



Borough of Mendham Morris County, New Jersey

2 W. Main Street
Mendham, NJ 07945
973-543-7152 Ext. 15
973-543-7202 Fax
clerk@mendhamnj.org
www.mendhamnj.org

Games of Chance (Raffles, Bingo, Etc.) WHAT YOU NEED TO KNOW

Initial Application to Register an Organization

The Legalized Games of Chance Control Commission (LGCCC) falls under the NJ Division of Consumer Affairs. Their job is to oversee legalized games in NJ. Every organization interested in conducting games of chance must apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club the LGCCC can grant a Registration Certificate reflecting its unique identification number. Visit <https://www.njconsumeraffairs.gov/lgccc/Pages/default.aspx> to apply or renew a Registration Certificate.

Applying for a License Through the Municipality Where Games of Chance will Occur

Once a Registration Certificate is issued by the State, an organization may apply for a Municipal License to hold games of chance. License applications shall be filed in duplicate with the Municipal Clerk and the State Registration Certificate must be provided with each application. An application is required for each game of chance. All signatures must be originals and at least 2 signatures must be on the application. All applications must be filled out completely and notarized. A sample ticket of any Off Premises Raffle awarding cash or Off Premises Merchandise Raffle must be provided with the application. Off Premises means the winner does not need to be present at the time of drawing and/or tickets are sold in advance of the drawing. The State application fee is submitted to the Municipal Clerk. **In Mendham Borough the application requires Governing Body approval.** Please visit www.mendhamnj.org for full meeting schedule. Once the Governing Body approval is obtained the Municipal Clerk files the application with LGCCC. The Municipal Clerk may not issue a License for fourteen (14) business days after filing with LGCCC. When the LGCCC issues its approval the completed application, with Municipal License number will be returned to the applicant. ***It is advised that raffle tickets not be printed until the Municipal License is issued.***

After the Event - Games of Chance Operations Report

The Report of Operations shall be filed by the licensee with the LGCCC no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held. If the Report of Operations is not filed any future applications will be denied by the LGCCC.

Games of Chance License Fees

Agricultural Fairs / 4-H Clubs / Exhibitions License

Fee shall pay an annual fee of \$50.00 per game; except that, any association which is nonprofit shall be exempt from payment of any State license fee if the proceeds from the games are used for charitable purposes. Where the operator of the game at an agricultural fair and exhibition conducted under the auspices of such an association is to be a person holding a concession to operate at the fair and exhibition from the association holding the same, such operator shall pay for the State license an annual fee of \$50.00 for each game to be operated at the fair and exhibition, but if said operator is a licensee under the "Amusement Games Licensing Law" and has paid the annual fee of \$250.00 for a State license, he shall not be required to pay the said fee of \$50.00 for each game to be operated unless he operates more than five games, in which case he shall pay for the State license an additional annual fee of \$50.00 for each game in excess of five.

Arcade License

Fee is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate up to fifty (50) player positions and \$10.00 for every additional player position over the initial fifty (50) player positions.

Armchair Race

Licensing fees payable by law to the Control Commission for this type of license is \$50.00 per licensed day of operation.

Bingo

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each occasion on which any game or games of bingo are to be conducted under the license.

Calendar Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

Casino Night

Licensing fees payable by law to the Control Commission for this type of license is \$100.00 for each day of operation.

Duck Race

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

Golf Hole-in-One Contest

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part of the total retail value of the ancillary prize(s) offered.

Instant Raffle Game

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which instant raffle tickets are sold or offered for sale, or \$750.00 for a one-year license to sell, or to offer for sale, instant raffle tickets during that year.

Non-Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location.

Off Premises 50-50 Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 paid at the time the application is filed for each day on which a drawing(s) is to be conducted under the license. In the event the awarded prize exceeds \$1,000, then an additional fee of \$20.00 for each \$1,000 or part thereof in value of the awarded prize(s) in excess of \$1,000 shall be forwarded to the Control Commission by check payable to the Commission together with the Report of Operations as required by N.J.A.C. 13:47-9.

On Premises 50/50 Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated prize is in excess of \$400.00. Otherwise, there is no license fee.

Off Premises Merchandise Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each \$1,000 or part thereof of the total retail value of the prize(s) to be awarded.

On Premises Merchandise Draw Raffle

Licensing fees payable by law to the Control Commission for this type of license is \$20.00 for each day on which a drawing(s) is to be conducted under the license only if the anticipated retail value of the merchandise prize(s) is in excess of \$400.00. Otherwise, there is no license fee. In the event the total retail value of the merchandise prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9. In the event the prize(s) awarded exceeds \$400.00, the licensee shall submit a check or money order made payable to Commission in the amount of \$20.00 at the time of filing the report of operations required by N.J.A.C. 13:47-9.

Recognized Amusement Park / Shore Resort or Resort Area License

Is an annual fee of \$250.00 payable to the Commission, which allows the licensee to operate a single certified skill game.

Prohibited Prizes

No licensee shall offer any prize of real estate or an interest therein, bonds, stocks, securities, weapons, live animals, personal or professional services, motor vehicle leases, foreign or domestic coins, or any merchandise refundable in any of the foregoing or in money or cash.

No prize consisting of cash or money may be offered or awarded except in the case of a 50/50 raffle.

Applications, Etc.

