

Town of Killingly  
Town Manager's Office  
172 Main Street  
Killingly, CT 06239  
Ph: 860-779-5300, ext. 7  
[townmanager@killinglyct.gov](mailto:townmanager@killinglyct.gov)

## Raffle Application Instructions & Statements

Please complete each section on the application for a Permit to Conduct a Raffle, and the statement of Active Members form, and provide a SAMPLE RAFFLE TICKET. The STEP-BY-STEP instructions are listed below to ensure proper completion of the application.

### Applications should be turned in 30 Days prior to the event

1. Obtain copy of IRS determination letter confirming organization EXEMPT status
2. Provide the following:  
**Full name and address** of the sponsoring organization, *INCLUDING* mailing address, if different.  
Phone numbers and email addresses of **APPLICANT CONTACT PERSON**.
3. Check off which category applies to your event.
4. List 3 (three) Designated Active Members with their full names, their DOB, and phone numbers.  
*\*\*Designated Members must be a RESIDENT OF CONNECTICUT and OVER 18 \*\**
5. Select Raffle **Classification** and Raffle **DESCRIPTION**
6. Provide number of tickets printed and unit price of tickets being sold.
7. **Complete BANK information if applicable**
8. Provide **START & END DATE** of raffle, **WHERE/WHEN/TIME of DRAWING** will be held.
9. List all expenses incurred for the event; NAMES and ADDRESSES for any reimbursements to be paid. (use extra sheet of paper if necessary)
10. List Prizes/Merchandise that will be awarded and their value, retail or other. (use extra sheet of paper if necessary)
11. Provide **SPECIFIC PURPOSE of NET PROCEEDS** (i.e.: Church Steeple Fund, Class of 2024 Junior Prom)
12. The Three Designated Active Members listed on the application must read the information provided on the Statement of Active Members form, PRINT THEIR NAMES and SIGN.

**\*\*\* Applicant Contact Person is also the Ranking Officer of Organization \*\*\***

# Raffle Details and Reminders

## ALLOWABLE RAFFLE PRIZES

All prizes given at the any raffle shall be merchandise, tangible personal property or a ticket, coupon, or gift certificate, entitling the winner to merchandise, tangible personal property, services, transportation on a common carrier by land, water, or air and to any tour facilities provided in connection therewith, or to participation in a lottery conducted under Chapter 226. Such ticket, coupon, or gift certificate shall not be refundable or transferable. No cash prizes or prizes consisting of alcoholic liquor shall be given, except as provided in Section 5 of the Bazaar and Raffle Act, and no prize shall be redeemed or redeemable for cash, except tickets for lottery conducted under Section 226. Coins whose trading value exceeds their face value and coins not commonly in circulation shall not be deemed a cash prize. Section 5 of the Act provides that a sponsoring organization with a “Class No. 1”, “Class No. 2”, or “Class No. 4” traditional, cow chip, duck race, golf ball drop, or frog race raffle permit may award cash prizes in addition to the aforementioned prizes.

## Tickets

Each ticket must have the following:

- ✓ Name of sponsoring organization
- ✓ Date, Time, & Place of the drawing
- ✓ Price of the ticket
- ✓ At least 3 (three) most VALUABLE prizes to be awarded
- ✓ Total number of prizes to be awarded
- ✓ Prizes are to be numbered 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> regardless of the number being awarded
- ✓ Each ticket is to be numbered with corresponding numbered stub.
- ✓ Designated space for name and address of the ticket holder

***A SAMPLE TICKET must be attached for approval.***

***NO ORGANIZATION MAY PRINT TICKETS PRIOR TO RECEIVING A RAFFLE PERMIT  
from the Town Managers Office.***

- ✓ Merchandise prizes should include description
- ✓ Businesses who have made donations ARE NOT ALLOWED on the TICKET UNLESS it is a GIFT CERTIFICATE. (Names of business names may appear on materials an organization may distribute i.e.: flyers, pamphlets, posters.)
- ✓ Values of items are not required on the ticket
- ✓ **Gift Certificates are to include a dollar amount awarded or a specific item** (i.e.: \$10.00 redeemable for Music City, \$25.00 redeemable for Sue’s Salon for 1 haircut, \$15.00 redeemable for Dinner at Joys Restaurant (alcoholic beverages not included), 1 Year Membership for 1 person at Jump Fitness, 2 tickets for the matinee of The Nutcracker at Feng Theater, 25 CT Scratch ‘n Win Lottery Tickets)

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For Official Use Only

## Application for a Permit to Conduct a Raffle

### Instructions:

1. The completed form shall be submitted:  
at least thirty (30) days prior to the start of the raffle.
2. This application must include a sample draft of the raffle ticket.
3. Applying organization must be a qualifying non-profit functioning for a minimum of six (6) months.
4. Your application must be completed, signed, and accompanied by a check or money order made payable to:  
"Town of Killingly".

