



DeKalb County

Raffle Application

All questions must be answered completely. If the information requested is a duplication, you must still re-enter the information. An incomplete application will delay and possibly result in your raffle not being approved. The Raffle Application must be submitted five, (5) days prior to the event. Please type or print to ensure legibility.

Organization Name: _____ **Phone:** (____) _____ - _____

Address: _____ **City:** _____ **Zip:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____

Location of Raffle Drawings: _____

Address of Raffle Drawings: _____ **City:** _____ **Zip:** _____

Date(s) of Raffle/Drawing(s): *(attach separate sheet if necessary):* _____

Description of Raffle, (e.g. 50/50, Draw Down, Etc.): _____

Please indicate the type of raffle: A B C D E
(see Division 2. Sec. 2 of the DeKalb County Raffle Ordinance)

Ticket sales are allowed in all cities, villages and areas of unincorporated DeKalb County.

Date of Ticket Sales: From: _____ to _____

Check type of organization, (attach copy of constitution and bylaws):

Business Religious Charitable Labor Fraternal Educational Veterans

Emergency Situation, Please explain: _____

Type of documentary evidence attached: Constitution By-Laws Other: _____

How long has your organization been in existence? _____

If Incorporated, indicate the state and date of incorporation: State _____ Date of Inc. _____
Check here if not applicable

Incorporation Charter Number: _____
Check here if not applicable

Number of members in good standing: _____
Check here if not applicable

Total aggregate value of prizes awarded in single raffle: \$ _____

Maximum price charged for each chance sold: \$ _____



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Maximum number of raffle chances to be issued:

Check here if an indefinite number will be sold

Fee due at time of filing application: \$ _____

*Please note if you are a bona fide non-profit, (as defined by the IRS), and have that certification on file in the Office of the Clerk & Recorder or if you are a Service Club, (e.g. Rotary, Kiwanis, Lions, etc.), or if you are applying for an emergency hardship fundraiser, then there is no filing fee.

Current Corporate Fidelity Bond or Personal Surety: Attached On File Requesting Waiver

*Personal Surety Forms needs to be signed by presiding officers of an organization unless requesting waiver.

Attestation:

The undersigned attest that the above named organization is organized as a not-for-profit under the laws of the State of Illinois, and has met the requirements of an organization as set forth by the County Board of DeKalb County in Chapter 7 of the County's Ordinances to conduct a raffle within the corporate boundaries of DeKalb County.

The undersigned so hereby state under penalties of perjury that all statements in the foregoing application are true and correct; that the officers, operators, and workers of the games of bona fide members of the sponsoring organization are all in good moral character and have not been convicted of a felony to our understanding.

I also acknowledge that if a license is granted hereunder the undersigned, will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois, and the County of DeKalb governing the conduct of such games.

Presiding Officer

Secretary

Please tell us how you want the license delivered, (check all that apply):

By Regular US Mail to the Applicant Address

By Electronic Mail, Please provide your email address here: _____

By facsimile transmission to: _____

Organizations shall submit applications to the County Clerk & Recorder's Office located at the County Administration Building, 110 East Sycamore Street, Sycamore, IL 60178, **at least five (5), days prior** to the event at which approval is desired.

Applications may be submitted by regular mail or in person to the above address, by electronic mail to countyclerk@dekabcounty.org, or by facsimile to 815-895-7148.

Please note that it is the responsibility of the applicant to ensure proper transmission of this document.



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Personal Surety Bond

KNOW ALL MEN BY THESE PRESENTS THAT WE, _____
Raffle Manager
and _____ are held and bound to _____
Surety Organization's Name
in the sum of \$ _____, equal to aggregate value of all prizes for payment of such
we are obliged.

THE CONDITION OF THE ABOVE PUBLICATION IS SUCH THAT

_____ begin of legal age, has been appointed Raffle Manager for a raffle
Raffle Manager
to be conducted on _____, 20_____.
Date

NOW, THEREFORE, IF SAID Raffle Manager shall perform and discharge all the duties required of
him/her as raffle manager, then this Bond is to be void; otherwise to remain in full force.

Raffle Manager's Name - Printed Raffle Manager's Name - Signature

Address City Zip

I, _____, a notary public in Illinois, certify that _____
who personally known to me, are the same persons whose names are subscribed to above; that they appeared before me this day
in person and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act, for the use and
purpose therein set forth.
(Seal) _____ Signature _____ Date _____

Surety's Name - Printed Surety's Name - Signature

Address City Zip

I, _____, a notary public in Illinois, certify that _____
who personally known to me, are the same persons whose names are subscribed to above; that they appeared before me this day
in person and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act, for the use and
purpose therein set forth.
(Seal) _____ Signature _____ Date _____



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Raffle Manager

Bond Fact Sheet

Your organization must submit one (1) of these two (2) types of bonds with the raffle application, (or seek a waiver from the County Board if the aggregate value of prizes is below \$5,000). The purpose of obtaining a bond is to assure that your organization will be reimbursed in the event of a loss or theft of raffle money and/or prizes. Below are descriptions of each type of bond so you can determine which is necessary for your organization's raffle.

Types of Bonds

1. Corporate Fidelity Bond

- Must be obtained by an organization conducting a raffle where the total aggregate value of the prizes are more than \$5,000.
- This type of bond can be purchased from a bond provider. Make sure your bond provider is aware of the following:
 - The insured/obligee is **your** organization and **not** the County of DeKalb.
 - The ordinance provides that the bond must give the County notice by the date of the scheduled drawing of chances.

2. Personal Surety Bond

- Must be obtained by an organization conducting a raffle where the total aggregate value of the prize is less than \$5,000.
- A personal surety is an individual who – together with the raffle manager – agrees to pay the not-for-profit organization holding the raffle license, the total sum of money equal to the aggregate retail value of all prizes in the event of a loss or theft.
- This type of bond can be obtained by:
 - Completing the **Raffle Manager Personal Surety Bond Form** included in this packet.
 - Signing the bond in the presence of a notary and having it **notarized**.
 - Attaching the bond to the raffle application.