Below please find the following applications for each reference:

1. **NJ Initial Affidavit and Application for Biennial Registration** – this form is to be used for initial registration with the State. Once approved the State will issue a Registration #. Once registration is issued it must be renewed every 2 years.
2. **The Legalized Games of Change Control Commission Bingo and Raffle License Process Instructions** – information on the licensing process.
3. **Application for a Raffle License** – to be completed by applicant for each raffle (1 application per raffle type). 2 completed and notarized copies are submitted to the Municipal Clerk.
4. **LGCCC Form 13 Statement of Raffle Equipment Supplier Lessor** – to be completed when a raffle application requires leased equipment.
5. **Sample Ticket for Off Premises Merchandise Raffle** – example of a ticket for off premises merchandise raffle. Off premises means the winner does not need to be present at the time of drawing and/or tickets are sold in advance of the drawing. A sample ticket must be submitted with the application.
6. **Sample Ticket for Off Premises Raffle Awarding Cash** - example of a ticket for off premises cash raffle. Off premises means the winner does not need to be present at the time of drawing and/or tickets are sold in advance of the drawing. A sample ticket must be submitted with the application.
7. **Application for a Bingo License** - to be completed by applicant for each bingo event (1 application per event). 2 completed and notarized copies are submitted to the Municipal Clerk.
8. **Electronic Bingo Equipment Certification** – to be completed when a Bingo event uses electronic equipment.
9. **LGCCC Form 10-A Statement of Landlord** – to be completed when a Bingo event is at a rented premises.
10. **Application to Amend a Raffle or Bingo License** – to be completed if the State requests a change to the original application. 2 completed and notarized copies are submitted to the Municipal Clerk.
11. **Instructions for Filing the Raffle Report of Operations** – instructions with report that needs to be submitted to the State after the raffle.
12. **Instructions for filing the Bing Report of Operations** – instructions with report that needs to be submitted to the State after a Bingo event.



New Jersey Office of the Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, P.O. Box 46014
Newark, N.J. 07101
(973) 273-8000

Political clubs and organizations are not eligible to apply for Registration.

Initial Affidavit and Application for Biennial Registration Instructions

Attached are the materials needed to apply for registration as an organization qualified to conduct games of chance. Please take a moment to review the instructions below.

Failure to follow the instructions and submit all of the required documentation will result in delays and/or rejection of the application.

- ◆ The fee of \$100.00 is nonrefundable and nontransferable. The check must be made payable to the “Legalized Games of Chance Control Commission.”
- ◆ The application is to be completed in its entirety by an elected officer (as defined by the bylaws) of your organization.
- ◆ On the line requesting that a telephone number be provided, please write in the number of the organization or the number of a contact person who is able to answer questions with regard to the application.
- ◆ Unless your organization is established for religious purposes or is associated directly with an organization established for religious purposes, registration with the Division of Consumer Affairs’ Charities Registration Section is most likely required. If you have questions regarding registration with the Division of Consumer Affairs’ Charities Registration Section, please call **(973) 504-6215**.
- ◆ The completed application and affidavit together with the fee must be returned to the Legalized Games of Chance Control Commission at P.O. Box 46014, Newark, NJ 07101.

Affidavit

Enter the county in which the organization is located.

- Section 1. Print the name of the elected officer filling out the application.
- a. Print the name of the organization.
 - b. Print the title of the office held by the person filling out the form.
- Section 2. Record the correct mailing address of the organization.
- Section 3. List the names, titles, addresses and dates of birth of all officers and trustees of the organization. Use a separate sheet of paper if additional space is required. (Note: officers and trustees must be at least 18 years of age. You must list no fewer than 5 names.)
- Section 4. Please check which option applies to your organization:
- [] If the organization has been incorporated please attach:

A. A true copy of the organization's articles of incorporation along with true copies of any and all amendments to the articles of incorporation. A true copy will bear a stamp indicating that the document has been filed with the proper agency in the **state in which the organization was incorporated**.

1) If you are a corporation incorporated in New Jersey, call the Commercial Recording and Business Services line at (609-292-9292) for help in obtaining true copies of your articles of incorporation,

B. If the applicant organization is a corporation incorporated in a state other than New Jersey, in addition to the true copies of the articles of incorporation and any and all amendments to the articles of incorporation, you will also need to provide 1) a completed and notarized Form LGCCC 12A, and 2) a copy of the organization's Certificate of Authority to do business in New Jersey.

C. A current copy of the organization's constitution and bylaws signed by the elected officers of the organization and indicating the date the bylaws were adopted.

[] If the organization is **not** incorporated, indicate whether it is officially registered as an association. If registered, indicate whether it is officially registered as an association. If registered, indicate the municipality and/or county in which the association is registered. Please attach:

◆ A current copy of the organization's constitution and bylaws, signed by the elected officers of the organization, which indicates the date the bylaws were adopted.

[] If the organization is not formally incorporated or associated, please attach:

◆ A current copy of the organization's constitution and bylaws, signed by the elected officers of the organization, which indicates the date the bylaws were adopted.

Section 5. Indicate whether your chapter, lodge, club or organization is chartered from a national or state organization. If the organization is chartered, include the full name, address and telephone number of the parent organization and attach:

A. A true copy of the parent organization's articles of incorporation bearing a stamp indicating that they have been filed with the proper agency in the state of incorporation;

B. A current copy of the parent organization's constitution and bylaws; and

C. A copy of the charter issued to your organization by the parent organization or a letter from the parent organization stating that your organization is a member in good standing.