<b>Name of Sponsoring Organization</b>			
If this organization previously held a raffle permit, list permit number:		FEIN	IRS Exempt Status Code
Street Address		City	State      Zip Code
Mailing Address (if different than above)		City	State      Zip Code
Telephone Number (with area code)		Email Address	
<b>Contact Person for <u>this</u> Application</b>	<b>Contact Telephone Number</b>	<b>Contact Email Address</b>	
<b>Organization Category (check only one):</b>			
<input type="checkbox"/> An educational or charitable organization		<input type="checkbox"/> An officially recognized organization or association of veterans of any war in which the U. S. was engaged	
<input type="checkbox"/> A civic, service, or social club		<input type="checkbox"/> An officially recognized volunteer fire company	
<input type="checkbox"/> A fraternal or fraternal benefit society		<input type="checkbox"/> A political party or town committee of the municipality in which the raffle is to be held	
<input type="checkbox"/> A church or religious organization			
Give the names of the three (3) Designated Active Members of the sponsoring organization under whom the raffle is to be conducted. These individuals will affix their signature to the statement form. The three (3) Designated Active Members must be residents of the state of Connecticut.			
First Name	Last Name	Telephone Number (with area code)	Date of Birth
First Name	Last Name	Telephone Number (with area code)	Date of Birth
First Name	Last Name	Telephone Number (with area code)	Date of Birth
<b>Ranking Officer Name</b>		<b>Title</b>	<b>Date of Birth</b>
Residence Street Address		City	State      Zip Code

<b>Raffle Classification:</b>				
<input type="checkbox"/> <b>Class I \$ 50.00</b> ·Max. aggregate prize total of \$15,000 ·Max. time 3 months ·Allowed 1 per year	<input type="checkbox"/> <b>Class II \$ 20.00</b> ·Max. aggregate prize total of \$2,000 ·Max. time 2 months ·Allowed 3 per year	<input type="checkbox"/> <b>Class IV \$ 5.00</b> ·Max. aggregate prize total of \$100 ·Max. time 1 month ·Allowed 1 per year	<input type="checkbox"/> <b>Class V \$ 80.00</b> ·Max. aggregate prize total of \$50,000 ·Max. time 9 months ·Allowed 5 per year	<input type="checkbox"/> <b>Class VI \$ 100.00</b> ·Max. aggregate prize total of \$100,000 ·Max. time 12 months ·Allowed 5 per year
<b>Raffle Description: (Check Only One)</b>				
<input type="checkbox"/> Winner Need Not Be Present		<input type="checkbox"/> Duck Race		<input type="checkbox"/> Winner Must Be Present (must be on ticket)
<input type="checkbox"/> Cow Chip		<input type="checkbox"/> Frog Race		
<input type="checkbox"/> Cash Prize (dedicated bank account info required)		Bank Name		Dedicated Account Number
<input type="checkbox"/> Special Tuition (dedicated bank account info required)		Bank Name		Dedicated Account Number
Starting Date of Sales		Drawing Date		Time of Drawing <input type="checkbox"/> AM <input type="checkbox"/> PM
Number of Tickets to be Printed			Unit Price of Tickets to be Sold (only one price)	
<b>Place Where Drawing is to be Held:</b>				
Name of Place				
Street Address		City		State      Zip Code

List the items of expense intended to be incurred or paid in connection with the holding, operating, and conducting of such raffle and the names and addresses of the persons to whom, and the purposes for which, they are to be paid.

\*Attach additional sheets as necessary.

