

INSTRUCTIONS:

1. A ranking officer of the sponsoring organization must fill out this form in duplicate. The completed form shall be submitted to the Chief of Police/First Selectman of the municipality where the bazaar/raffle is to be held at least fifteen business days prior to such bazaar/raffle.
2. The Chief of Police/First Selectman shall forward the original copy to the Department of Consumer Protection, %) '7Ud]hc`'5j Ybi Y < UfzcfX, CT 061S* , at least ten business days prior to the effective date of the bazaar or raffle.

ORGANIZATION IDENTIFICATION NUMBER	TYPE AND CLASS OF PERMIT DESIRED	PERMIT NUMBER (To Be Assigned By Consumer Protection)	
NAME OF SPONSORING ORGANIZATION			TELEPHONE NUMBER
ADDRESS OF SPONSORING ORGANIZATION (No. and Street)		(City or Town)	(State) (Zip Code)
MAILING ADDRESS (No. and Street)		(City or Town)	(State) (Zip Code)

CHECK ORGANIZATION CATEGORY (Check only ONE)

- | | |
|--|--|
| 1 <input type="checkbox"/> An educational or charitable organization
2 <input type="checkbox"/> A civic, service or social club
3 <input type="checkbox"/> A fraternal or fraternal benefit society
4 <input type="checkbox"/> A church or religious organization | 5 <input type="checkbox"/> An officially recognized organization or association of veterans of any war in which the U.S. was engaged
6 <input type="checkbox"/> An officially recognized volunteer fire company
7 <input type="checkbox"/> A political party or town committee of the municipality in which the bazaar or raffle is to be held |
|--|--|

IS ORGANIZATION NONPROFIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, attach a copy of the determination letter from the IRS confirming the organization's exempt status.	Has organization been functioning as a nonprofit in the municipality in which the permit is requested for at least six months? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Under which section of the Tax Exempt Status Code of the IRS is this organization recognized?	What is the sponsoring organization's IRS Employer Identification Number?	DATE ORGANIZED OR INCORPORATED
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LIST OF OFFICERS OF SPONSORING ORGANIZATION

TITLE	NAME <small>(First, Middle, Last)</small>	ADDRESS <small>(No., Street, City or Town, State, Zip)</small>	DATE OF BIRTH <small>(Mo., Day, Yr.)</small>

RAFFLE

GIVE THE DATES AND TIME WHEN THE RAFFLE IS TO BE CONDUCTED _____ A.M.

COMMENCING DATE:	TERMINATING DATE:	TIME OF DRAWING:
PLACE WHERE DRAWING IS TO BE HELD (Name of Place)	(No. and Street)	(City or Town) (State) (Zip Code)

Is the container owned absolutely by the sponsoring organization? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO: Container Is To Be <input type="checkbox"/> Rented <input type="checkbox"/> Borrowed	CONTAINER RENTAL FEE PAID \$
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FROM WHOM IS THE CONTAINER TO BE OBTAINED? (Name) (No. and Street) (City or Town) (State) (Zip Code) DEALER REGISTRATION NUMBER

NUMBER OF TICKETS TO BE PRINTED	UNIT PRICE OF TICKETS TO BE SOLD	DESCRIBE THE KIND OF RAFFLE TO BE CONDUCTED
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BAZAAR

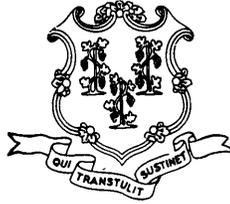
GIVE THE DATE(S) AND TIME(S) FOR EACH DAY THE BAZAAR IS TO BE CONDUCTED _____

PLACE WHERE THE BAZAAR IS TO BE CONDUCTED (Name of Place) (No. and Street) (City or Town) (State) (Zip Code)

