

APPLICATION FOR A PERMIT TO
CONDUCT A BAZAAR OR RAFFLE
CGR-2 REV 498

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
Division of Special Revenue
Charitable Games
555 Russell Road, P.O. Box 11424
Newington, CT 06111



SAMPLE

INSTRUCTIONS:

1. A ranking officer of the sponsoring organization must fill out this form in duplicate.
2. The completed form shall be submitted to the Chief of Police or First Selectman of the municipality where the bazaar or raffle is to be held at least ten **business** days prior to such bazaar or raffle.
3. The Chief of Police or First Selectman shall forward the original copy to the Division of Special Revenue at least five **business** days prior to the effective date of the bazaar or raffle.

TYPE AND CLASS OF PERMIT DESIRED Class 1 Raffle		PERMIT NUMBER (To Be Assigned By Special Revenue)	
NAME OF SPONSORING ORGANIZATION St. John's Church - Men's Club		TELEPHONE NUMBER (860) 555 - 1000	
ADDRESS OF SPONSORING ORGANIZATION (No. and Street) 263 Cedar Mountain Road,		(City or Town) Anytown,	(State) (Zip Code) CT 06000

CHECK ORGANIZATION CATEGORY

- | | |
|---|--|
| 01 <input type="checkbox"/> An educational or charitable organization | 05 <input type="checkbox"/> An officially recognized organization or association of veterans of any war in which the U.S was engaged |
| 02 <input type="checkbox"/> A civic or service club | 06 <input type="checkbox"/> An officially recognized volunteer fire company |
| 03 <input type="checkbox"/> A fraternal or fraternal benefit society | 07 <input type="checkbox"/> A political party or town committee of the municipality in which the bazaar or raffle is to be held |
| 04 <input checked="" type="checkbox"/> A church or religious organization | |

DATE ORGANIZED OR INCORPORATED June 20, 1965	IS ORGANIZATION NONPROFIT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Has organization been functioning as a nonprofit in the municipality in which permit is requested for at least six months? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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LIST OF OFFICERS OF SPONSORING ORGANIZATION

TITLE	NAME (First, Middle, Last)	ADDRESS (No., Street, City or Town, State, Zip)	DATE OF BIRTH (Mo., Day, Year)
President	William Couto	36 Marlborough Street, Newington, CT 06111	7-16-30
Vice-President	Trevor Smith	19 Eagle Drive, Wethersfield, CT 06109	2-27-35
Treasurer	Edward McDonald	105 Townsend Lane, Rocky Hill, CT 06067	9-24-44

RAFFLE

GIVE THE DATES AND TIME WHEN THE RAFFLE IS TO BE CONDUCTED			
COMMENCING DATE 01-25-99	TERMINATING DATE 03-25-99	TIME OF DRAWING 11:00	XX P.M.
PLACE WHERE DRAWING IS TO BE HELD (Name of Place) St. John's Church Hall,		(City or Town) Anytown,	(State) (Zip Code) CT 06000

Is the container owned absolutely by the sponsoring organization? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF NO: Container To Be <input type="checkbox"/> Rented <input checked="" type="checkbox"/> Borrowed	CONTAINER RENTAL FEE PAID \$ N/A
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FROM WHOM IS THE CONTAINER TO BE OBTAINED? (Name) Knights of Columbus #144,	(No. and Street) 64 Belden Street,	(City or Town) (State) (Zip Code) Anytown, CT 06000	DEALER REGISTRATION NUMBER N/A
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Does each ticket have printed thereon:
the name of the sponsoring organization; the time, date, and place (number, street, town, state) of the drawing; price of the ticket; the three most valuable prizes; and the total number of prizes to be awarded? YES NO

NUMBER OF TICKETS TO BE PRINTED 20,000	UNIT PRICE OF TICKETS TO BE SOLD \$2.00	DESCRIBE THE KIND OF RAFFLE TO BE CONDUCTED Presence of winner required
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BAZAAR

GIVE THE DATE(S) AND TIME(S) FOR EACH DAY THE BAZAAR IS TO BE CONDUCTED N/A			
PLACE WHERE THE BAZAAR IS TO BE CONDUCTED (Name of Place) N/A		(City or Town) N/A	(State) (Zip Code) N/A

