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 PEREZ, 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)