

SCHEDULE "A"

By-law No. 10/05
Raffle Lottery



APPLICATION TO MANAGE AND CONDUCT A RAFFLE LOTTERY

(Prize Value Less Than \$3,000.00)

SECTION A: ORGANIZATION INFORMATION

1. FULL NAME OF ORGANIZATION

2. ADDRESS OF ORGANIZATION

Street Address Town Mailing Address Town Postal Code

3. ORGANIZATION'S MANDATE OR OBJECTIVES

4. EXECUTIVES OF THE ORGANIZATION

Please Print	Name	Address – Home & Mailing	Telephone Bus/Home
President/Chair			
Vice Pres./Chair			
Secretary			
Treasurer			

5. RAFFLE CONTACT

Please Print	Name	Address – Home & Mailing	Telephone Bus/Home
Raffle Chair			
Raffle Vice Chair			

6. ADDRESS AT WHICH ORGANIZATION'S RECORDS KEPT

7. TO WHOM AND TO WHAT ADDRESS WOULD IMPORTANT NOTICES BE SENT

8. CERTIFICATION

We the undersigned hereby certify on behalf of the Organization that the information furnished on this Application is true and correct and that we have read, understood and agree to abide by the terms and conditions applicable to this proposed Raffle Lottery.

Position	Print Name	Signature

TWO OFFICERS AND/OR ONE OFFICER AND THE RAFFLE CHAIR OR RAFFLE VICE CHAIR MUST SIGN THE APPLICATION

9. DATE OF APPLICATION

Month, Day, Year

SECTION B: FINANCIAL INFORMATION

10. ANTICIPATED REVENUE

COLUMN "A"

Ticket Price	Ticket #'s	# of tickets		Calculation	\$ Revenue
\$ _____ each	_____ to _____	_____	X	\$ _____	\$ _____
_____ tickets for	_____ to _____	_____	÷	_____ X	_____
\$ _____	_____ to _____	_____		\$ _____	\$ _____
	TOTAL # OF TICKETS	_____		TOTAL	\$ _____

11. ESTIMATED EXPENSES (exclude prizes and license fee)

COLUMN "B"

Ticket Printing	\$
Advertising	\$
Other: Specify	\$
NOTE: TOTAL OF COLUMN "B" <u>CANNOT EXCEED</u> 20% OF TOTAL COLUMN "A"	
TOTAL	\$

**12. HOW WILL PROFITS FROM RAFFLE LOTTERY BE USED?
(Please be as specific as possible)**

PURPOSE/INTENT/PROJECT	% FOR EACH
1.	
2.	
3.	
4.	
5.	
TOTAL	100%

13. DOES YOUR ORGANIZATION HAVE CURRENT FUNDS TO COVER THE COST OF PRIZES?

- YES

- NO

14. BANKING INFORMATION

Name & Address of Organization's Financial Institution

Account #

SECTION C: DETAILS OF PROPOSED RAFFLE LOTTERY

15. PRIZES

Drawn in order of: (1 st , 2 nd , 3 rd)	Prize Description	Prize Value (do not include applicable taxes)

TOTAL \$ _____

Cannot exceed \$3,000.00

16. DRAW INFORMATION

FINAL DRAW	DATE	TIME	DRAW LOCATION
Early Bird Draw(s)			

17. ANY RULES GOVERNING THE RAFFLE LOTTERY

(eg. Age limit on purchasing Ticket, if members of the organization may purchase ticket, restrictions on winning a prize, how unclaimed prizes will be handled).

SCHEDULE "B"

**By-law No. 10/05
Raffle Lottery**

**LICENSE FEE
(pursuant to Section 8)**

1. The license fee payable upon approval of an application to conduct a Raffle Lottery shall be:

**5% of the total value of the prizes(s) to be awarded
(exclusive of any applicable taxes)**

SCHEDULE "D"

By-law No. 10/05

RAFFLE LOTTERY

FINANCIAL REPORT



MUST BE COMPLETED AND FILED WITH THE TOWN WITHIN SIXTY (60) DAYS OF THE DRAW DATE.

LICENSEE: _____

LICENSE NO: _____

DRAW DATE: _____

FINANCIAL

Gross Revenues (Ticket Sales) \$ _____ **A**

LESS - Prize Cost \$ _____ **B**
TOTAL PRIZE COST

LESS - Expenses - advertising \$ _____
 - printing \$ _____
 - other (specify) \$ _____
 - License Fee \$ _____ **C**
TOTAL EXPENSES

NET PROCEEDS OF RAFFLE LOTTERY ("A" minus "B and C") \$ _____ **D**

DISTRIBUTION OF PROCEEDS

Net proceeds were distributed as follows

Purpose/Project/Organization	Date of Payment	Name of Payee / Recipient	Address of Payee / Recipient	Amount of Payment
TOTAL DISTRIBUTED (TO BE SAME AS "D")				\$ _____ D

TICKETS:

Number of Tickets Printed _____

Price Per Tickets \$ _____

Less:

Number of Unsold tickets on hand _____

Number of tickets sold and funds
accounted for _____

CERTIFICATION:

I hereby certify that the foregoing is a true and correct financial reporting for the funds of the Raffle Lottery licensed under License No. _____.

Treasurer

Raffle Chair (Vice Chair)

Date

NOTE

All Records relating to the conduct and operation of a Raffle Lottery, including unsold tickets and tickets stubs must be kept by the Licensee for at least three (3) years from the date of the draw(s) unless otherwise approved in writing by the Town.