NUMBER OF WHEELS AND GAMES OF CHANCE TO BE USED N/A	DESCRIBE THE KIND OF BAZAAR TO BE CONDUCTED N/A
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Is the equipment owned absolutely by the sponsoring organization? <input type="checkbox"/> YES <input type="checkbox"/> NO N/A	IF NO: Equipment To Be N/A <input type="checkbox"/> Rented <input type="checkbox"/> Borrowed	EQUIPMENT RENTAL FEE PAID \$ N/A
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FROM WHOM ARE THE WHEELS AND GAMES OF CHANCE TO BE OBTAINED? (No. and Street) N/A	(City or Town) (State) (Zip) N/A	DEALER REGISTRATION NUMBER N/A
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ST. JOHN'S CHURCH
MEN'S CLUB RAFFLE

RAFFLE

Sponsored by

ST. JOHN'S CHURCH - MEN'S CLUB
To Benefit
Church Renovations and St. John's Catholic School Budget

SAMPLE

SIX (6) PRIZES TO BE AWARDED

- 1ST PRIZE: 1999 CUTLASS SUPREME (2 DOOR)
Air conditioning, power locks and windows,
cruise control, and AM/FM cassette stereo
- 2ND PRIZE: TRIP FOR 2 TO ORLANDO, FLORIDA. Includes
round trip airfare, and 6 days/5 nights hotel accommodations
(value \$1,500.00)
- 3RD PRIZE: KENWOOD CD PLAYER
- 4TH PRIZE: AT&T CORDLESS TELEPHONE
- 5TH PRIZE: \$50.00 GIFT CERTIFICATE redeemable at Taylor's
Food Mart, Market Plaza, 5 Market Rd., Newington, CT

DRAWING TO BE HELD:

March 25, 1999 at 11:00 p.m.
ST. JOHN'S CHURCH HALL
263 CEDAR MOUNTAIN ROAD
ANYTOWN, CT 06000

TICKET HOLDERS MUST BE PRESENT TO WIN
PRIZES NOT REDEEMABLE FOR CASH OR ALCOHOLIC BEVERAGES

NO. 0000000

NO. 0000000

PRICE: \$2.00

**** INSTRUCTIONS TO COMPLETE A RAFFLE APPLICATION ****

Please complete each section on the Application for a Permit to Conduct a Bazaar or Raffle (CGR-2) form, the Statement of Active Members (CGR-2A) form, and provide a sample raffle ticket. A step by step set of instructions is listed below in order to ensure proper completion of the forms.

APPLICATION FOR A PERMIT TO CONDUCT A BAZAAR OR RAFFLE (CGR-2)

1. Specify the type **and** class of permit desired.
EXAMPLE: Class 1 Raffle
2. Provide a **complete** name and address (number, street, city/town, state, zip) of the sponsoring organization.
3. Provide a telephone number.
4. Check one of the seven (7) categories which best suits your organization.
5. Provide the date your organization was organized or incorporated.
6. Indicate if the organization is nonprofit and if the organization has been functioning as nonprofit in the municipality in which the permit is requested for at least six months.
7. Provide the title, complete name (first, middle, last), complete **home** address (number, street, city/town, state, zip) and a complete date of birth (month, day, year) for each officer of the **sponsoring organization**.
8. Provide the commencing date and the terminating date of the raffle, along with the commencing time (including a.m. or p.m.) of the raffle drawing.
9. Provide a complete address (place, number, street, city/town, state, zip) of the place where the raffle drawing is to be held.
10. Indicate if the container is absolutely owned by the sponsoring organization and, if not, indicate if the container is to be rented or borrowed. If the container is to be rented, the container rental fee to be paid must be provided.
11. If the container is to be rented or borrowed, a complete name and address (name, number, street, city/town, state, zip) of the person/organization from whom the container is to be obtained must be provided. If the container is to be rented, it **must** be rented from a Bazaar and Raffle Equipment Dealer that is registered with the Division of Special Revenue, and the dealer's registration number must be provided.