Section 6. State what will happen to the remaining assets of the organization if the organization should be dissolved. Indicate where that provision is located in the organization's articles of incorporation, constitution or bylaws, or the constitution and bylaws of the parent organization.

Section 7. Sign the form in the presence of a notary public or an attorney. The signature must be that of the person indicated at line #1 of the Affidavit.

Failure to follow instructions and submit all of the required documentation will result in delays and/or rejection of the application.



Political clubs and organizations are not eligible to apply for Registration.

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Definition of Terms

“Qualified organization” means a bona fide organization or association of veterans, religious congregation, religious organization, charitable organization, educational organization, fraternal organization, civic and service club, officially recognized volunteer fire company, officially recognized first aid squad and officially recognized rescue squad, and senior citizens' association or club which:

1. Is organized as a non-profit or religious organization and is authorized by its certificate or articles of incorporation, bylaws or other written authority to support one of the authorized purposes;
2. Appoints the Executive Officer of the Control Commission as agent for the service of process [use form LGCCC 12A (revised 01/10/2007)]; and
3. **Is constituted of not less than five individuals.**

(See, N.J.A.C.13:47-1.1)



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Political clubs and organizations are not eligible to apply for Registration.

Initial Affidavit and Application for Biennial Registration

ID number _____

For Office Use Only:

Please note that a nonrefundable, nontransferable application fee of \$100.00 (a certified check or money order made payable to: "Legalized Games of Chance Control Commission") must accompany this application.

Organization Information:

Organization's name	Street address		
City	State	ZIP code	County
Name of contact person	Telephone number (Include area code)	E-mail address	

Please provide your FEIN/Taxpayer ID number? _____
Required

Are you currently registered with the Division of Consumer Affairs' Charities Registration Section? Yes No
 If "Yes," please provide the Charities Registration number _____ .

Does the organization raise less than \$10,000 per year? Yes No

If the answer to the first question is "No," please explain the reason(s) for not being registered with the Charities Registration Section. If you need information regarding whether you need to register with the Charities Registration Section, please call **(973) 504-6215**.

(Use additional sheets of paper if necessary.)

AFFIDAVIT

State of New Jersey
 County of _____

1. I, _____, of full age being duly sworn upon my oath, depose and say:
 - a. I am an elected officer of _____ ("Organization").
 - b. I hold the office of _____ .

2. The mailing address of the Organization is:

Street address	City
State	ZIP code

3. The names, titles, addresses, telephone numbers and dates of birth of all officers and trustees of the Organization are: **(You must list 5 names.)**

Name and title	Address
Telephone number (include area code)	Date of birth
Name and title	Address
Telephone number (include area code)	Date of birth

_____	_____
Name and title	Address
_____	_____
Telephone number (include area code)	Date of birth
_____	_____
Name and title	Address
_____	_____
Telephone number (include area code)	Date of birth
_____	_____
Name and title	Address
_____	_____
Telephone number (include area code)	Date of birth

(Use additional sheets of paper if necessary.)

4. Please check one:

- Applicant Organization is a corporation incorporated in the State of New Jersey in 20____. Attached to this registration application are true copies of the articles of incorporation, constitution and bylaws. (Note: If applicant Organization is a corporation incorporated in a state other than New Jersey, attach to this registration application the following: a) **true copies of the applicant's articles of incorporation, constitution and bylaws**, b) **A completed and notarized Form LGCCC 12A**, and c) **A copy of the organization's Certificate of Authority to do business in New Jersey. Please call the Commercial Recording and Business Services Line at (609) 292-9292 for assistance, if necessary.**)
- Applicant Organization is an association which **is/is not** registered with the County Clerk's office in _____ (municipality and/or county), New Jersey. Attached to this registration application are true copies of the association's constitution and bylaws.
- Applicant Organization has not been formally incorporated or associated. True copies of the written authority (constitution and bylaws) under which it operates are attached to this registration application.

5. Applicant Organization **is/is not** chartered from a state or national organization. If the Organization is chartered from a state or national organization, give the full name, address and telephone number of the organization below:

_____	_____
National or state organization's name	Street address
_____	_____
City	State ZIP code Telephone number (Include area code)

Attach to this application the true copies of the state or national organization's articles of incorporation, constitution and bylaws, **and a copy of the charter issued to your chapter, or a letter from the national organization stating that your chapter is in good standing with the national organization.**

6. Upon dissolution of the applicant Organization, net proceeds from games of chance will be distributed by the following procedure: (**Note:** If no provisions exist, provide a copy of an amendment to the organization's articles of incorporation, bylaws or constitution stating what will happen to the remaining assets of the organization if it should dissolve.)

Please indicate the provision in the articles of incorporation, bylaws or constitution that sets forth the procedure for dissolution.

7. In making this application to the New Jersey Legalized Games of Chance Control Commission for registration as an organization qualified to conduct games of chance under the provisions of Title 5 of the New Jersey Revised Statutes and the regulations of the Legalized Games of Chance Control Commission, I swear (or affirm) that I am an elected officer of the applicant Organization and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny registration or to withhold renewal of, or to suspend or revoke, a registration issued by the Legalized Games of Chance Control Commission.