Expense (\$)	Name	Street Address	City	State	Purpose

Separately list in detail all items offered as prizes in connection with such raffle, indicate whether or not the items were donated, list the price to be paid by the organization or the retail value of any prize donated, and the names and addresses of persons from whom the items were purchased or by whom donated.

\*Attach additional sheets as necessary.

Merchandise	Donated Yes/No	Retail Value	Amt. Paid by Org.	Name	Street Address	City	State

State the specific purpose to which the entire net proceeds of such raffle are to be devoted.



I certify, under penalty of law (Sec. 53a-157b, Class A Misdemeanor), that the information provided on this application is the truth to the best of my knowledge.

Signature of Ranking Officer	Date
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**STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING  
ORGANIZATION UNDER WHOM THE RAFFLE IS TO BE HELD, OPERATED OR  
CONDUCTED**

We, the undersigned, do hereby EACH make the following statement under the penalty of False Statement with respect to the foregoing application:

1. I am a resident of the state of Connecticut.
2. I am a bona fide active member of the sponsoring organization making this application to conduct a raffle and all statements contained in this application are true to the best of my knowledge and belief.
3. I will be responsible for the holding, operation and conduct of such raffle in accordance with the terms of the permit, the provisions of the Act, and regulations.
4. I have never been convicted of a felony.
5. I am familiar with the provisions of the Act which PROHIBIT:
  - a. The giving of cash prizes, except with an approved "Class No. 1", "Class No. 2", "Class No. 4", cow-chip, duck-race, golf ball drop ("Class No. 6" only), or frog-race raffle permit.
  - b. The giving of alcoholic beverages as prizes.
  - c. The giving of prizes redeemable for cash.
  - d. The paying of commission, salary, compensation, reward or recompense, directly or indirectly, to any person holding, operating, conducting or assisting therein in the operation of a raffle.
  - e. The promotion or operation of a raffle by other than duly qualified members of the sponsoring organization.
  - f. The giving of pay to any member for his time or effort in connection with a raffle.
  - g. The promotion, conduct or operation of a raffle by a person under the age of 18 or the permitting of same by the sponsoring organization.
  - h. The selling or promoting of the sale of raffle tickets by persons under the age of 16 years, or the permitting of the same by the sponsoring organization.
  - i. The use of funds derived from the raffle for purposes other than as stated in this application.
  - j. The paying of any monies except in reasonable amounts for goods, wares and merchandise furnished or services rendered which are necessary for the operation of a raffle.
6. I am familiar with the provisions of the Act which:
  - a. Provide that each raffle ticket shall have printed thereon the time, date and place of the raffle, the three most valuable prizes to be awarded and the total number of prizes to be awarded.
  - b. Require all proceeds from cash prize raffles to be deposited in a special checking account established and maintained by the sponsoring organization, and all raffle expenses and cash prizes awarded shall be paid from such account.
  - c. Require all proceeds from special tuition raffles to be deposited in an approved dedicated bank account and all raffle expenses shall be paid from such account.
  - d. Make mandatory the immediate revocation of a permit to conduct a raffle for a violation of the provisions of the Bazaar or Raffle Act, and which provide that an organization whose permit has been revoked for a violation shall not be granted another permit for a period of three years.
  - e. Provide a fine of not more than one thousand dollars or imprisonment for not more than one year or both for a violation of the Act.

**PRINTED NAMES AND SIGNATURES OF DESIGNATED ACTIVE MEMBERS:**

NAME (Please print)	NAME (Please print)	NAME (Please print)
1.	2.	3.
SIGNATURE AND DATE	SIGNATURE AND DATE	SIGNATURE AND DATE

# Bazaar & Raffle Permit Types

	TO BE COMPLETED WITHIN	MAXIMUM AGGREGATE VALUE OF PRIZES	NUMBER OF PERMITS ALLOWED
CLASS 1 RAFFLE	3 MONTHS	\$15,000	1 PER YEAR
CLASS 2 RAFFLE	2 MONTHS	\$2,000	3 PER YEAR
CLASS 3 BAZAAR	6 MONTHS	N/A	2 PER YEAR
CLASS 4 RAFFLE	1 MONTH	\$100	1 PER YEAR
CLASS 5 RAFFLE	6 MONTHS	\$50,000	1 PER YEAR
CLASS 6 RAFFLE	9 MONTHS	\$100,000	1 PER YEAR