

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION



APPLICATION FOR A NEW OR RENEWAL CLASS A AND B LICENSE TO OPERATE RAFFLE GAMES

IMPORTANT NOTICE – READ CAREFULLY

Raffle Games possess inherent risks for gaming licensees. Not all raffle games are successful fundraisers. Your organization should carefully consider its marketing plan to ensure that you have sufficient volunteers and employees to sell enough tickets to make your raffle a successful event. Once you commence ticket sales, under Oregon law **you are generally required to complete the raffle event and award the prize** regardless of how many tickets you sell. You generally cannot cancel the raffle once you begin raffle ticket sales. ORS 646.608 the “Oregon Unlawful Trade Practices Act” prohibits making false statements about a prize, contest or promotion; or advertising real estate, goods or services with intent not to provide them as advertised; or promising to deliver real estate, goods or services with intent not to deliver them.

High end items such as motor vehicles are especially risky. Even if you do not sell as many tickets as you hope to, you must still hold the event and award the prize. Your raffle might not generate a profit for your organization.

Your organization must own the advertised raffle prize. In the case of motor vehicles, this means that your organization must furnish the Department with a copy of a clear title to the vehicle. If the vehicle is a used or custom vehicle, you must provide a written appraisal verifying its advertised value and mileage by an authorized appraiser. If new, submit copy of dealer sales invoice and/or purchase contract.

Any raffles offering a prize of cider, distilled liquor, malt, beverage or wine must also adhere to the raffle regulations of the Oregon Liquor Control Commission. Any raffles offering a prize of a firearm must also adhere to the regulations of the Bureau of Alcohol, Tobacco, Firearms and Explosives.

See instructions on next page

INSTRUCTIONS

Enclosed is an application for a license to conduct raffles in Oregon. This application may be used to apply for a new license, and renew or upgrade an existing license. Raffle licenses are available to qualifying nonprofit organizations. Only nonprofit organizations that meet the following requirements qualify for licenses:

- *The organization must be exempt from the payment of federal income tax; and*
- *The organization must have held tax exempt status for a period of at least one year.*

If your organization meets the qualifications above, and intends to conduct limited raffle operations, it may not need a license. Licenses are not required if:

- *The organization conducts raffles with not more than \$10,000 handle (gross sales) per any calendar year; and/or*
- *Your total ANNUAL handle is \$10,000 or less.*

If you anticipate that any single raffle may bring in more than \$10,000, and/or your annual handle will exceed \$10,000, you should apply for a license. The license application is, for the most part, self-explanatory. Please type or use ink to complete the application. Complete all items fully. Parts of the application may call for an original signature by a responsible official. Applications that are incomplete or are not accompanied by original signatures will be rejected. Once a complete application is filed, the Department has 60 days to approve or deny the application. You will be notified in writing if your application is rejected or denied.

Proof must be provided that the applicant organization has held tax exempt status for at least one year along with this application. Public schools or government agencies do not need to provide proof of tax exemption. The following will be accepted by the Department as proof of tax exempt status:

- *A determination letter from the IRS stating that your organization is tax exempt.*
- *A copy of the IRS group exemption letter, if you are claiming to be tax exempt under a group exemption. You must provide documentation that shows the applicant organization is a subordinate organization covered by the group exemption.*
- *A copy of the filed SEL 221 or FEC Form 1 and a copy of the filed IRS Form 1120 POL, if the applicant organization is claiming tax exempt status as a political action committee.*
- *If the applicant organization is claiming tax exempt status other than pursuant to the provisions of the Internal Revenue Code section 501(c), a signed opinion letter from an attorney or certified public accountant that states the organization is tax exempt and which cites the relevant provisions of the Internal Revenue Code which supports the claim for tax exempt status.*

The following items will NOT be accepted as proof of tax exempt status:

- *IRS Form - Assignment of Employer or Taxpayer Identification Number.*
- *Any articles of association or incorporation, or corporation listings which indicate solely that the organization is registered as a nonprofit entity.*

Educational institutions must have their school principal, district superintendent, dean, or school president certify that the institution or division thereof is authorized to conduct raffles.

