



ALL GOOD THINGS CLOSE TO HOME

Raffles or Poker Runs License

In accordance with the state of Illinois Raffles and Poker Runs Act, 230 ILCS 15/1 et seq., as amended, and Oak Forest City Code, raffle licenses shall be issued only to: (1) bona fide religious, charitable, labor, business, fraternal, educational or veterans organizations, which operate without profit to their members, and which have been in existence continuously for a period of no less than five (5) years immediately before making application for a license and which had, during that entire five (5) year period, a bona fide membership engaged in carrying out its objectives; or (2) a nonprofit fundraising organization that the city administrator determines is organized for the sole purpose of providing financial assistance to an individual or group of individuals suffering extreme hardship as the result of an illness, disability, accident or disaster.

For applicants seeking qualification under (1) above, this application MUST be accompanied by written proof issued by the state that the applicant is in good standing with the Office of the Illinois Secretary of State and which specifies the date of incorporation of the organization as a nonprofit organization.

How to apply for a Raffle or Poker Run License

*****Fill out the application form entirely. If we have difficulty reading the information provided that will slow down the processing of your application.***

*****To waive the requirement for a fidelity bond: At a meeting of your organization, there must be a unanimous vote to waive said bond.***

*****If your organization has sub-groups (i.e.: booster club, PTA, groups for a certain project, etc.), there will have to be a raffle/poker run manager for each sub-group. On a separate sheet, provide a list of each sub-group with the manager's required information. Each raffle/poker run manager will provide:***

- 1. Name, address, phone number, date of birth, and e-mail address.***
- 2. A signed background check waiver (make copies). The cost for a background check is \$25.***

*****At the conclusion of the raffle/poker run, fill out the Raffles/Poker Runs Conclusion Report (make copies, if necessary) and submit to the City of Oak Forest, 15440 S. Central Avenue or e-mail to ntormey@oak-forest.org.***

APPLICATION FOR RAFFLE OR POKER RUN LICENSE

CLERK'S OFFICE, CITY OF OAK FOREST
 15440 CENTRAL AVENUE, OAK FOREST IL 60452
 TEL: (708) 687-4050 FAX: (708) 535-0014



ORGANIZATION INFORMATION					
NAME:			DBA:		
ADDRESS:		UNIT #:	CITY:	STATE:	ZIP:
PHONE:	TAX ID:		EMAIL ADDRESS:		
PRESIDING OFFICER OF THE ORGANIZATION INFORMATION					
NAME:					
ADDRESS:		UNIT #:	CITY:	STATE:	ZIP:
PHONE:	DATE OF BIRTH:		EMAIL ADDRESS:		
SECRETARY OF THE ORGANIZATION INFORMATION					
NAME:					
ADDRESS:		UNIT #:	CITY:	STATE:	ZIP:
PHONE:	DATE OF BIRTH:		EMAIL ADDRESS:		
RAFFLE/POKER RUN MANAGER INFORMATION					
NAME:					
ADDRESS:		UNIT #:	CITY:	STATE:	ZIP:
PHONE:	DATE OF BIRTH:		EMAIL ADDRESS:		
DETAILS					
YEAR ORGANIZATION WAS ESTABLISHED:		IF INCORPORATED, DATE OF INCORPORATION:		IF INCORPORATED, STATE OF INCORPORATION:	
TYPE OF NOT-FOR-PROFIT ORGANIZATION: ☐ Business ☐ Charitable ☐ Educational ☐ Fraternal ☐ Labor ☐ Religious ☐ Veterans ☐ Other					
IF "OTHER", SPECIFY TYPE OF NOT-FOR-PROFIT ORGANIZATION & PURPOSE OF THE RAFFLE/POKER RUN:					
RAFFLE/POKER RUN DETAILS: This application is for a ☐ Raffle License ☐ Poker Run License					
IF RAFFLE, TYPE OF RAFFLE:					
Aggregate Retail Value of All Prizes to be Awarded (shall not exceed \$500,000.00, neither as an individual prize or cumulatively):				TOTAL:	
Maximum Retail Value of Each Prize to be Awarded (shall not exceed \$250,000.00):				1ST:	
2ND:	3RD:		4TH:		5TH:
PRICE OF CHANCES (NOT TO EXCEED \$250.00):	NUMBER OF RAFFLE/POKER RUN CHANCES TO BE SOLD, IF KNOWN:		CHANCES WILL BE SOLD FROM:		CHANCES WILL BE SOLD UNTIL:
(NOT TO EXCEED THE CALENDAR YEAR FOR WHICH THE LICENSE IS ISSUED.)					
LOCATION(S) AT WHICH RAFFLE/POKER RUN CHANCES WILL BE SOLD OR ISSUED, IF A SPECIFIC LOCATION(S) IS SET:					
ENDING DATE:	ENDING TIME:	LOCATION TO DETERMINE WINNING CHANCES OR WHERE POKER RUN CONCLUDES & PRIZES ARE AWARDED:			

