



## **Application for License to Conduct a Raffle Instructions**

The Codified Ordinances of the City of Edwardsville establish regulations for conducting a raffle within the corporate boundaries of the City. A Raffle License must be obtained when the winner is determined at a location within the corporate boundaries of the City of Edwardsville

The City issues two categories of licenses.

- **Class I license** is issued to a charitable organization, which is a 501(c)(3) organization as defined by the United States Internal Revenue Service; or for a raffle where the aggregate retail value of all prizes or merchandise to be awarded in a single raffle is less than \$1,000. There is no fee for a Class I license.
- **Class II license** is issued when the aggregate retail value of all prizes or merchandise to be awarded in a single raffle is \$1,000.00 or more **and** the licensee is not a charitable 501(c)(3) organization. The license fee for a Class II license is \$50.00.

### **Regulations**

- The proceeds of the raffle must be exclusively devoted to the lawful purposes of the organization and no person will receive any remuneration or profit from participating in the management of the raffle.
- No person under the age of 18 years will participate in the conducting or management of the raffle without parental consent. No person under the age of 18 years will be within the area where the winning chances are being determined unless accompanied by his parent or guardian.

### **Instructions**

- To apply, complete and return the application and fee, if applicable, to the Finance Department located on the first floor of City Hall, located at 118 Hillsboro in Edwardsville.
- Applications will be processed and certificates issued within five business days from the receipt of the application.



City of Edwardsville  
Application for License to Conduct a Raffle

Date \_\_\_\_\_

Name /Address of Organization \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Organization \_\_\_\_\_

(religious, charitable, labor, fraternal, veterans, etc.)

1. Is the organization a charitable organization which is a 501(c) (3) organization as defined by the United States Internal Revenue Service **PLEASE CIRCLE ONE**  
**YES-** no fee ( Must provide copy of IRS determination letter.)  
**NO** - If no, see below
2. Is the aggregate retail value of all prizes or merchandise to be awarded by a licensee in a single raffle less than \$1000.00? **PLEASE CIRCLE ONE**  
**YES-** no fee associated with license  
**NO-** a fixed fee of \$50.00 per raffle

In making this Application, the above named organization states as follows:

1. That the geographic area in which the raffle is to be conducted is within the boundaries of the corporate limits of the City of Edwardsville.
2. The aggregate retail value of all prizes/merchandise \$ \_\_\_\_\_
3. The maximum retail value of each prize awarded \$ \_\_\_\_\_
4. The cost of raffle chance \$ \_\_\_\_\_
5. Beginning date of sale of raffle chances \_\_\_\_\_  
Ending date of sale of raffle chances \_\_\_\_\_
6. Place/Address of Raffle \_\_\_\_\_
7. Proceeds of raffle will be used for: \_\_\_\_\_
8. Name of person conducting the raffle: \_\_\_\_\_
9. Addresses where raffle tickets will be sold: \_\_\_\_\_

For Office Use Only

Signature of Applicant

Approved on \_\_\_\_\_

Signature of Finance Director