if necessary.

_____ (Prize) _____ (\$ Value)

_____ (Prize) _____ (\$ Value)

_____ (Prize) _____ (\$ Value)

_____ (Prize) _____ (\$ Value)

_____ (Prize) _____ (\$ Value)

21. Maximum price charged for each chance sold: \$ _____

22. Maximum number of raffle chances to be issued: _____

23. Fee due according to classification: \$ _____

24. Current Corporate Fidelity Bond or Personal Surety: Attached On File (check one)

25. Attestation:

"The undersigned attest that the above named organization is organized not for profit under the laws of the State of Illinois and has been in existence continuously for a period of 5 years immediately preceding the date of this application and that during said five (5) year period it has maintained a bonafide membership actively engaged in carrying out its objectives. The undersigned so hereby state under penalties of perjury that all statements in the foregoing application are true and correct; that the officers, operators, and workers of the games of bonafide members of the sponsoring organization and are all of good moral character and have not been convicted of a felony. That if a license is granted hereunder the undersigned, will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois and the County of Winnebago governing the conduct of such games."

Presiding Officer

Secretary

Organizations shall submit applications to the County Clerk's Office located at the County Administration Building, 404 Elm Street, Room 104 at least **ten (10) days prior** to the County Board meeting at which approval is desired. The Board normally meets on the second and fourth Thursday of each month. See back of Information Packet folder for listing of dates.

Applications received after the deadline may not be completely processed in time to submit to the County Board and therefore, may be held and submitted at the following County Board meeting.

Raffle Manager **Bond Fact Sheet**

Your organization must submit one (1) of these two (2) types of bonds with the raffle application. The purpose of obtaining a bond is to assure that your organization will be reimbursed in the event of a loss or theft of raffle money and/or prizes. Below are descriptions of each type of bond so you can determine which is necessary for your organization's raffle.

Types of Bonds

1. Corporate Fidelity Bond

- Must be obtained by an organization conducting a raffle where the total aggregate value of the prizes is \$5,000 or more.
- This type of bond can be purchased from a bond provider. Make sure your bond provider is aware of the following:
 - The insured/obligee is **your** organization and **not** the County of Winnebago.
 - The ordinance provides that the bond must give the County notice within 30 days of the cancellation of the bond.

2. Personal Surety Bond

- Must be obtained by an organization conducting a raffle where the total aggregate value of the prizes is less than \$5,000.
- A personal surety is an individual who - together with the raffle manager - agrees to pay the not-for-profit organization holding the raffle license, the total sum of money equal to the aggregate retail value of all prizes in the event of a loss or theft.
- This type of bond can be obtained by:
 - Completing the **Raffle Manager Personal Surety Bond Form** enclosed in this packet
 - Signing the bond in the presence of a notary and having it **notarized**
 - **Attaching the bond** to the raffle application

Notary Information

Below are some suggested businesses that will notarize your Personal Surety Bond. Bonds can also be notarized at a currency exchange, bank or attorney's office. Some facilities may charge a small fee.

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Telephone Number</u>
Action License & Title	2248 S. Alpine Rd.	Rockford	226-0626
Arnold License	712 Market St.	Rockford	962-8368
Hansen-Kleber Inc.	529 S. State St.	Belvidere	544-2075
Holiday Express	2401 N. Main St.	Rockford	964-7447
Park License	6402 N. 2nd St.	Loves Park	633-5511

Raffle Manager **Personal Surety Bond**

To be used when the aggregate value of prizes is less than \$5,000

KNOW ALL MEN BY THESE PRESENT THAT WE, _____ and
_____ Raffle Manager
_____ are held and bound to _____
Surety Organization's Name
in the sum of \$ _____, equal to aggregate value of all prizes for payment of such we
are obliged.

THE CONDITION OF THE ABOVE PUBLICATION IS SUCH THAT _____
Raffle Manager
being of legal age, has been appointed Raffle Manager for a raffle to be conducted on
_____, 20_____.
Date

NOW, THEREFORE, IF SAID Raffle Manager shall perform and discharge all the duties required of him/her
as raffle manager, then this Bond is to be void; otherwise to remain in full force.

Raffle Manager's Name - Print or Type Raffle Manager's Signature
Address _____ City _____ State _____ Zip _____

Surety's Name - Print or Type Surety's Signature
Address _____ City _____ State _____ Zip _____

I, _____, a notary public in Illinois, certify that
_____ and _____

who are both personally known to me, are the same persons whose names are subscribed to above;
that they appeared before me this day in person and acknowledged that they signed, sealed and deliv-
ered said instrument as their free and voluntary act, for the use and purpose therein set forth.

(seal)

Given under my hand and seal of this date.

Date

Notary Public