



CITY OF SANDWICH RAFFLE LICENSE APPLICATION

Incomplete applications will not be accepted. One application per raffle.

Submit completed applications to: City of Sandwich, 144 E Railroad St., Sandwich, IL 60548.
Applications for a raffle shall be made at least FOURTEEN (14) calendar days prior to the sale of any raffle chances.

1. Organization Name: _____
2. Organization Address: _____
3. Mailing Address (if different): _____
4. Check type of not-for-profit organization (must be in existence for a period of five years and attach documentary evidence):

<input type="checkbox"/> Religious	<input type="checkbox"/> Charitable	<input type="checkbox"/> Labor
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Educational	<input type="checkbox"/> Veterans
5. How long has the organization been in existence: _____
6. Place and date of incorporation (please include applicant's IRS letter of determination):

7. Officer Information:
President/Chairperson: _____
Address: _____
D.O.B: _____ Phone: _____ Email: _____

Secretary: _____
Address: _____
D.O.B: _____ Phone: _____ Email: _____

Raffle Manager: _____
Address: _____
D.O.B: _____ Phone: _____ Email: _____
8. Date(s), times, and location for raffle ticket sales: _____

9. Name and location for determining winners: _____
10. Date(s) for determining winners (include days of week): _____
11. List of prizes and the retail value of each prize to be awarded in a single raffle: _____

(Attach additional page if needed)

12. Maximum price charged of each ticket (chance) sold: \$ _____

13. Fidelity Bond: *All operations and conduct of raffles shall be under the supervision of a single raffle manager as designated on the license application. The Fidelity Bond shall be given in the sum of the aggregate retail value of the prizes as set out on the application. The bond shall be in favor of the organization conditioned upon the raffle manager's honesty in the performance of his/her duties. The bond shall provide that notice shall be given in writing to the licensing authority not less than thirty (30) days prior to its cancellation period. If the retail value of the prizes exceeds one thousand dollars (\$1,000.00), the bond shall be a Corporate Surety Bond.* Fidelity Bond
 Corporate Surety Bond
(Over \$1,000)

14. The fee for a license to operate a raffle shall be as follows:

Aggregate Prize Value	Fee
Less than \$500.00	None
\$501.00 to \$1,000.00	\$10.00
\$1,001.00 to \$5,000.00	\$25.00
All progressive raffles, in increments of \$5,000.00	\$10.00 to \$5,000.00

"The undersigned attest that the above-named organization is an organization not-for-profit under the law of the State of Illinois and has been continuously in existence for five (5) years, preceding date of this application, and that during this entire five (5) year period preceding date of application, it has maintained a bona fide membership actively engaged in carrying out its objectives. The undersigned do 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 game are bona fide 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 this jurisdiction governing the conduct of such games."

President/Chairman (Signature & Date)

Secretary (Signature & date)

Raffle Manager (Signature & Date)

OFFICE USE ONLY:	
Date Received: _____	Fee: \$ _____
Fidelity Bond: <input type="checkbox"/> Yes <input type="checkbox"/> No	Corporate Surety Bond <input type="checkbox"/> Yes <input type="checkbox"/> No
IRS Letter of Determination: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval: _____	Date: _____

APPROVED APPLICATION SERVES AS LICENSE