I further swear (or affirm) that I fully understand that in receiving registration from the Legalized Games of Chance Control Commission, the applicant Organization agrees to be governed by N.J.S.A. 5:8-1 et seq., the Bingo Licensing Law, N.J.S.A. 5:8-24 et seq., the Raffles Licensing Law, N.J.S.A. 5:8-50 et seq., and the regulations governing the conduct of legalized games of chance, N.J.A.C. 13:47-1.1 through 13:47-20.41.

Sworn and Subscribed to before me
 this _____ day of _____, _____
 Month Year

_____	_____
Signature of Notary Public	Signature of Elected Officer of Applicant Organization

_____	_____
Date commission expires	Print Name of Elected Officer of Applicant Organization

**Return this form and the biennial registration fee of \$100.00 to:
 Legalized Games of Chance Control Commission, P.O. Box 46014, Newark, N.J. 07101**



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The Legalized Games of Chance Control Commission Bingo and Raffle License Process Instructions

New Jersey allows certain types of gaming by specific types of non-profit organizations. There are detailed licensing procedures that must be followed, as well as special restrictions on how the proceeds derived from permitted games of chance may be used. Many non-profit groups that would qualify to conduct games of chance are unaware of the licensing requirements imposed by law and the civil penalties that may be assessed for conducting such gaming without a license.

A majority of gaming by non-profits is conducted in the form of bingo and raffles. Accordingly, this posting focuses specifically on gaming under the Bingo Licensing Law¹ and the Raffles Licensing Law² (together referred to as bingo and raffles licensing laws), and the corresponding regulations established under them.³

The Licensing Process

The bingo and raffles licensing laws provide a dual licensing mechanism, in which the municipality where the gaming will be conducted ultimately issues the license to a qualified fund-raising organization. Thus, the location where the gaming activity is going to be conducted is extremely important, because the particular municipality determines whether the gaming will be permitted. The bingo and raffles licensing laws operate only in those municipalities where they have been adopted by public referendum.

Organizations desiring to be licensed to conduct bingo or raffles must begin with the Legalized Games of Chance Control Commission, established under the Department of Law and Public Safety to administer the bingo and raffles licensing laws.⁴

In order for an organization to apply for a municipal license, it first must register with and obtain an “**Identification Number**” from the Commission.

In order to register, the organization must submit a completed application, including a nonrefundable, biennial registration fee of \$100.00 dollars⁵; a copy of its constitution and bylaws; a list of the names, addresses and ages of each member of its organization; and if incorporated, a copy of its articles of incorporation filed with the Secretary of State.⁶

The Commission will then analyze whether the organization is a “qualified” non-profit organization, as discussed on the following page.

Qualified Organizations

Not all non-profit organizations are qualified to conduct games of chance pursuant to the bingo and raffles licensing laws. Qualified organizations include bona fide organizations or associations of veterans of any war in which the United States has been engaged, churches and or religious congregations and religious organizations, charitable, educational and fraternal organizations, civic and service clubs, senior citizen associations and clubs, officially recognized volunteer fire companies and officially recognized volunteer first aid or rescue squads.⁷ If the Commission determines that an organization falls within one of the above categories, it will review the following:

1. Documentation indicating whether the organization is incorporated, whether it is incorporated in New Jersey as a religious corporation or as an association not-for-pecuniary profit, and is empowered by its articles of incorporation to further one or more of the authorized purposes defined by the regulations. If incorporated out of the state of New Jersey, a form 12A must be completed;
2. Documentation showing that if it is not incorporated, whether it is organized in New Jersey as a religious or other organization not-for-pecuniary profit, and is authorized by its written constitution, bylaws or charter to further one or more of the authorized purposes;
3. Documentation indicating whether the organization is comprised of a membership of not less than five (5) persons;
4. Documentation indicating whether the organization relies primarily on funds from sources other than the conduct of games of chance for furthering its authorized purpose⁸; and
5. A letter from the affiliated national organization indicating that the organization is in good standing, and a copy of the dissolution statement.

* If the application meets these criteria, the Commission will issue the organization an identification number, which is valid for two years, allowing it to apply to a municipality for a license to conduct gaming. There is no requirement in the bingo and raffles licensing laws or the regulations that the organization be a corporation which is exempt from taxation pursuant to section 501(c)(3) of the Internal Revenue Code of 1986 as amended, in order to be issued an identification number. Additionally, the term “membership” is not defined by the regulations, nor is there any mechanism to obtain a waiver of the of the five-member requirement. For these reasons, the Commission has been reluctant to issue identification numbers to applicants which are not comprised of at least five (5) persons who possess voting power in the corporation or association.

The Municipal License

Neither registration nor assignment of an identification number entitles a qualified organization to hold or conduct a game of chance. Organizations must first obtain the approval of the municipality in which the game of chance is to be held, operated or conducted.

The application filed with the municipality in which the game will be held generally requires the same information required by the Commission, together with a description of the gaming to be conducted, including a sample ticket, if it is a raffle.

The application also must designate an active member or members of the organization under whose control the game of chance will be conducted, including a statement by the member or members that they will be responsible for the conduct of the game in accordance with the bingo and raffles licensing laws and the regulations if a license is granted.

