

**CITY OF WEST CHICAGO  
RAFFLE LICENSE APPLICATION**

1. Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
2. Date organization was formed \_\_\_\_\_
3. Type of organization operating the raffle \_\_\_\_\_  
(i.e. Non-profit, Charitable, Educational, Religious, Fraternal, Veterans, Labor)
4. Briefly explain for what funds will be used \_\_\_\_\_
5. Location where raffle chances/tickets will be sold \_\_\_\_\_
6. Date(s) on which raffle chances/tickets are to be sold \_\_\_\_\_
7. Date, time and location for determination of winning chance/ticket \_\_\_\_\_  
\_\_\_\_\_
8. Total value of all prizes \_\_\_\_\_
9. Has the applicant, corporation, organization or person who has a proprietary, equitable or credit interest in the raffle ever been convicted of a felony?  
\_\_\_\_\_
10. Has the applicant, corporation, organization or person who has a proprietary, equitable or credit interest in the raffle ever been convicted of a violation of the local ordinance or the ordinance of any other municipality regulating gambling?  
\_\_\_\_\_
11. Name of raffle manager or supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN COMPLETED FORM 2 WEEKS BEFORE SALE OF TICKETS BEGIN TO:  
VALERIA LOPEZ, CITY OF WEST CHICAGO, 475 MAIN STREET, WEST CHICAGO, IL  
60185 OR FAX 630-293-3028 – ANY QUESTIONS CALL 630-293-2200 EXT. 170**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
City Administrator or Designee

**Date/Application Fee Received:** \_\_\_\_\_

NOTICE

In accordance with Illinois Revised Statutes, Chapter 85, Section 2302, licenses shall be issued only to bona fide religious, charitable, labor fraternal, education or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of 5 years immediately before making application for a license and which had had during that entire 5 year period a bona fide membership engaged in carrying out their objects.

I, \_\_\_\_\_do hereby declare, under oath, that the organization named in this application is a not-for-profit organization (as defined in Chapter 85, Section 2302 of the Illinois revised statutes) which has been in existence for a minimum period of 5 years. I hereby state that I have read Section 9-680 Records of Ordinance 1722 attached hereto and will abide by the rules stated therein.

\_\_\_\_\_  
Presiding Officer of Corporation

\_\_\_\_\_  
Secretary of Corporation/Organization

Sworn and Subscribed before me  
this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

WAIVER

The raffle manager or supervisor shall give a fidelity bond in an amount of two times the sum of prizes available in favor of the organization conditioned upon his honesty in the performance of his duties. Terms of the bond shall provide that notice shall be given in writing to the licensing authority not less than 30 days prior to its cancellation. The City of West Chicago may waive this bond requirement by including a waiver provision in the license issued to an organization under this Ordinance 1722, provided that a license containing such waiver provision shall be granted only by unanimous vote of the members of the licensed organization.

I, \_\_\_\_\_, Secretary of \_\_\_\_\_

\_\_\_\_\_, certify that a vote was held on

\_\_\_\_\_, and by unanimous decision by the

members of \_\_\_\_\_Section 9-679

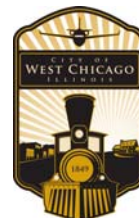
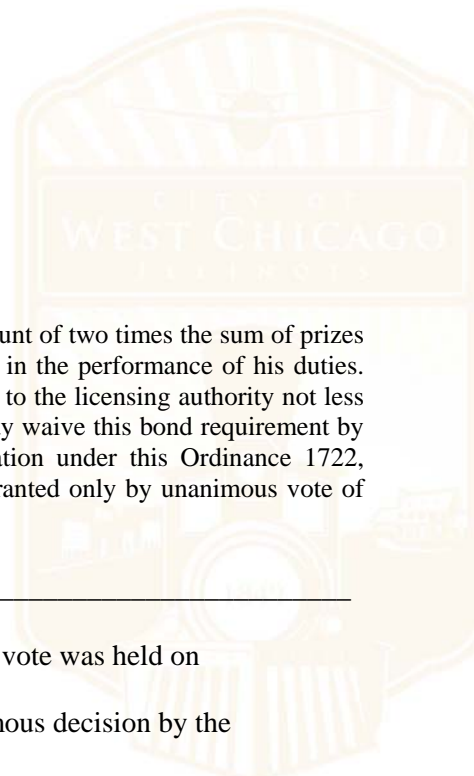
of Ordinance 1722 requiring a fidelity bond is hereby waived.

\_\_\_\_\_  
Secretary of Corporation/Organization

Sworn and Subscribed before me  
this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Sec. 9-679. Raffles; manager, bond.**

All operation of and the conduct of raffles shall be under the supervision of a single raffles manager designated by the organization. The manager shall give a fidelity bond in the sum of an amount determined by the city in favor of the organization conditioned upon his honesty in the performance of his duties. Terms of the bond shall provide that notice shall be given in writing to the city not less than thirty (30) days prior to its cancellation. The City of West Chicago may waive this bond requirement by including a waiver provision in the license issued to an organization under this article, provided that a license containing such waiver provision shall be granted only by unanimous vote of the members of the licensed organization.

(Ord. No. 1722, § 1, 4-2-84)

**Sec. 9-680. Records.**

a) Each organization licensed to conduct raffles and chances 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 programs shall be segregated from other revenues of the organization, and placed in a separate account. Each organization shall have 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 organization.

(c) Each organization licensed to conduct raffles shall report monthly to its members, and to the city, its gross receipts, expenses and net proceeds from raffles, and the distribution of net proceeds itemized as required in this section.

(d) Records required by this section shall be preserved for three (3) years, and organizations shall make available their records relating to operation of raffles for public inspection at reasonable times and places.

Ord. No. 1722, § 1, 4-2-84)