



**APPLICATION TO CONDUCT RAFFLES**  
**CITY OF URBANA**  
400 South Vine Street  
Urbana, Illinois 61801



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

Organization address \_\_\_\_\_

Organization telephone number \_\_\_\_\_

Organization email address \_\_\_\_\_

Length of time organization has been in existence \_\_\_\_\_

Representative who can be contacted at all times:

Name \_\_\_\_\_ Telephone number \_\_\_\_\_

Name of person applying on behalf of organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Position or representative capacity \_\_\_\_\_

Location or locations at which winning chances will be determined \_\_\_\_\_

Time period during which raffle chances will be sold or issued \_\_\_\_\_

Time or times of determination of winning chances \_\_\_\_\_

Amount to be charged for each chance \_\_\_\_\_

Number of raffles to be conducted in a one-year period \_\_\_\_\_

**TYPE OF RAFFLE:**

\_\_\_\_ Single      \_\_\_\_ Multiple

\_\_\_\_ Progressive      \_\_\_\_ Multiple/Continuous Progressive

**RAFFLE LICENSE FEE:**

\_\_\_\_ \$ 10.00 (Prizes or merchandise not exceeding \$5,000)

\_\_\_\_ \$ 25.00 (Prizes or merchandise valued at more than \$5,000 but not exceeding \$25,000)

\_\_\_\_ \$150.00 (Prizes or merchandise exceeding \$25,000)

**FOR OFFICE USE ONLY**

License # \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

License Fee: \$ \_\_\_\_\_

We hereby affirm:

- The organization to be licensed is a non-profit organization that operates without profit to its members, has been in existence continuously for a period of not less than five (5) years immediately before making application for a license, and which has during that entire five-year period been engaged in carrying out its objective; or the organization is a non-profit fundraising organization providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as a result of illness, disability, accident or disaster.
- The entire net proceeds of the proposed raffle will be exclusively devoted to the lawful purpose of the organization seeking the license.
- The retail value of all prizes or merchandise in a single raffle will not exceed \$1,000,000.
- No person except a bona fide director, officer, employee, or member of the sponsoring organization shall manage or participate in the management or operation of the raffle.
- No person shall receive any remuneration or profit for managing or participating in the management or operation of the proposed raffle.
- All tickets or chances will contain the City of Urbana raffle license number.
- The organization will report gross receipts, expenses, net proceeds, and distribution of net proceeds from each raffle in writing to the Urbana City Clerk within 30 days following the determination of winning chances.
- The organization will preserve records of its gross receipts, expenses, net proceeds, and the distribution of net proceeds from the raffle for three (3) years after each raffle and make such records available for public inspection at reasonable times and places.

*We swear or affirm that the information contained in this application is true and that we are authorized to make this application on behalf of the above-named organization.*

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

Return application to:  
Urbana City Clerk  
400 South Vine Street  
P.O. Box 219  
Urbana, Illinois 61801