FIDELITY BOND

Is the Fidelity Bond waived? ☐ Yes ☐ No If no, attach a copy of the bond.

ALL ANSWERS ON THIS APPLICATION ARE UNDER OATH AND ARE SUBJECT TO THE PENALTIES FOR PERJURY.

Organization and/or all members of said organization shall hold harmless the city and its officers and employees, and shall indemnify the city, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.

By signing this application, you are authorizing the City of Oak Forest to perform background checks.

I, _____ (Presiding Officer) being duly sworn under oath, state that the above named organization is of a not-for-profit character and is not otherwise ineligible to receive a raffle/poker run license as prescribed by city ordinance and state statute. Further, I swear and affirm that, if no fidelity bond is being provided to the City, that a unanimous vote of the members of the organization occurred determining to waive said bond.

State of Illinois }
County of Cook } ss.

Signature of Presiding Officer – to be done in front
of a Notary Public – see below.

I, _____ a Notary Public in and for the aforesaid County and State, do hereby certify that
_____ whose name is subscribed to the foregoing instrument, appeared before me this day in
person and acknowledged that they signed the said instrument as their free and voluntary act.

Given under my hand and seal this _____ day of _____, _____.

(Seal)

Notary Public

Completed Application for License and all supporting documentation shall be turned into the City Clerk's Office at 15440 Central Ave., Oak Forest IL 60452, no less than thirty (30) days prior to license issuance.

Nonrefundable License fee, as listed on the City Fee/Rate Schedule – Licenses, is due with application.

All incomplete applications will be denied.

FOR OFFICE USE ONLY

APPLICATION RECEIVED BY:		DATE RECEIVED:	
AMOUNT OF APPLICATION FEE RECEIVED:		PAYMENT TYPE: ☐ Cash ☐ Check ☐ Credit/Debit Card	
BACKGROUND INFO			
DATE BACKGROUNDS COMPLETED BY POLICE DEPT.:		BACKGROUNDS COMPLETED BY:	
☐ All Sections of Application Completed.	☐ Fidelity Bond Attached or Waiver of Bond Indicated.	☐ List of Additional Members Responsible for the Conduct and Operation of Raffle/Poker Run Received.	
DATE LICENSE APPROVED:	DATE LICENSE DENIED:	APPROVED/DENIED BY:	
NOTIFICATION OF APPROVAL/DENIAL GIVEN BY: ☐ Phone ☐ Mail ☐ In Person		DATE:	NOTIFIED BY:
		SIGNATURE	

APPLICATION #: _____

BACKGROUND CHECK WAIVER FORM**THE FACTS SET FORTH IN THE APPLICATION FOR A:**
☐ Raffle License ☐ Poker Run License

Are true and complete to the best of my knowledge, and I understand that any misrepresentation, falsification or willful omission shall be sufficient reason for denial of the license.

I hereby authorize investigation of all statements contained in my recent application and/or original application with your firm regarding my personal history, financial and credit record, employment, education, criminal history, if any, or driving history through any investigative agencies of your choice.

I hereby state that I have not been convicted of a felony, any sex offense as defined in Chapter 720, Act 5, Article 11 of the Illinois Compiled Statutes, or any of the following crimes as defined in said Chapter 720: assault, deception, criminal damage to property, criminal possession of any dangerous or narcotic drug, or disorderly conduct. I certify the above to be true and correct to the best of my knowledge and that I shall not violate any state laws of the State of Illinois or the ordinances of the City of Oak Forest pursuant to the conducting of raffles and/or poker runs.