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



Date: _____

STATEMENT OF ACTIVE MEMBERS DESIGNATED BY SPONSORING ORGANIZATION UNDER WHOM THE BAZAAR OR 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 bonafide active member of the sponsoring organization making this application to conduct a bazaar or 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 bazaar or raffle in accordance with the terms of the permit, the provisions of the Act, and regulations of the Commissioner of the Department of Consumer Protection.
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 "fifty-fifty" coupon game, or a "Class No. 1", "Class No. 2" or "Class No. 4" traditional, cow-chip, duck-race or frog-race raffle permit.
 - b. The giving as prizes, alcoholic liquor.
 - 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 bazaar or raffle.
 - e. The advertising of a bazaar or raffle as to location, time when it is to be held, or has been held, or prizes awarded or to be awarded, by means of television, sound truck or billboard.
 - f. The erection at the location of the bazaar or raffle of more than one sign, which shall be no larger than 12 square feet.
 - g. The promotion or operation of a bazaar or raffle by other than duly qualified members of the sponsoring organization.
 - h. The giving of pay to any member for his time or effort in connection with a bazaar or raffle.
 - i. The promotion, conduct or operation of a bazaar or raffle by a person under the age of 18 or the permitting of same by the sponsoring organization.
 - j. 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.
 - k. The use of funds derived from the bazaar or raffle for purposes other than as stated in this application.
 - l. 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 bazaar or 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 a dedicated bank account approved by the Commissioner of Consumer Protection, and all raffle expenses shall be paid from such account.
 - d. Make mandatory the immediate revocation of a permit to conduct a bazaar or 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 OF DESIGNATED ACTIVE MEMBER NO. 1	SIGNATURE OF DESIGNATED ACTIVE MEMBER NO. 2	SIGNATURE OF DESIGNATED ACTIVE MEMBER NO. 3
APPLICATION IS HEREBY <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	DATE (Mo., Day, Yr.)	SIGNATURE OF CHIEF OF POLICE OR FIRST SELECTMAN

**** INSTRUCTIONS TO COMPLETE A DUCK-RACE 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, the Duck-Race Raffle Activity Sheet (CGR-2D) form, and provide a sample raffle ticket and diagram of the natural stream of water to be utilized for the event. 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. Provide the seven (7) digit organization identification number previously assigned the sponsoring organization by the Department (if any).
2. Specify the type and class of permit desired.
EXAMPLE: Class No. 1 Raffle.
3. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
4. Provide a telephone number.
5. Provide a complete mailing address (number, street, city/town, state, zip) of the sponsoring organization.
6. Check one of the seven (7) categories that best suits your organization.
7. 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.
Note: If the answer to these questions is yes, attach a copy of the determination letter from the IRS confirming the organization's exempt status.
8. Answer the question "Under which section of the Tax Exempt Status Code of the IRS is this organization recognized?".
9. Answer the question "What is the **Sponsoring organization's** IRS Employer Identification Number?".
10. Provide the date your organization was organized or incorporated.
11. 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.
12. Provide the commencing date and the terminating date (month, day, year) of the duck-race raffle, along with the commencing time (including a.m. or p.m.) of the event.
13. Provide a complete address (name of the natural stream of water, the starting and finishing points and the city/town, state, zip) of the place where the duck-race raffle event is to be held.

Sample Duck-Race Raffle Application Instructions

14. The questions in regard to the raffle container should be answered as though the question was referring to the artificial ducks and necessary equipment to conduct the duck-race raffle. Indicate if the container (artificial ducks) is absolutely owned by the sponsoring organization, and, if not, indicate if the container (artificial ducks) is to be rented or borrowed. If the container (artificial ducks) is to be rented, the container (artificial ducks) rental fee to be paid must be provided.
15. If the container (artificial ducks) 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 (artificial ducks) is to be obtained must be provided. If the container (artificial ducks) is to be rented, it **must** be rented from a Bazaar and Raffle Equipment Dealer that is registered with the Department of Consumer Protection, and the dealer's registration number must be provided.
16. 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.
17. Describe the kind of raffle to be conducted. The appropriate description of the kind of raffle to be conducted would be "Duck-Race Raffle".
Note: If the presence of the winner is required at the duck-race raffle drawing, this statement must also be printed as part of the description on the application, as well as on the raffle ticket.

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.

18. 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, artificial duck rental fee, printing cost of raffle tickets, and any prizes purchased by the organization must be listed.
19. The merchandise section must be completed by:
 - **SEPARATELY** listing all items or cash prizes offered as prizes in the duck-race raffle
 - indicating whether or not the items of merchandise or cash prizes were donated
 - providing the retail value of all donated items
 - providing the amount paid for items purchased or cash prizes offered 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 the cash prizes or items of merchandise were donated
20. State the specific purpose to which the entire net proceeds of the raffle are to be devoted and in what manner.