License Fees. The application must be accompanied by the proper license fee. All fees are non-refundable. The fee for a Class A license is \$100. The fee for a Class B license is \$40. Make a check payable to Oregon Department of Justice. The authorized handle limit for a Class B licensee is \$10,000. There is no handle limit for a Class A license.

If you have any questions concerning the application or the licensing process, contact the Gaming Registrar

Mail the completed report with fees to:
Make a check payable to
Oregon Department of Justice.
(Original must be sent)

Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702

Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900

DOJ USE ONLY
Fee Paid

OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

DOJ USE ONLY
Date Received

APPLICATION FOR A NEW OR RENEWAL CLASS A AND B LICENSE TO OPERATE RAFFLE GAMES

Class, Limit and Fee

Applying for:	<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal	<input type="checkbox"/> License Upgrade
License class:			Non-refundable fee:
<input type="checkbox"/> Class A authorizes raffles without restriction as to handle.			\$100
<input type="checkbox"/> Class B authorizes raffles with handles NOT to exceed \$10,000 per raffle.			\$40

Organization Information	EIN:	Licensee # : R-
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1	Full name of organization applying for raffle gaming license:		
	Mailing address:	City:	State: ZIP:
	Telephone:	Email:	
RAFFLE CONTACT BELOW MUST BE A RESPONSIBLE OFFICIAL AS DESIGNATED ON PAGE 4.			
2	Name (Last, First and Middle Initial):		
	Contact person address:	City:	State: ZIP:
	Contact person Phone:	Cell Phone:	Email:
3	Type of organization of applicant:		
	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious	<input type="checkbox"/> Scientific
	<input type="checkbox"/> Labor	<input type="checkbox"/> School/College	<input type="checkbox"/> Government
4	State the purpose for which your organization intends to use the proceeds from raffles.		
5	Has your organization held TAX EXEMPT status for at least one year?		<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Is the application organization a chapter or division of a larger or parent organization?		<input type="checkbox"/> YES <input type="checkbox"/> NO
7	If #6 is YES, are you claiming Tax Exempt status under a group exemption letter issued to the larger or parent organization?		<input type="checkbox"/> YES <input type="checkbox"/> NO
8	If #6 is YES, does the applicant organization file an IRS Form 990 each year, separately from the larger or parent organization?		<input type="checkbox"/> YES <input type="checkbox"/> NO

New Applicants Only	Attach copy of your Tax Exempt Determination Letter from the IRS, or letter from Attorney or CPA State organization is exempt, citing relevant provision of the Internal Revenue Code.
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Responsible Officials: List the full *legal* name (including middle initial) for all of the organization's responsible officials who hold authority for governing the organization's operations. Include volunteers, all members of the Board of Directors, Executive Committee, the highest-ranking senior staff making day-to-day decisions, etc. Must include the organization's Chief Executive Officer (CEO) or equivalent. **YOU MAY ATTACH A LIST SUPPLYING THE REQUIRED INFORMATION.**

9	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
10	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
11	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
12	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
13	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
14	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
15	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
16	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	
17	Name: (Last, First, Middle Initial)	Title:		
	Address:	City:	State:	ZIP:
	Telephone:	Cell Phone:	Email:	

Attach additional sheet(s) if necessary.