After a completed application has been filed, the municipal governing body must investigate the merits of each application and make specific findings, including whether the applicant is in fact a qualified organization and whether the designated member or members are bona fide members of the organization, of good moral character and have never been convicted of a crime.⁹

If the municipal governing board makes the requisite findings with respect to an application for a gaming license, the board must adopt a resolution authorizing issuance of the license.¹⁰ The license shall be valid for a period of no more than one year from the date of issuance.

Conducting Bingo and Raffles

The regulation governing the conduct of bingo and raffles under the bingo and raffles licensing laws is quite comprehensive. Detailed below are some fundamental requirements for conducting bingo or raffles which licensees should be aware of.

The licensee must designate a specific representative who will be responsible for insuring that all gaming is conducted in accordance with applicable statutes and regulations. Only bona fide members of the organization may operate the game, and no person can be paid for conducting or assisting in conducting the game. The exception to this rule applies to Casino Night events that require trained licensed operators known as dealers. Proceeds derived from gaming operations may be used only to further the organization's authorized purpose. Furthermore, supplies necessary to the gaming operation may be purchased or leased **only** from vendors approved by the Commission.

The bingo and raffles licensing laws also limit the prizes that may be awarded in the aggregate and in any one particular game. Specifically, no licensee may offer a prize having a retail value greater than \$100,000 in any one raffle conducted by drawing, or \$500 in any raffle not conducted by drawing. Furthermore, no licensee shall offer prizes that, in aggregate, amount to a value greater than \$500,000 in any 12-month period. Finally, all tickets or rights to participate in a raffle must be sold at a uniform unit price, and discounts for purchases of more than one ticket are prohibited.¹¹ As for bingo games, no prize may be offered exceeding \$1,000 in one particular game, nor may prizes exceeding \$3,000 in the aggregate for one occasion be offered.¹² As for the premises and equipment used for bingo, unless the licensee is the sole owner, or it is donated, the person leasing the premises and equipment, and the price for the same, must be approved by the Commission.

Report of Operations

No later than the 15th day of the calendar month following the month in which a game of chance is conducted, the organization conducting the game and the member or members responsible for the conduct of the game must file a report of operation with the Commission.¹³ The report must include the gross receipts derived from each game; the expenses incurred and to whom such amounts were paid; the net profit from each game; the uses to which the net profit has been or will be applied; and a list of the prizes offered or given and the respective value of each.

Fines and Penalties

A violation of the bingo and raffles licensing laws or regulations carries a fine of up to \$7,500 for a first offense and up to \$15,000 for the second and each subsequent offense. In addition, the Commission is authorized to order restitution to an aggrieved party.¹⁴ All penalties may be collected in a summary manner pursuant to the Penalty Enforcement Act.¹⁵

Conclusion

New Jersey non-profit organizations can successfully raise funds through bingo or raffles. However, if the organization does not adhere to the bingo and raffles licensing laws or the regulations, the penalty may wipe out any profits realized. Care should be taken, therefore, to understand and comply with all of the applicable laws and regulations.

Endnotes

1. N.J.S.A. 5:8-24 et seq.
2. N.J.S.A. 5:8-50 et seq.
3. N.J.A.C. 13:47-1.1
4. N.J.S.A. 5:8-1. et seq.
5. A senior citizen association or club requesting registration is exempt from the biennial registration fee. N.J.A.C. 13:47-2.3(b).
6. N.J.A.C. 13:47-2.3(a).
7. N.J.S.A. 5:8-25 and 51.
8. An “authorized purpose” is an educational, charitable, patriotic, religious or public-spirited purpose, defined to be a purpose that benefits an indefinite number of persons, either by bringing their minds or hearts under the influence of education or religion, by relieving their bodies from disease, suffering or constraint, by helping them establish themselves in life, or by erecting or maintaining public buildings or works, or otherwise lessening the burden of government, or in the case of a senior citizen association or club, the support of such organization. An authorized purpose does not include the erection, acquisition, repair, improvement or maintenance of property, real personal or mixed, unless such property is and shall be used exclusively for one or more of the purposes stated above. N.J.A.C. 13:47-1-1.
9. N.J.S.A. 5:8-27 and 53.
10. Id.
11. N.J.A.C. 13:47-8.3 Note that these limits do not apply to on-premise raffles where all of the prizes are wholly donated.
12. N.J.A.C. 13:47-7.2 Progressive Jackpot Bingo and 50/50 bingo games are not subject to this limitation.
13. N.J.S.A. 5:8-37 and 64.
14. N.J.S.A. These penalty provisions do not apply to violations that are committed by organizations that hold a valid license at the time the offense is allegedly committed.
15. N.J.S.A. 2A:58-1 et seq.



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, 6th Floor, P.O. Box 46000
 Newark, New Jersey 07101
 (973) 273-8000

Application for a Raffle License

Application No. **RA** _____
 Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

1. Name of applying organization: _____
- 2a. Street address of headquarters: _____
- b. Mailing address (if different): _____

3. A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 4a. Address of place where raffles will be played: _____
- b. Does the applicant own the premises or regularly occupy them for its general purposes? Yes No
5. If raffles equipment is to be rented, attach a statement by the raffles equipment lessor to this application on Form 13.