Sample Raffle Application Instructions

12. Answer the question in regard to the attached sample ticket.
Note: A sample of the ticket must be attached for approval. A printers proof or a legible specimen ticket may be provided. **UNDER NO CIRCUMSTANCES may an organization print tickets prior to receiving a permit which has been issued with the approval of the Executive Director of the Division of Special Revenue.**
13. Provide the number of tickets to be sold, and the unit price of tickets to be sold.
Note: The discounting of tickets for the sale of more than one ticket is prohibited.
14. Describe the kind of raffle to be conducted. Descriptions of the kind of raffle to be conducted would include "Winner Need Not Be Present", "Presence of the Winner is Required" or "Reverse Order Drawing".
Note: If the presence of the winner is required at the raffle drawing, this statement must be printed on the raffle ticket as well.

The section titled "Bazaar" should be marked not applicable (N/A) since this is an application for a raffle permit. Note: If an organization requires both a raffle permit and a bazaar permit, separate paperwork must be filed.

15. The expense section must be completed by listing the monetary value of the expenses intended to be incurred or paid in connection with the holding, operating and conducting of the raffle, a **COMPLETE** name and address (number, street, city/town, state, zip) of the persons to whom the expenses are to be paid, and the purposes for which they are to be paid.
Note: Expenses such as the permit fees, equipment rental fee, printing cost of raffle tickets and any prizes purchased by the organization must be listed.
16. The merchandise section must be completed by:
 - **SEPARATELY** listing items of merchandise offered as prizes in the raffle
 - indicating whether or not the items of merchandise were donated
 - providing the retail value of all donated items
 - providing the amount paid for items purchased by the organization
 - providing a **COMPLETE** name and address (number, street, city/town, state, zip) from whom the items of merchandise were purchased or by whom donated
17. State the specific purpose to which the entire net proceeds of the raffle are to be devoted and in what manner.
18. Give the complete name, complete home address (number, street, city/town, state, zip), date of birth (month, day, year) and telephone number for each of the three Designated Active Members and provide the name of the city or town in which each is an elector.
Note: The three Designated Active Members **MUST** be electors in the city or town in which the permit is sought, and they must be at least eighteen years of age.

EACH TICKET MUST HAVE PRINTED THEREON:

The name of the sponsoring organization.

The time (including a.m. or p.m.), the date (month, day, year), and place (number, street, city/town, state) of the drawing.

The price of the ticket.

At least the three most valuable prizes to be awarded.

The total number of prizes to be awarded.

Each ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder.

HELPFUL REMINDERS

The name of the sponsoring organization must appear exactly the same as the name that has been printed on the application form. It must be apparent to the purchaser of a ticket which organization is "sponsoring" the raffle.

The drawing information, such as the time, date and place of the drawing, should appear in one general area on the ticket.

The unit price of the raffle ticket must be printed on the ticket. Please note that all tickets shall be sold at a uniform unit price for each ticket without any discount or allowance for the purchase of more than one ticket.

The three most valuable prizes to be awarded must be printed on the raffle ticket. An organization may, however, list all prizes to be awarded if it desires to do so.

The total number of prizes to be awarded must be printed on the ticket (even if only one prize is to be awarded).

The organization must label each prize (example: 1st prize, 2nd prize, etc.) regardless of the number of prizes to be awarded.

The sample ticket must be numbered and must have a correspondingly numbered stub or counterpart with a designated space for the name and address of the ticket holder. An organization may indicate on the sample ticket where each ticket will be numbered by using one of the following:

# #	XXXX
0000	TICKET NO.

ACCEPTABLE WORDING OF PRIZES PRINTED ON A RAFFLE TICKET

MERCHANDISE PRIZES: (example: lamp, cordless phone, vcr, etc.)

- Merchandise prizes should be listed with a description of the item.
- The name of the place or business where the prize was obtained may **not** be listed on the ticket, since it would be considered advertising matter, which is prohibited. This information may be placed on any other material an organization may distribute such as pamphlets, fliers or posters, but it may **not** appear on a raffle ticket.
- The value may be listed after the description of the item of merchandise, but it is not required to be printed on the ticket.

