

## **Raffle License Instructions**

As of March 2022

The application fees for a Raffle License Application is \$10 to the Township of Mahwah and \$20 to the State of NJ Division of Consumer Affairs Legalized Games of Chance Commission.

The lead time for applying for a Raffle License is a minimum of 4 weeks.

To complete a Raffle License application for a Tricky Tray (or other event), IA will need the following information:

1. A complete list of each item being raffled.
2. The dollar value amount for each raffled item.
3. The selling price for each ticket.
4. If the prizes are categorized by value, we need the selling price for each category's ticket.
5. The names of the two Members In Charge for the raffle. The Members in Charge must be employees of Ramapo College and will need to sign the Raffle License application.
6. The Name of the Event, Location, and Time.
7. The purpose of the event and a statement regarding the allocation of the funds received.
8. The fund and account information to be used on the Foundation's Voucher for the two Raffle License application fees. IA brings these checks with them to the Mahwah Township Clerk's Office when submitting the signed, notarized Raffle License Application.

Note: A door prize is not a raffle. If every person has an equal opportunity to participate without paying additional fees, then it can be considered a door prize.