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part E - Officers of Applicant

(1) Office _____	Name of officer _____	Age _____
Residence address _____	Telephone No. (include area code) Day _____ Evening _____	
(2) Office _____	Name of officer _____	Age _____
Residence address _____	Telephone No. (include area code) Day _____ Evening _____	
(3) Office _____	Name of officer _____	Age _____
Residence address _____	Telephone No. (include area code) Day _____ Evening _____	
(4) Office _____	Name of officer _____	Age _____
Residence address _____	Telephone No. (include area code) Day _____ Evening _____	

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. (include area code) Day / Evening	Age
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____
_____	_____	_____ / _____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Raffles Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Raffles Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. No prize may be offered and given in cash, except as otherwise provided by the Raffles Licensing Law (N.J.S.A. 5:8-50 et seq.). If a cash prize under certain circumstances **is** permitted by the law, the amount of the cash prize may not exceed the limits prescribed by the Raffles Licensing Law.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, P.O. Box 46000
 Newark, N.J. 07101
 (973) 273-8000

LGCCC Form 13
Statement of Raffle Equipment Supplier Lessor
 (To be attached to each copy of the Raffles Application where equipment is leased.)

Name of Organization to conduct raffles: _____

Address: _____ Identification Number: _____

State of: _____

County of: _____ } ss.

I, _____, being duly sworn on my oath depose and say that:

1. Check the appropriate box:

I am the lessor of the raffle equipment to be leased.

- or -

I am an authorized officer, namely the _____ of _____, a corporation, which is the lessor of the raffle equipment to be rented, described in the annexed application.

2. The address of the lessor is:

3. The rental to be charged and paid for the raffle equipment conforms to the schedule of authorized rentals prescribed by the Legalized Games of Chance Control Commission.

 Name of Corporation

Sworn and subscribed to before me this _____

day of _____, _____
 Month Year

 Name of Notary Public (please print)

 Signature of Notary Public

Affix Seal Here

Sample Ticket

Off Premises Merchandise Raffle

N.J.A.C. 13:47-8.7

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">Name</div> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">Address</div> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">City</div> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">State</div> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">ZIP code</div> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">Telephone Number</div> <div style="width: 15%; padding-left: 5px; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 15%; border-right: 1px solid black; padding-right: 5px; text-align: center;">NJ LGCCC Identification#</div> <div style="width: 15%; padding-left: 5px; text-align: center;">Municipal RL #</div> </div> <div style="border-top: 1px solid black; margin-top: 10px; text-align: center;">Ticket #</div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Name of Organization</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">List of Prizes</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Retail Values</div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;">Location of Drawing</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="text-align: center; margin-bottom: 10px;"> Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made and no cash will be given in lieu of the prize." </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.

Sample Ticket

Off Premises Raffle Awarding Cash

N.J.A.C. 13:47-8.8

Stub	Ticket
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">Name</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">Address</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">City</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">State</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">ZIP code</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">Telephone Number</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification#</div> <div style="width: 15%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;">Ticket #</div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">NJ LGCCC Identification #</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Municipal RL #</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Name of Organization</div> <div style="text-align: center; margin-bottom: 10px;"> <p>50/50</p> <p>This is a 50/50 cash raffle and the winner will receive 50% of the amount received for all tickets or rights to participate.</p> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Location of Drawing</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Date of Drawing</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Time of Drawing</div> </div> <div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 10px;">Purpose to which entire proceeds will be devoted "No substitution of the offered prize may be made."</div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Price of Ticket</div> <div style="width: 45%; border-bottom: 1px solid black; text-align: center;">Ticket #</div> </div>

This illustration is provided for your convenience. While the form of the ticket may vary, the information listed above must be contained on your printed ticket. If you require assistance with your ticket, please contact the office of Legalized Games of Chance Control Commission at (973) 273-8000. This sample ticket must be attached to the Application for Municipal Raffle License and submitted to the municipality.



New Jersey Office of the Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Application for a Bingo License

Application No. **BA** _____
Identification No. _____

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted.

Please print clearly.

Name of municipality: _____

Part A - General

- 1. Name of applying organization: _____
- 2a. Street address of headquarters: _____
- b. Mailing address (if different): _____

3. List date(s) and hours for games:

Date	Hours	Date	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Address of place where bingo will be played:

- a. Does the applicant own the premises or regularly occupy them for its general purposes? Yes No
- b. If "No," from whom will the applicant rent the premises?
Name _____ Address _____
- c. If premises are to be rented, attach Form 10, "Statement of Landlord."

Part B - Schedule of Expenses

The items of expense intended to be incurred or paid in connection with the games listed in this application, the names and addresses of the persons to whom each item is to be paid, and the purpose for which each item is to be paid, are:

Item of Expense	Name and address of supplier	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part E - Officers of Applicant

Office	Name of officer	Residence address	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part F - Members of Applicant who will be in charge of the games

Name of member in charge	Residence address	Telephone No. <small>(include area code)</small>	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part G - Members of Applicant who will assist in conducting the games

Name of member	Residence address	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part H - Names of other organizations whose members will assist in conducting the games

Name and address of organization	How related	Identification No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more space is needed in any section of this application, insert extra sheets of paper.

