

## Gaming Licenses

Any raffles or other gaming activities must first be approved by the Finance Council in accordance with the St. Benedict Catholic Church and School (SBCCS) Fundraising Guidelines (available on the "Licensing Forms" parish web page at <https://parish.stbenedictholmdel.org/licensing>).

It is the responsibility of individuals/organizations conducting fundraising activities or special events on behalf of SBCCS to be fully aware of and compliant with all SBCCS fundraising guidelines and applicable State and Local laws and regulations regarding gaming activities. Gaming regulations are available on the NJ Legalized Games of Chance and Control Commission (LGCCC) website (<http://www.njconsumeraffairs.gov/regulations/Chapter-47-Rules%20of-Legalized-Games-of-Chance.pdf>).

Review the Index on pages 1-3 to identify the Subchapters which govern the gaming activity you plan to conduct. Subchapters 1-4, 6, 8 and 9 contain the bulk of the information relevant to the activities typically held at SBCCS.

### Application Preparation

The LGCCC Raffle License Application form is available on the "Licensing Forms" parish web page or the LGCCC web site (<http://www.njconsumeraffairs.gov/lgcc/Applications/Application-for-Raffle-License.pdf>). In order to allow adequate time for internal application review and notarization, and Town and State processing, the application process should begin at least six (6) weeks in advance of when print advertising and ticket printing/sales are expected to commence. Note that an approved license and license number must be obtained from the town BEFORE any advertising and tickets printing/sales can begin.

Please complete five (5) copies of the Raffles License Application. Each application must contain at least two (2) original signatures and a raised notary seal. Four of the copies are for submission to the Clerk of the Town in which the proposed raffle is to be conducted. The fifth copy must be submitted to the SBCCS Parish Administrator. (The SBCCS Business Administrator maintains a master file of all applications and associated reports.)

Questions regarding completion of the Application should be directed to the events and advertising manager, currently Lori Ulrich ([ulrich@stbenedictnj.org](mailto:ulrich@stbenedictnj.org)). All completed applications must be directed to the above named designee PRIOR to notarization / submission. Once one of these individuals has reviewed and approved, the applications must be taken to the SBCCS Parish Office for notarization by the designated SBCCS Notary, currently Lorrie McGee ([mcgee@stbenedictnj.org](mailto:mcgee@stbenedictnj.org)). Applications will NOT be notarized unless reviewed in advance as noted above, and ALL applications completed on behalf of SBCCS or one of its ministries MUST be notarized onsite in the Parish Office. Applications may NOT be notarized by other parties including local banks. For activities being conducted under the Church's gaming registration, the Pastor should sign as the Officer. PTA events will be signed off on by the PTA President or Vice President.

### Application Submission

Completed applications must be submitted, in person, to the Township Clerk of the municipality in which the raffle or other gaming activity will be conducted. The submission should include:

- Four (4) completed, notarized copies of the application
- If the raffle involves advance (i.e. off premise) ticket sales (see definitions below for further clarification), a copy of the sample raffle ticket must be attached to each of the four (4) applications. Sample ticket templates are included on the Licensing parish web page and the LGCCC web site. While the format may vary from the template, tickets must include all of the information reflected on the sample.
- A copy of a valid LGCCC Identification/Registration card. SBCCS currently holds two registrations, one under the name of St. Benedict Catholic Church, the other under St. Benedict School PTA. A copy of the Church Registration is available through the Parish Office. The PTA currently maintains its own registration.
- Applicable fees (additional detail provided below), checks payable to the LGCCC and/or the Town
- While processes may vary among municipalities, State regulations require that applications be completed and submitted to the Township Clerk's office ten (10) days prior to the next Township Meeting to be approved by the Township Committee, in accordance with N.J.A.C. 13:47-4.1.
- Upon Approval by the Township Committee/Clerk, the application and applicable fees are forwarded to the Legalized Games of Chance Control Commission (LGCCC) for approval.

- Licenses will be issued approximately 15 business days after the Township Committees approval, unless it has been rejected by the LGCCC, pursuant to N.J.A.C. 13:47-4.3.

*Note that the information which follows pertains only to the types of gaming activities typically conducted at SBCCS. Information regarding other types of activities may be found on the LGCCC website referenced above.*

### Definitions

**Off-premises 50-50 raffle** means a raffle conducted by a drawing for a cash or money prize(s), with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win, the prize or prizes equaling 50 percent of the amount received for all tickets or rights to participate.

**Off-premises draw raffle** means a raffle conducted by a drawing, for a merchandise prize(s), with respect to which tickets may be sold in advance of the occasion of the drawing and the winner(s) need not be present to win.

**On-premises 50-50 raffle** means a raffle conducted by a drawing for cash or money prize(s), with respect to which all tickets are sold only to persons present at the place of the drawing, the winner(s) determined and the prize(s) equaling 50 percent of the amount received for all tickets or rights to participate awarded to a person(s) present at the drawing (e.g. a 50/50 raffle conducted at an event via sales from a roll of 'tear-off' tickets).

**On-premises draw raffle** means a raffle conducted by a drawing for a merchandise prize(s), with respect to which all tickets are sold only to persons present at the place of the drawing, the winner(s) determined and the prize(s) awarded to a person(s) present at the drawing.

