



Our Mission: *To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

**City of Oregon**  
115 N. 3<sup>rd</sup> St., Oregon, IL 61061  
Phone: 815-732-6321 / website:  
cityoforegon.org

### **Raffle License Application**

License Term – Maximum of 120 days  
License Fee - \$25.00

**License Applicants:** A license to operate a raffle shall be issued only to bona fide religious, charitable, labor, fraternal, educational or veterans' organizations that operate without profit to their members and which have been in existence continuously for a period of five (5) years immediately before making application for a license and which have had during that entire five (5) year period a bona fide membership engaged in carrying out their objects. Applications must be received fourteen (14) days prior to the raffle.

**Raffle Manager:** The operation and conduct of a raffle shall be under the supervision of a single raffles manager designated by the licensee. The manager shall give a fidelity bond equal in amount to the aggregate retail value of all prizes to be awarded in favor of the licensee, conditioned upon his honesty in the performance of his duties. The terms of the bond shall provide that notice shall be given, in writing, to the city not less than 30 days prior to the cancellation of such bond. Corporate surety shall be given on such bond unless waived by the city. The city may waive the bond by including a waiver provision in the license, provided that a license containing such waiver provision shall be granted only by unanimous vote of the members of the licensed organization.

Organization Status:    Religious            Charitable            Labor            Fraternal            Veteran's            Educational

Name of Applicant/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License/State ID#: \_\_\_\_\_ State Issued: \_\_\_\_\_

Is the organization that you are employed by or representing a nonprofit organization?    Yes            No

Place & Date of charter or incorporation as a nonprofit: \_\_\_\_\_

Tax Exempt Number: \_\_\_\_\_

Name of Presiding Officer: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Presiding Secretary: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Raffle Manager: \_\_\_\_\_

Address: \_\_\_\_\_ City / State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



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List the prizes and the retail price of each prize to be awarded:

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Aggregate value of all prizes: \_\_\_\_\_ Maximum Number of Raffle Chances to be sold: \_\_\_\_\_

Raffle ticket sale dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Area/Locations where raffle tickets are to be sold: \_\_\_\_\_

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Price to be charged for each ticket sold: \_\_\_\_\_

Winning Chances will be determined: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Drawing: \_\_\_\_\_

Has the applicant acquainted himself with the rules and regulations as defined in the City of Oregon City Code 6.36 Raffles? Yes No

Does the applicant intend to comply with each and every provision thereof? Yes ☐ No ☐

**Applicants must submit the following with their application:**

Copy of Valid Driver's License or State ID for President, Secretary, and Raffle Manager.

Application must be signed by President, Secretary, and Raffle Manager and notarized.

Application Fee - \$25.00

Fidelity Bond in the sum of the aggregate retail value of the prizes in favor of the City of Oregon.  
(Attach completed Bond Waiver Request form if requesting waiver of bond requirement.)



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**Attestation**

The undersigned attests that the organization named below is an organized not-for-profit under the law of the State of Illinois and has been continuously in existence for at least five (5) years preceding the date of this application and that during this entire five (5) year period preceding the date of application, it has maintained a bona fide membership actively engaged in carrying out its objective. The undersigned does 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 raffle(s) are bona fide members of the sponsoring organization, are all of good moral character, and have not been convicted of a felony; that if a license is granted hereunder, the undersigned will be responsible for the conduct of the raffle(s) in accordance with the provisions of the laws of the State of Illinois and this jurisdiction governing the conduct of such raffles.

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Printed Name of Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN BEFORE ME THIS

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Signature of Raffle Manager

\_\_\_\_\_  
Printed Name of Raffle Manager

\_\_\_\_\_  
Date

Seal



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### **Bond Waiver Request**

The City Code requires the Raffle Manager to give a fidelity bond equal in amount to the aggregate retail value of all prizes to be awarded, conditioned upon his/her honesty in the performance of his/her duties. The terms of the bond shall provide that notice shall be given, in writing, to the city not less than thirty (30) days prior to the cancellation of such bond.

The city may waive the bond by including a waiver provision in the license issued, provided that by a unanimous vote of the members of the licensed organization, such waiver is requested. Such request does not guarantee that a waiver will be granted by the city; however, if your organization would like to request a waiver of the bonding requirement, please complete the following Bond Waiver Request.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_  
(Name of Organization)

by unanimous vote requested that the City of Oregon waive the fidelity bonding requirement for its raffle to be conducted on the attached raffle application.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
President Secretary

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#### **-----OFFICE USE ONLY-----**

Fee

Driver's License/State ID

Application signed by President, Secretary, and Raffle Manager

Attestation signed and notarized

Bond Waiver (if requesting)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk