

# KANE COUNTY RAFFLE INSTRUCTIONS

Kane County Ordinance #19-445

Kane County Code License for Raffles and Poker Runs 14-2

Kane County issues raffle licenses for prizes awarded in some villages/cities and all unincorporated areas located in Kane County.

## BEFORE APPLYING FOR A RAFFLE LICENSE WITH KANE COUNTY:

- CONTACT THE VILLAGE OR CITY WHERE YOUR RAFFLE IS TAKING PLACE TO SEE IF YOU SHOULD BE APPLYING WITH THAT GOVERNMENT OFFICE AND NOT KANE COUNTY. IF YOU ARE HOLDING YOUR RAFFLE IN UNINCORPORATED KANE OR IN A CITY OR VILLAGE, THAT HAS DESIGNATED KANE COUNTY AS THE ISSUING AUTHORITY, THEN YOU WILL APPLY WITH KANE COUNTY.
- IF YOU HAVE CONTRACTED WITH A THIRD PARTY, WHO WILL BE ACTING UNDER YOUR SUPERVISION TO PROVIDE SERVICES IN CONNECTION WITH THIS RAFFLE, PLEASE LIST THEM ON THE APPLICATION.
- THE LICENSE IS TO BE OBTAINED FROM THE CITY, VILLAGE, OR COUNTY WHERE THE PRIZE IS GOING TO BE AWARDED.
- ORIGINAL SIGNED APPLICATIONS/BONDS SUBMITTED ONLY. NO FAXES, COPIES OR EMAILED COPIES.

Please Note: If your organization has NOT been in existence continuously for at least five years AND is NOT a non-for-profit organization, you cannot file for a raffle license unless your organization is a non-profit fundraising organization that the County Clerk determines is organized for the sole purpose of providing financial assistance to individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster.

Each raffle license is good for one raffle only. The application must be signed by three different people; a presiding officer, a secretary and the raffle manager of your organization. The raffle bond must be completed by the raffle manager and the surety, and signed in front of a notary public. The raffle manager cannot be the surety. The surety has to be someone in the organization other than the raffle manager. Incomplete or incorrect applications will be returned to the applicant along with a checklist of items that need to be addressed. Any raffle in which the aggregate value of the prizes is less than five hundred dollars (\$500.00) shall be considered automatically licensed without necessity of application. The clerk will act on a license application within 30 days of the date of the application. Questions call 630-232-5950.

## AFTER THE RAFFLE

Each licensee shall within 30 days of the conclusion of any raffle file a report with its membership and the Kane County Clerk's Office with the following details: the gross receipts generated as a result of the raffle; an itemized list of all reasonable operating expenses affiliated with the raffle; net proceeds from the event; an itemized distribution list of the net proceeds and a list of prize winners. Licensees should review all sections of the Kane County Code pertaining to raffles because all licensees are charged with knowledge of the record keeping requirements as well as all other section of the Code applicable to the event. Violation of the Ordinance or any section or subsection thereof shall be chargeable as an ordinance violation with a fine not to exceed \$1,000.00 per violation of each section or subsection or in such amount as prescribed in 55 ILCS 5/5-1113, as from time to time amended.

# APPLICATION FOR CONDUCTING A RAFFLE KANE COUNTY, ILLINOIS

Kane County Ordinance #19-445 Kane County Code Licenses for Raffle and Poker Runs 14-2  
(Good for one raffle only)

1. Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Type of Organization:     Religious                       Fraternal                       Labor  
    Charitable                       Educational                       Veterans

Date Group Organized \_\_\_\_\_ Chartered or Incorporated (If Applies): \_\_\_\_\_

2. Date winners determined \_\_\_\_\_ Location of Award \_\_\_\_\_

Time \_\_\_\_\_ Ticket Price \_\_\_\_\_ Date of Ticket Sales \_\_\_\_\_

Area where tickets sold \_\_\_\_\_

3. List any third parties that your organization has contracted with and will be acting under the Organization's supervision to provide services in connection with this raffle.

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

4. Prizes to be awarded:

Quantity	Prize	Value of Each	Total Value
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach additional sheet if necessary

**TOTAL AGGREGATE VALUE OF PRIZES: \$** \_\_\_\_\_

I certify that this organization is non-for-profit: it has been in existence continuously for at least five years; it has maintained a bona fide membership engaged in carrying out its objectives; or it is a non-profit fundraising organization organized for the sole purpose of providing financial assistance to individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster. I further certify that all of the information provided in this application is true to the best of my knowledge.

5. Presiding Officer \_\_\_\_\_ Date Signed \_\_\_\_\_

Secretary \_\_\_\_\_ Date Signed \_\_\_\_\_

Raffle Manager Full Name (Print) \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

### KANE COUNTY FEE SCHEDULE

<u>Aggregate Value</u>	<u>Fee</u>
\$500 - \$5,000	\$14.00
\$5001 - \$500,000.00	\$25.00

\*\*\*Please note: Aggregate prize value less than \$500.00, no fee and considered automatically licensed without the necessity of an application.

**Office Use Only**

Application Approved Date \_\_\_\_\_ Clerk Initials \_\_\_\_\_ John A. Cunningham, Kane County Clerk

Fee Paid \_\_\_\_\_ License Number \_\_\_\_\_ Bond Received \_\_\_\_\_ Final Report \_\_\_\_\_

**Official Bond for Kane County Raffle Manager**

This bond COMPLETED ONLY if total retail value of prizes is fifteen thousand dollars (\$15,000.00) or less. If total retail value of the prizes exceeds fifteen thousand dollars (\$15,000.00), a corporate surety bond is required. **Ordinance #19-455 Kane County Code Licenses for Raffle and Poker Runs 14-2**

**Know all men by these presents that we,**

\_\_\_\_\_ and \_\_\_\_\_  
Raffle Manager Surety

Are held and bound to \_\_\_\_\_  
Name of Organization

In the sum of \$\_\_\_\_\_, equal to aggregate retail value of all prizes, for the payment of such we are obliged. The condition of the above obligation is such that \_\_\_\_\_ being of legal age, has  
Raffle Manager  
been appointed Raffle Manager for a raffle to be conducted on: \_\_\_\_\_, 20\_\_\_\_\_.

**Now, therefore,** if the 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Raffle Manager

\_\_\_\_\_  
Street Address City State Zip Code  
I, \_\_\_\_\_, a notary public in Illinois certify that

\_\_\_\_\_ is the same person whose name is subscribed to above; that they appeared before me this day in person and acknowledged that the signed, sealed and delivered said instrument as their free and voluntary act, for the use and purposes therein set forth. Given under my hand and seal on this date.

Date \_\_\_\_\_

SEAL Notary Public Signature \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Surety

\_\_\_\_\_  
Street Address City State Zip Code

I, \_\_\_\_\_, a notary public in Illinois certify that

\_\_\_\_\_ is the same person whose name is subscribed to above; that they appeared before me this day in person and acknowledged that the signed, sealed and delivered said instrument as their free and voluntary act, for the use and purposes therein set forth. Given under my hand and seal on this date.

Date \_\_\_\_\_

SEAL Notary Public Signature \_\_\_\_\_