City of Crystal Lake
Raffle License FAQ's

- **Why do I need a raffle license?**
  - Raffles are governed in Illinois by a law called the *Raffles Act.* This allows the City to license raffles. The City licenses raffles for the benefit of the community.
- **What type of nonprofit can apply for a raffle license?**
  - Licenses are issued to bona fide religious, charitable, labor, fraternal, educational, or veteran organizations that operate without profit to their members. In addition, a nonprofit fund-raising organization that is organized for the sole purpose of providing financial assistance to an identified individual or group of individual suffering extreme financial hardship as the result of illness, disability, accident, or disaster may also apply. By law, raffle licenses are to be issued only to non-profit organizations and those persons who do not have a felony record.
- **How long must the nonprofit organization be in existence to be eligible for a raffle license?**
  - In accordance with State law all eligible organizations as mentioned above, must have been in existence continuously for 5 years.
- **My organization is not located in Crystal Lake, but our event is being held here. Can we apply?**
  - Yes, any organization holding a raffle in the City of Crystal Lake must apply for a raffle license. The raffle manager, as designated by the organization, must reside in corporate City limits of Crystal Lake.
- **Why do I need to appoint a raffle manager?**
  - A raffle manager is the designated person acting on behalf of the organization that oversees the operations and conduct of the raffle.
- **What are the requirements for a raffle manager?**
  - The raffle manager must be over the age of 18, a resident of the City of Crystal Lake and a US Citizen.
  - A letter from the organization must be submitted stating that all members are in agreement that the designated person will act as the raffle manager.
- **Do I need a fidelity bond?**
  - The raffle manager shall supply the City with a fidelity bond, which acts as a form of insurance policy of honesty for the distribution of prizes as advertised in the conduct of the raffle.
  - Should a raffle manager choose to not submit a fidelity bond, a bond waiver must be requested from the City. The president and secretary of the organization must sign under the witness of a notary.
- **How long does it take for a license to be approved?**
  - Please allow up to ten business days for the license to be issued.
- **How long is my license valid for?**
  - The raffle license is valid for the specified raffle period as applied for in the initial application.
- **I am having another raffle, do I have to apply for another license?**
  - The organization may use the same raffle number as previously assigned but must notify the City Manager's office of the new raffle.
  - An "Additional Raffle" form must be completed and turned in at least 10 days prior to the additional event.
  - This shall only apply to raffles that are conducted in the same one year calendar period.
- **The organization does not own the premises where the raffle is being held.**
  - For any raffle being held on a site that is not owned by the organization, a letter from the location's owner must be submitted. The letter must contain approval from the location and a statement that they will not benefit from the proceeds of the raffle.
- **How old do you have to be to participate in the conduct of raffles?**
  - All parties participating in the raffle must be at least 18 years of age.
- **What can the maximum retail value of all prizes be?**
  - All prizes/merchandise combined cannot exceed $50,000 in a single raffle.

- **What can the maximum retail value of a single prize be?**
    - No single prize/merchandise can exceed $30,000 in aggregate value.
- **Do I need to put the raffle number on my tickets?**
    - Any tickets sold off the premises of where the drawing will occur should contain the raffle number that is printed on your raffle license. The raffle license should be displayed during the course of your raffle event.
- **What do I do after the raffle?**
    - A raffle report is included with the issuance of the raffle license. It is the responsibility of the raffle manager to submit the raffle report to the City no less than 30 days following the drawing. The report must contain information pertaining to the winner and prizes that resulted from the drawing. If the winner(s) donated their items/money back to the organization, this must be indicated on the raffle report.
- **Who do I contact if I have further questions?**
    - Please contact Jillian Austin in the City Manager's office at 815-356-3700 ext. 4084 or jaustin@crystallake.org if you have questions that are not addressed here.