**Non-draw raffle** means a raffle conducted by means other than drawing from a container having therein the counterparts of all tickets or rights to participate, that is, any wheel or game approved by the LGCCC to be licensed as an allotment of a prize(s) by chance (e.g. Carnival Games or Wheel).

### Raffle License Fee Schedule

*Note that Holmdel Township's fees are currently one-half [50%] of the amount of the LGCCC fees; most other municipalities follow the LGCCC fee schedule.*

**Off-Premise 50/50 (Cash) Draw Raffle** (Tickets sold in advance and winner(s) need not be present to win). Requires a \$20 check payable to the Town (\$10 in the case of Holmdel Township) and a \$20 check payable to the LGCCC submitted at the time of application. If the prize(s) awarded exceeds \$1,000, an additional \$20 per \$1,000 or part thereof, is to be paid to both the Town and the LGCCC upon filing the Report of Operations. A sample ticket is required with the application.

**Off-Premise Merchandise Draw Raffle** Requires a \$20 check payable to the Town (\$10 in the case of Holmdel Township) and a \$20 check payable to the LGCCC submitted at the time of application. If the RETAIL value of the prize(s) to be awarded exceeds \$1,000, an additional \$20 for each \$1,000 or part thereof, is to be paid to both the Town and the LGCCC upon submission of application (or with the Operations Report if the merchandise value is not known at the time of application). A sample ticket is required with the application.

**On-Premise Draw Raffle for Cash (50/50) or Merchandise exceeding \$400 total prize value** (Tickets are only sold at the time and the place of the drawing and winner must be present) The LGCCC's fee is \$20 for each day on which a drawing(s) is to be conducted under the license. Payment should be submitted at time of application, along with a \$20 check payable to the Town (\$10 if Holmdel Twp)

**On-Premise Draw Raffle for Cash (50/50) or Merchandise not exceeding \$400 total prize value** There is no licensing fee. If the raffle should exceed \$400, submit \$20 fee to LGCCC and to the Town with the post-event Operations Report.

### Non-Draw Raffle (Carnival Games or Wheel)

Checks payable to the LGCCC and Holmdel Township in the amount of \$20 (or \$10 respectively) for each game or wheel held on any one day, or any series of consecutive days not exceeding six at one location to be submitted with the application. Each copy of the application must also include a Statement of Raffle Equipment Lessor and a Statement of Retail Prize Values obtained from the vendor through whom the equipment (games/ wheels) are being rented.

## Licenses

As soon as a gaming license is received from the Town, a copy should be submitted to the Parish Administrator.

ALL flyers, forms, posters, tickets, etc. for the event MUST include the Church or PTA's (as appropriate) LGCCC ID # and the assigned Raffle License (RL #). (For events involving the sale /service of alcohol, the Social Affairs Permit # must also be included.)

Additionally, the original license must be displayed at the time and place of the gaming activity in accordance with LGCCC regulations.

## Tax Reporting

For 50/50 raffles which result in a prize payout which is a) \$600 or more and b) at least 300 times the amount of the wager, the winner must complete and sign IRS Form 5754 Statement by Person(s) Receiving Gambling Winnings (available at [www.irs.gov](http://www.irs.gov)) PRIOR to receiving their winnings. The completed Form 5754 must be submitted to the SBCCS Business Administrator, currently Tony Malone. Raffles which will result in prize payouts of this magnitude should be discussed with the Business Administrator in advance of the drawing since some circumstances will also require tax withholding from the winnings prior to payout.

Upon completion of a raffle or other licensed gaming activity, a Report of Operations must be completed and mailed to the LGCCC with a copy to the Town, together with any additional licensing fees due in accordance with the guidelines above.

The LGCCC Report of Operations form is available on the Licensing parish web page or the LGCCC web site (<http://www.niconsumeraffairs.gov/lgccc/Applications/Raffle-Report-of-Operations.pdf>).

Please complete two (2) copies of the Report of Operations within 5 calendar days of the drawing/event in accordance with the guidance below. (The second copy must be submitted to the SBCCS Parish Administrator for the master file of all applications and associated reports.)

Reports for Off Premise Raffles must also include the Printers Certificate received when the tickets were obtained through the printer.

Questions regarding completion of the Report should be directed to the designated license reviewer, currently Lori Ulrich ([ulrich@stbenedictnj.org](mailto:ulrich@stbenedictnj.org)).

Completed reports must be directed to the above named designee for review PRIOR to notarization and submission. Once one of these individuals has reviewed and approved, the report must be taken to the SBCCS Parish Office for notarization by the designated SBCCS Notary, currently Lorrie McGee ([mcgee@stbenedictnj.org](mailto:mcgee@stbenedictnj.org)) together with:

- extra copy
- Printer's Certificate (for off premise raffles)
- checks for any additional licensing fees due to the LGCCC and/or the Town, and
- pre-addressed envelopes for the LGCCC (address is on the Operations Report form) and the Township Clerk of the town in which the activity was held.

Reports will not be notarized unless reviewed in advance as noted above, and ALL reports completed on behalf of SBCCS or one of its ministries MUST be notarized onsite in the Parish Office. Reports may NOT be notarized by other parties including local banks.

Once a Report has been notarized, the Report and all of the associated paperwork (printer's certificate if applicable, checks, envelopes, etc.) will be directed back to the appropriate representative for submission.