Part I - Statement of Applicant and member(s) in charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law.
2. Prior to the issuance of any license to it to conduct games of chance, the applicant was actively engaged in serving one or more "authorized purposes."
3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, of the games, except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees, as well as the compensation for the Licensed Compensated Workers pursuant to N.J.A.C. 13:47-6A. All prizes offered for games conducted on a single occasion will not exceed the limit on the sum or retail value of prizes as provided by the Bingo Licensing Law (N.J.S.A. 5:8-25 et seq.) and N.J.A.C. 13:47-6.16 and 13:47-7.2.
7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.

Applicant's registration slip from the *Legalized Games of Chance Control Commission* must be presented to the Municipal Clerk with this application.



The Commission MUST be immediately advised of any changes concerning the information contained on this form.

New Jersey Office of the Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, P.O. Box 46000
Newark, N.J. 07101
(973) 273-8000

Electronic Bingo Equipment Certification

This form is to be filed immediately with the Commission after agreeing to provide electronic games of chance systems. Please note that this form shall be completed for each organization utilizing such systems.

Please print clearly.

Date: _____

A. Equipment Provider

Name: _____ License number: _____

Address: _____
Street address City State ZIP code County

Telephone number: _____ Fax number: _____
(Include area code) (Include area code)

Contact person: _____

B. Equipment Supplied to

Name: _____ Identification number: _____

Address: _____
Street address City State ZIP code County

Telephone number: _____ Contact person: _____
(Include area code)

C. Session

Day of week in operation: _____ Start time: _____

D. Installation

Date of installation: _____ Name of location: _____

Address: _____
Street address City State ZIP code County

E. Site System Information

Name/Model number: _____ Certification number: _____

Serial number: _____

F. Card-minding System Information

Name/Model number: _____ Serial number: _____

Serial number: _____

G. Peripheral Device Information

Provide all the peripheral components including but not limited to the point of sales, caller station verifier, printers and dial up modems:

Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number
Name	Description	Model Number	Serial Number

H. Total Charge for Installation and Use: _____

Signature

Printed Name and Title

Date



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, P.O. Box 46000
 Newark, N.J. 07101
 (973) 273-8000

LGCCC Form 10-A
Statement of Landlord

(To be attached to each copy of the Bingo Application when premises are rented.)

 Name of the organization to conduct bingo

 Address

 Identification number

State of: _____

County of: _____

I, _____, being duly sworn on my oath depose and say that :

1. I am an authorized officer, namely the _____ of _____, in which the lessor of the premises to be rented, described in the annexed application.
2. The address of the lessor is: _____
3. The rent to be charged and paid for the premises is \$ _____ for each occasion, including facilities, fixtures and equipment.
4. (Complete the applicable clause)
 - A. The lessor is licensed to conduct bingo holding License No. _____ issued by the Governing Body of _____.
 - B. The lessor is licensed as a rentor holding License No. _____.
5. The rental to be charged and paid is reasonable and is not in excess of the rental ordinarily charged for the use of the premises other than for games of chance.
6. I understand that no charge may be made on a percentage basis, or according to the number of persons attending, and that bingo equipment may not be leased for a charge.
7. Attached to this statement there is a copy of the Lease Agreement.

 Signature of Authorized Officer

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

 Name of Notary Public (please print)

 Signature of Notary Public

Affix Seal Here



New Jersey Office of the Attorney General
 Division of Consumer Affairs
 Legalized Games of Chance Control Commission
 124 Halsey Street, 6th Floor, P.O. Box 46000
 Newark, New Jersey 07101
 (973) 273-8000

Application to Amend a Bingo Raffles License

(Please check one.)

Submit four (4) copies of this application to the Municipal Clerk's office in the municipality where the games will be conducted. One copy will be returned.

License No. _____
 Identification No. _____

Please print clearly.

Name of municipality: _____

Name of applicant: _____

Address: _____
Street address City State ZIP code

1. Application is made to amend the above license as follows:

2. Additional proofs, signatures and verifications required for this amendment are attached.
3. If this amendment is permitted, the original license will be returned in exchange for the amended license.

Date: _____ Signature of officer: _____

The statement on the reverse side must be signed and notarized.

Statement of Applicant and Member(s) in Charge

State of New Jersey

} ss.

County of _____

We do hereby each make the following statement, under oath, with respect to the foregoing application:

- 1. The applicant (is) (is not) limited in its activities to the furtherance of one or more authorized purposes as defined in the Bingo Licensing Law or the Raffles Licensing Law.
- 2. Prior to the issuance of any license to it to conduct games of chance the applicant was actively engaged in this State in serving one or more "authorized purposes."
- 3. The applicant has received and used, and in good faith expects to continue to receive and use, to further one or more authorized purposes, funds from sources other than games of chance.
- 4. The conduct of the games on the occasion or occasions for which this application is made will be to raise and devote the entire net proceeds to the authorized purpose described in the application.
- 5. For each occasion for which a license is sought, one or more of the members listed who are familiar with the Bingo Licensing Law or the Raffles Licensing Law, as the case may be, and the Rules and Regulations, will be in full charge of, and primarily responsible for, the conduct of the games.
- 6. No commission, salary, compensation, reward or recompense will be paid to any person for holding, operating or conducting or assisting in the holding, operation or conducting, or assisting in the holding, operation or conducting, of the games; except to bookkeepers or accountants for professional services not exceeding the amounts fixed by the Schedule of Fees. No prize greater in amount or retail value than authorized by law will be awarded in any single game.
- 7. All statements in the foregoing application are true.