Raffle Operation

22	List the person(s) who will be contact persons and/or responsible for the conduct of the raffle sales operation. Full Legal Name including middle initial:		
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
	Will this person receive compensation of any kind from the raffle operation?		<input type="checkbox"/> YES <input type="checkbox"/> NO
			If compensated, by what hourly rate? \$ _____
23	Additional contact and/or responsible person: Full Legal Name including middle initial:		
	Address:	City:	State: ZIP:
	Telephone:	Cell Phone:	Email:
	Will this person receive compensation of any kind from the raffle operation?		<input type="checkbox"/> YES <input type="checkbox"/> NO
			If compensated, by what hourly rate? \$ _____
24	Will anyone receive pay to sell raffle tickets?		<input type="checkbox"/> YES <input type="checkbox"/> NO
25	If YES, enter number of paid individuals: _____		Hourly rate of pay: \$ _____
26	Financial institution where organization's account (if any) is maintained:		
	Street address:	City:	State: ZIP:
	Account number:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other:	

Certification MUST BE SIGNED BY A RESPONSIBLE OFFICIAL OF ORGANIZATION (Preferably CEO)

27	<p>I certify the information contained herein is true and complete to the best of my knowledge. I further certify that the raffle license applicant holds necessary city, county and/or state permits or licenses required to conduct bingo, lotto, raffles, or gaming in their geographical location. I acknowledge that giving false information is grounds for denial, suspension, or revocation of a bingo gaming license. I am a responsible official of the applicant organization and authorized to sign this application on its behalf.</p> <p>Signature: _____ Title: _____ Date: _____</p>
28	<p>If applicant organization is part of a school, college or university, the following additional signature and certification is required. I certify that the organization applying for this license is authorized to conduct raffle games by the institution named below:</p> <p>Educational Institution: _____</p> <p>Signature: _____ Title: _____ Date: _____</p>

OREGON DEPARTMENT OF JUSTICE

Raffle Rule Review and Certification

A completed rule review and certification must be on file with the Department before a raffle license will be issued or renewed. The answers to the rule review will be found in the Oregon Administrative Rules. The rule review and certification must be completed and signed by the person(s) identified on page 6 at lines 22 and 23 who will be responsible for the operation and conduct of raffle ticket sales. See OAR 137-025-0091.

1	Class A raffle licensees are authorized to conduct raffle games throughout the year with handles in excess of \$_____. Class B licensees may not conduct raffles with the handle in excess of \$_____. OAR 137-025-0200
2	If a Class B licensee desires to conduct a raffle with sales in excess of \$_____, it shall notify _____ and apply for a _____ license. OAR 137-025-0230(2)
3	What types of records are required to be kept by raffle licensees? OAR 137-025-0240(1) (a) (b) (c)
4	A Class A licensee is required to maintain a _____ in addition to the records required by OAR 137-025-0240(1). It shall contain: OAR 137-025-0240(2) (a) (b) (c) (d)
5	A record shall be prepared by a raffle licensee for each winner of a prize with a retail value of \$_____ or more, which shall include: OAR 137-025-0250(1)(a) (a) (b) (c)
6	For prizes with a retail value of \$_____ or more, the licensee should also obtain: OAR 137-025-0250(1)(b) (a) (b)
7	A raffle licensee shall obtain a _____ from the vendor for all _____ prizes awarded with a retail value of more than \$_____. Or maintain records identifying the prize, the donor or other source of the prize, and the basis of determining the prizes retail value. OAR 137-025-0250(2)

8	<p>_____ to conducting _____ of raffle tickets, each Class A licensee shall submit to the Department a completed _____ for all raffles where sales are intended to exceed \$ _____. It shall include:</p> <p>(a) _____ OAR 137-025-0260</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>(e) _____</p> <p>(f) _____</p>
9	<p>A raffle licensee shall file an _____ with the Department no later than _____ days after the end of the license year. OAR 137-025-0270(1)</p>
10	<p>No person may be required to be _____ at a raffle drawing in order to receive a _____. OAR 137-025-0290(2)</p>
11	<p>A raffle licensee shall not sell _____ more than _____ months in advance of the draw date. OAR 137-025-0290(6)</p>
12	<p>No cash prize shall be offered or awarded in excess of \$ _____. No prize shall be offered or awarded with a retail market value in excess of \$ _____. OAR 137-025-0300</p>
13	<p>The following information must be _____ upon each _____ sold or shall be otherwise provided to each _____ at the time of the _____. OAR 137-025-0310(1)</p> <p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p> <p>(d) _____</p> <p>(e) _____</p> <p>(f) _____</p> <p>(g) _____</p>
14	<p>A raffle licensee shall not permit the operating expenses of its raffle games, excluding _____ and _____ paid to players, to exceed _____ percent of the annual handle in the preceding _____ months. If the expenses have exceeded _____ percent, the raffle license shall not be _____ unless the licensee files a _____ plan for operating in compliance with the expense limitation. The license shall be conditioned on continued compliance with the plan and may be _____ or _____ in the event of noncompliance. OAR 137-025-0040(4)</p>

