Colona City Hall
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Brian Johnson
Mayor

Charlotte Park
City Clerk

RAFFLE / POKER RUN LICENSE APPLICATION

APPLICANT / ORGANIZATION INFORMATION	
Application Date:	Applicant Name:
Organization Name:	
Mailing Address:	
Contact Person Name:	
Phone:	Email:
Federal Tax-Exempt / Nonprofit No. (if applicable):	
Organization Type (check one): ☐ Business ☐ Religious ☐ Charitable ☐ Labor ☐ Fraternal ☐ Educational ☐ Veterans ☐ Hardship Assistance ☐ Political Committee	

LICENSE CLASS REQUESTED	
☐ Class A – General Raffle	☐ Class D – Twelve-Month Raffle
☐ Class B – One Ticket, Multiple Raffles (up to 4 drawings)	☐ Class E – Limited Annual Raffle
☐ Class C – One-Time Hardship Raffle	☐ Class F – Poker Run

RAFFLE / POKER RUN DETAILS	
Event / Raffle Name:	
Purpose / Intended Use of Net Proceeds:	
Date(s) of Ticket / Entry Sales:	
Date of Drawing / Poker Run:	Time:
Location(s):	
Area(s) where tickets / entries will be sold:	
Maximum Number of Tickets / Entries:	
Price per Ticket / Entry (max of $250): $	
For a Poker Run, describe the route and predetermined locations:	

PRIZES			(attach additional sheets if necessary)
Prize/Description	Retail Value	Donated/Purchased	Donor/Source
Total retail value of all prizes: $			

RAFFLE / POKER RUN MANAGER	
Manager Name:	
Address:	
Phone:	Email:
Position / Relationship to Organization:	

REQUIRED ATTACHMENTS

- Bond (choose one): ☐ Fidelity bond
  ☐ Personal bond
  ☐ Bond waiver requested (unanimous organizational vote required)

☐ Current constitution, bylaws, or other qualifying organizational documentation

☐ IRS nonprofit certification attached (if requesting waiver of five-year requirement)

☐ Documentation of national/State affiliation and charter (if applicable)

☐ State Board of Elections raffle approval attached (political committees only)

Other supporting documentation: _____

FIVE-YEAR REQUIREMENT / ELIGIBILITY
The applicant understands that licenses are generally issued only to qualifying organizations that have been in existence continuously for at least five (5) years with bona fide membership engaged in carrying out the organization's objectives, unless a waiver or hardship provision authorized by Chapter 3-19 applies.
The applicant further certifies that the organization and persons involved in management or operation are not ineligible under Chapter 3-19, including because of felony conviction, professional gambling or gambling promotion, lack of good moral character, or prohibited interests or involvement.

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I have reviewed Chapter 3-19 of the City of Colona Code and agree that the raffle or poker run will be conducted in accordance with the City ordinance, the Illinois Raffles and Poker Runs Act, and all conditions of any license issued. I understand that completion of this application does not guarantee approval or issuance of a license.

_____	_____
Authorized Representative Printed Name	Title / Position
_____	_____
Signature	Date

IMPORTANT APPLICATION REQUIREMENTS
Applications must be submitted to the City Clerk at least five (5) days before the raffle or poker run and before raffle tickets or chances are sold. The application fee is $25.00 for all license classes. The City Clerk may take up to thirty (30) days from the date of application to approve or deny the request. A license may be valid for no more than twelve (12) months.
After the event, the licensee must report gross receipts, expenses, and net proceeds to the City Clerk within thirty (30) days of each raffle drawing or poker run, including the payee, purpose, amount, and date of each payment.

City Code Chapter 3-19 – Raffle and Poker Run Ordinance

CITY CLERK USE ONLY

Date Received: _____	Decision: Approved / Denied
License Fee: $25 _____	License Class Approved: A B C D E F
License Number: _____	Decision Date: _____
License Expires: _____	Initials: _____