Sworn and subscribed to before me this

_____ day of _____, 20 ____.

Notary Public (Print name)

Signature of Notary Public



Signature of Officer and Title

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

Signature of Member-in-Charge

If more space is needed in any section of this application, insert extra sheets of paper.



New Jersey Office of Attorney General
Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Instructions for Filing the Raffle Report of Operations

Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You must download this report and complete ALL of the entries for each occasion(s) relating to the conduct of all raffles, except for instant raffle games and carnival games and wheels. Once completed, a member/officer must certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state his/her name and title, and that person must complete the information on page 3 and have the report notarized.

The Raffle Report of Operations for the conduct of off-premises 50/50 or merchandise raffles is to be accompanied with a sample ticket. Reports are to be mailed to Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101, or emailed to AskGames@dca.njoag.gov .

It is recommended that you maintain a copy of all reports as part of the organization's records.



New Jersey Office of Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Instructions for Filing the Bingo Report of Operations

Pursuant to N.J.A.C. 13:47-9.1, licensees are to file a report of operations with the Legalized Games of Chance Control Commission no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted.

You must download this report and complete ALL of the entries for each occasion(s) relating to each bingo game. Once completed, a member/officer must certify that he/she has reviewed the report and that the information provided is true, accurate and complete. This will require the person to state his/her name and title, and that person must complete the information on page 3 and have the report notarized.

The Bingo Report of Operations is to be mailed to the Legalized Games of Chance Control Commission, P.O. Box 46000, Newark, New Jersey 07101, or emailed to AskGames@dca.njoag.gov .

It is recommended that you maintain a copy of all reports as part of the organization's records.



New Jersey Office of Attorney General

Division of Consumer Affairs
Legalized Games of Chance Control Commission
124 Halsey Street, 6th Floor, P.O. Box 46000
Newark, New Jersey 07101
(973) 273-8000

Bingo Report of Operations

Please print clearly.

Identification number (format ###-##-#####) _____

Municipality _____

License number _____

Name of licensee _____
Organization _____

Street address _____ City _____ State _____ ZIP code _____

Location of games _____

This report, as required by N.J.S.A. 5:8-37 and N.J.A.C. 13:47-9, must be filed with the Legalized Games of Chance Control Commission no later than the 15th day of the month following the conduct of the game(s) of chance.

Occasion 1	Date _____	Time _____	Number of players _____
1. Regular games sales	\$ _____	10. Regular games payout	\$ _____
2. Special games sales	\$ _____	11. Special games payout	\$ _____
3. 50/50 Bingo games sales	\$ _____	12. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	13. Multicolor games payout	\$ _____
5. Progressive games sales	\$ _____	14. Progressive jackpot/cons.	\$ _____
6. Predraw games sales	\$ _____	15. Predraw payout	\$ _____
7. Electronic hand-held sales	\$ _____		
8. Admission cards	\$ _____		
9. Total sales	\$ _____	16. Total payout	\$ _____
		21. Net proceeds	\$ _____

Occasion 2	Date _____	Time _____	Number of players _____
1. Regular games sales	\$ _____	10. Regular games payout	\$ _____
2. Special games sales	\$ _____	11. Special games payout	\$ _____
3. 50/50 Bingo games sales	\$ _____	12. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	13. Multicolor games payout	\$ _____
5. Progressive games sales	\$ _____	14. Progressive jackpot/cons.	\$ _____
6. Predraw games sales	\$ _____	15. Predraw payout	\$ _____
7. Electronic hand-held sales	\$ _____		
8. Admission cards	\$ _____		
9. Total sales	\$ _____	16. Total payout	\$ _____
		21. Net proceeds	\$ _____

Occasion 3	Date _____	Time _____	Number of players _____
1. Regular games sales	\$ _____	10. Regular games payout	\$ _____
2. Special games sales	\$ _____	11. Special games payout	\$ _____
3. 50/50 Bingo games sales	\$ _____	12. 50/50 Bingo games payout	\$ _____
4. Multicolor games sales	\$ _____	13. Multicolor games payout	\$ _____
5. Progressive games sales	\$ _____	14. Progressive jackpot/cons.	\$ _____
6. Predraw games sales	\$ _____	15. Predraw payout	\$ _____
7. Electronic hand-held sales	\$ _____		
8. Admission cards	\$ _____		
9. Total sales	\$ _____	16. Total payout	\$ _____
		21. Net proceeds	\$ _____

Utilization of Net Proceeds

Date	Description	Check number	Amount

Bank

Name	Address where balance is deposited	Account number

Person Responsible for Use of Proceeds

Name	Address	Telephone number <small>(include area code)</small>

I certify that all of the statements on this report of operations are true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

N.J.S.A. 5:8-37 "It shall be the duty of each licensee to maintain and keep such books and records as may be necessary to substantiate the particulars of each such report."

I certify that I have reviewed this report and that the information on this report of operations is true, accurate and complete. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

*I **certify** by placing a check in this box, that I have reviewed the report and that the information provided is true, accurate and complete.*

You must state your name and title below. Reports that are not properly certified will be emailed back.

Name and title of officer (please print)

Signature of officer

Sworn and subscribed to before me this _____
day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public