Certification

I certify that I am the person responsible for the conduct of raffle games to be held by the organization receiving this raffle license. I further certify that I have read the Oregon Administrative Rules, Chapter 137, Division 25 relating to the licensing, operation and conduct of raffle games and have *independently filled in the blanks on raffle application pages 7 and 8* and have affixed my signature, title and date below.

Signature: _____ Title: _____ Date: _____

Print Name: _____

**OREGON DEPARTMENT OF JUSTICE
Waiver and Consent**

To be completed by a *Responsible Official* of the Organization

Pursuant to ORS 464.280 as a condition for application and/or retention of a bingo, raffle and/or Monte Carlo event license,

(Name of applicant organization)

and its officers and directors agree to: (1) Inspections as provided under ORS 464.510, and (2) Waive any liability claims, now and in the future, against the State of Oregon, its agencies, employees and agents for any damages resulting from any disclosure or publication of any information acquired by the Oregon Department of Justice during any investigations, inquiries, or hearings related to bingo, raffle, or Monte Carlo event operations or other organizational activities.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Applicant's Signature

Date

(Must be listed as *Responsible Official* of organization on page 4 of this application)

Full name (printed or typed)

The *original* of this form (signed in ink by an individual listed on the *Responsible Officials* page of the application) must be submitted to the Department of Justice.

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OREGON DEPARTMENT OF JUSTICE CHARITABLE ACTIVITIES SECTION

Raffle Notice for Class A Raffle Licensees

DOJ USE ONLY
Date Received

This form must be completed for all raffles where ticket sales are intended to exceed \$10,000. This notice must be submitted to the Department at least two weeks BEFORE you begin selling tickets for the raffle.

Licensee	
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Licensee:	License No.:
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Raffle	
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Date of Drawing:	Time:	<input type="checkbox"/> Check here if more than one drawing date.
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Location of Drawing:

Street Address:	City:	State:	Zip:
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Tickets	Attach sample or proposed ticket containing disclosures required by OAR 137-025-0310, or indicate how disclosures will be made.
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Total number of tickets offered for sale: _____	Sales Price Each: \$ _____
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Prizes	Itemize each prize to be awarded. The TOTAL of all cash prizes may not exceed \$5000. Calendar raffles or raffles with continuous drawings are considered to be one raffle. NOTE: Your organization must own the advertised raffle prize(s). For motor vehicle prizes, clear title to the vehicle must be submitted to DOJ. If the vehicle is used or custom, a written appraisal verifying its advertised value and mileage by an authorized appraiser must be submitted to DOJ. If the vehicle is new, submit copy of dealer sales invoice and/or purchase contract.
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Description	Retail Value
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total:	\$

Responsible Official	
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Print name of responsible official filing this notice:	Signature of responsible official:
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Title with organization of responsible official:
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Address:

Telephone:	Cell Phone:	Email:
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**Send notice to:
(Original must also be sent)**

**Oregon Department of Justice
100 SW Market Street
Portland, OR 97201-5702**

**Phone: (971) 673-1880
Fax: (971) 673-1882
TTY: (800)735-2900**

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