Sample Duck-Race Raffle Application Instructions

21. 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 residents of the State of Connecticut and they must be at least eighteen years of age.
22. A ranking officer of the sponsoring organization must sign his/her name, provide his/her title, and date the form.
Note: Only individuals listed in the “List of Officers of Sponsoring Organization” section on this application are recognized as officers and may sign as a ranking officer.
23. This form will be approved or denied, dated and signed by the Chief of Police/First Selectman upon submittal of the form by your organization to the appropriate office.

STATEMENT OF ACTIVE MEMBERS (CGR-2A)

24. Provide the date the three Designated Active Members complete the form.
25. Indicate if the three Designated Active Members are residents of the State of Connecticut
26. The three Designated Active Members listed on the CGR-2 application must read the information provided on the CGR-2A application, print their names in the designated areas and affix their signatures to the form.
27. This form will be approved or denied, dated and signed by the Chief of Police/First Selectman upon submittal of the form by your organization to the appropriate office.

DUCK-RACE RAFFLE ACTIVITY SHEET (CGR-2D)

28. Provide a complete name and address (number, street, city/town, state, zip) of the sponsoring organization.
29. Give the dimensions of the duck-race raffle water area.
30. Answer the question in regard to the sample diagram of the natural stream of water to be utilized.
31. Provide the number of artificial ducks to be utilized in the duck-race raffle event.
32. Answer the question in regard to waterproof numbers on the artificial ducks.

Sample Duck-Race Raffle Application Instructions

33. Answer the question in regard to the equality of the size, weight, shape and balance, and other characteristics of the artificial ducks.
34. Answer the question concerning the construction of the finishing point of the duck-race raffle to allow for the passage of one artificial duck at a time.
35. Answer the question concerning the enclosure of the area immediately beyond the finishing point to confine all artificial ducks utilized in the duck-race raffle.
36. Answer the question in regard to the information board, which must be posted at the duck-race raffle event.

Note: The organization must design an information board, which must be posted in plain view at the location of the event during the conduct of the duck-race raffle activity.

37. Describe the manner in which winners in the duck-race raffle will be determined.

ALLOWABLE RAFFLE PRIZES

All prizes given at a duck-race 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 a lottery conducted under Chapter 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 or frog-race raffle permit may award cash prizes in addition to the aforementioned prizes.

EACH TICKET MUST HAVE PRINTED THEREON:

The name of the sponsoring organization.

The date (month, day, year), time (including a.m. or p.m.), 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.

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Sample Duck-Race Raffle Application Instructions

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.

Note: A sample of the raffle ticket must be attached for approval. A printer's proof or a legible specimen ticket may be provided. **UNDER NO CIRCUMSTANCES may an organization print tickets prior to receiving a raffle permit, which may only be issued by the appropriate municipal official with the approval of the Commissioner of the Department of Consumer Protection.**

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 date, time 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.

Sample Duck-Race Raffle Application Instructions

ACCEPTABLE WORDING OF PRIZES PRINTED ON A RAFFLE TICKET

MERCHANDISE PRIZES: (example: lamp, cordless phone, dvd player, 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*

Floral Wreath (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 a merchandise item, 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:

- 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. 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. In other words, if an organization wants to award a specific item of merchandise, it cannot offer a gift certificate as the prize. In such a situation, it should simply offer the item it desires to award rather than the gift certificate.

*** 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 Duck-Race 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) or is limited to a certain number of people or objects, this information must be provided as part of the description of the prize.
- This is the **only** exception allowed in the awarding of gift certificates. All other gift certificates must be worded as previously mentioned.

* **May Word As:** *\$25.00 gift certificate for haircutting 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

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 the number of people included.

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

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.

Sample Duck-Race Raffle Application Instructions

* **May Word As:** *4 tickets to the New York Yankees vs. Boston Red Sox game on 09/06/11 redeemable at Yankee Stadium*

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

TRIPS/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.
- 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.

* **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*

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 further information is needed in regard to the application forms or sample raffle tickets, please do not hesitate to contact Charitable Games at (860) 713-6140.