* **May Word As:** 20" Color TV With Remote Control

Crystal Bowl (Value \$50.00)

CHOICE OF MERCHANDISE PRIZES:

- The choice of merchandise prizes is allowed, provided that the choice is limited to not more than one of two specific items of merchandise of **equal** value, and a complete description of each item must be printed on the raffle ticket.
- The choice of a prize is strictly limited to **merchandise** items, and is not allowed for any other type of prize which may be offered in a raffle.

* **May Word As:** Crystal Bowl
OR
Crystal Vase

GIFT CERTIFICATES:

- In offering a gift certificate as a prize, an organization cannot describe what the holder will receive when they redeem the gift certificate at a particular establishment. If an organization wants to award a specific item of merchandise, it cannot offer a gift certificate as the prize. Gift certificates entitle the holder to exercise his/her option in the choice of an article of merchandise. Gift certificates which are redeemable at restaurants, grocery stores, malls, etc. where alcoholic beverages may be obtained must bear a notation which states that the gift certificates may not be redeemed for alcoholic beverages.

* **May Word As:** \$200.00 gift certificate redeemable at Sam's Music Center

\$ 50.00 gift certificate redeemable at Lucian's Restaurant
(EXCLUDES ALCOHOLIC BEVERAGES)

Sample Raffle Application Instructions

SERVICES: (example: haircut, manicure, oil change, etc.)

- When a service is offered as a prize, it must be awarded as a gift certificate. This is to prevent organizations from giving the winners cash in order to pay for the service. However, since the original intent was to award a particular service to the winner, the organization may describe the kind of service(s) the winner will receive. If the service to be awarded must be completed within a certain period of time, (example: 1 hour), this information must be provided as part of the description of the prize.

*** May Word As:** \$25.00 gift certificate for haircut services for 1 person redeemable at Sue's Beauty Salon

\$100.00 gift certificate for oil change and tune-up services for one vehicle redeemable at Ron's Auto Service Center

\$75.00 gift certificate for two hours of house cleaning services for one home redeemable at Neat and Clean

- This is the only exception allowed in the awarding of gift certificates. All other gift certificates must be worded as previously mentioned.

AIRLINE TICKETS:

- Must be treated in the same manner as a gift certificate by using the words "redeemable at".
- Must also state if the tickets are roundtrip or one-way.
- Tickets must be to a specific destination.

*** May Word As:** 2 roundtrip airline tickets to Orlando, Florida redeemable at Cougar Airlines

MEMBERSHIPS: (example: health club)

- Must be treated in the same manner as a gift certificate by using the words "redeemable at".
- Must also state length of membership and number of members.

*** May Word As:** 1 Year Membership for one person redeemable at Best Fitness Center

Sample Raffle Application Instructions

GAME OR SHOW TICKETS: (example: sports games, plays or theater)

- Must be treated in the same manner as a gift certificate by using the words "redeemable at".
- May also list the date of the game or performance.

* **May Word As:** 4 tickets to the New York Yankees vs. Boston Red Sox game on 09/20/99 redeemable at Yankee Stadium

2 tickets for the performance of Madame Butterfly redeemable at the Winter Garden Theater

PACKAGE DEALS: (example: trips including airfare, accommodations, etc.)

- The organization must provide a complete destination, the number of people the prize will accommodate, the length of time involved, and specify what is included in the package such as accommodations, airfare, meals, etc.

* **May Word As:** Trip for 2 to Long Beach, California, Includes roundtrip airfare, 7 days/6 nights accommodations at the Holiday Hotel, and dinner each evening

- Must print the words "Excludes Alcoholic Beverages" in parentheses directly after the description of the prize, or the words "Prizes Exclude Alcoholic Beverages" somewhere on the body of the ticket, whenever alcohol may inadvertently be obtained with a prize, such as with meals.

LOTTERY TICKETS:

- Must print a specific description of the amount and type of Connecticut State lottery tickets to be awarded as a prize.

* **May Word As:** 25 Connecticut Instant Lottery Tickets

5 Connecticut Advanced Action Lotto Tickets

If clarification or further information is needed in regard to the application forms or sample raffle tickets, please do not hesitate to contact Charitable Games at 1-800-338-6331 or (860) 594-5480.