I hereby release from liability your company and all agents of your company of their acts performed in good faith and without malice in connection with evaluating my application, my credentials and qualifications. I hereby release from liability any and all individuals and organizations, any firm, institution or court, releasing data pertinent to the review of my application and information released in good faith and without malice concerning my professional competence, ethics, character and other qualifications.

Original Signature of the Presiding Officer of the
Organization.

Printed Name (First, Middle Initial, Last)

Dated: _____

Date of Birth: _____

POLICE DEPARTMENT USE ONLY

DATE COMPLETED:	BACKGROUND CHECK PASSED: ☐	BACKGROUND CHECK FAILED: ☐	REASON:
COMPLETED BY (PRINTED NAME):			SIGNATURE:

APPLICATION #: _____

BACKGROUND CHECK WAIVER FORM**THE FACTS SET FORTH IN THE APPLICATION FOR A:**☐ Raffle License ☐ Poker Run License

Are true and complete to the best of my knowledge, and I understand that any misrepresentation, falsification or willful omission shall be sufficient reason for denial of the license.

I hereby authorize investigation of all statements contained in my recent application and/or original application with your firm regarding my personal history, financial and credit record, employment, education, criminal history, if any, or driving history through any investigative agencies of your choice.

I hereby state that I have not been convicted of a felony, any sex offense as defined in Chapter 720, Act 5, Article 11 of the Illinois Compiled Statutes, or any of the following crimes as defined in said Chapter 720: assault, deception, criminal damage to property, criminal possession of any dangerous or narcotic drug, or disorderly conduct. I certify the above to be true and correct to the best of my knowledge and that I shall not violate any state laws of the State of Illinois or the ordinances of the City of Oak Forest pursuant to the conducting of raffles and/or poker runs.

I hereby release from liability your company and all agents of your company of their acts performed in good faith and without malice in connection with evaluating my application, my credentials and qualifications. I hereby release from liability any and all individuals and organizations, any firm, institution or court, releasing data pertinent to the review of my application and information released in good faith and without malice concerning my professional competence, ethics, character and other qualifications.

Original Signature of the Secretary of the
Organization.

Printed Name (First, Middle Initial, Last)

Dated: _____

Date of Birth: _____

POLICE DEPARTMENT USE ONLY

DATE COMPLETED:	BACKGROUND CHECK PASSED: ☐	BACKGROUND CHECK FAILED: ☐	REASON:
COMPLETED BY (PRINTED NAME):			SIGNATURE:

APPLICATION #: _____

BACKGROUND CHECK WAIVER FORM**THE FACTS SET FORTH IN THE APPLICATION FOR A:**☐ Raffle License ☐ Poker Run License

Are true and complete to the best of my knowledge, and I understand that any misrepresentation, falsification or willful omission shall be sufficient reason for denial of the license.

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Original Signature of the Raffle/Poker Run
Manager of the Organization.

Printed Name (First, Middle Initial, Last)

Dated: _____

Date of Birth: _____

POLICE DEPARTMENT USE ONLY

DATE COMPLETED:	BACKGROUND CHECK PASSED: ☐	BACKGROUND CHECK FAILED: ☐	REASON:
COMPLETED BY (PRINTED NAME):			SIGNATURE:

RAFFLE OR POKER RUN CONCLUSION REPORT

CLERK'S OFFICE, CITY OF OAK FOREST
15440 CENTRAL AVENUE, OAK FOREST IL 60452
TEL: (708) 687-4050 FAX: (708) 535-0014



This report is to be submitted promptly after the conclusion of each raffle/poker run.

CONCLUSION REPORT			
LICENSEE:		LICENSE NUMBER:	DATE OF RAFFLE/POKER RUN:
			GROSS RECEIPTS:
ITEMIZED EXPENSES			
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
EXPENSE FOR:	PAID TO:	AMOUNT:	
			NET PROCEEDS:
ITEMIZED DISTRIBUTION OF NET PROCEEDS			
DATE PAID:	PAID TO:	PAID FOR:	AMOUNT:
DATE PAID:	PAID TO:	PAID FOR:	AMOUNT:
DATE PAID:	PAID TO:	PAID FOR:	AMOUNT:
DATE PAID:	PAID TO:	PAID FOR:	AMOUNT:
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