

**CHEROKEE COUNTY SHERIFF'S OFFICE  
APPLICATION FOR LICENSE TO OPERATE RAFFLES**

**GENERAL:** No nonprofit organization shall be permitted to operate a raffle without a license issued by the Sheriff. Any person who operates a raffle without a valid license commits the offense of commercial gambling as defined by OCGA 16-12-22. **NO LICENSE SHALL BE PROCESSED** unless the organization has been in existence for 24 months immediately prior to the issuance of the license and the organization provides fully the information specified below. **PLEASE TYPE OR PRINT**

**RAFFLE LICENSE REQUESTED:** (please check)

\_\_\_\_\_ Initial (\$100 annual fee)

\_\_\_\_\_ Renewal (\$100 annual fee)

\_\_\_\_\_ Initial Special No fee

\_\_\_\_\_ Renewal Special No fee

**1. NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS OF APPLICANT:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER OF APPLICANT:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**2. NAME OF ORGANIZATION:** \_\_\_\_\_

**ADDRESS OF ORGANIZATION:** \_\_\_\_\_

\_\_\_\_\_

**DATE ORGANIZATION FOUNDED:** \_\_\_\_\_

**TYPE ORGANIZATION:** (please check)

\_\_\_\_\_ Nonprofit, tax-exempt church, school, civic organization, or related support group;

\_\_\_\_\_ Nonprofit organization qualified under Section 501 (c) of the Internal Revenue Code \*\*;

\_\_\_\_\_ Bona fide nonprofit organization approved by the Sheriff.

\*\*Note: if qualified under Section 501 (C) you must attach a determination letter from the Internal Revenue Service certifying the applicant is an organization exempt under federal tax law and a determination letter from the Georgia Department of Revenue certifying that the applicant organization is exempt under the tax laws of the State of Georgia.

3. If the organization is a corporation, association, or other legal entity, you must provide the following information for each officer, director, or other persons holding similar positions in the organization:

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Provide the following information for those individuals who will be operating, advertising or promoting the raffle:

**NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Provide the following information for any person, organization, or legal entity that will act as surety of the applicant or to which the applicant is financially indebted or to which any financial obligation is owed by the applicant:

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

6. The specific location at which the raffle will be conducted and, if the premises on which the raffle(s) is conducted is to be leased, attach a copy of the lease or rental agreement:

**NAME AND ADDRESS OF RAFFLE LOCATION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **CRIMINAL OFFENSE CONVICTIONS:** List the convictions, if any, for criminal offenses other than minor traffic offenses, of each of the persons listed in the application.

**NAME** \_\_\_\_\_

**OFFENSE AND DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**OFFENSE AND DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**OFFENSE AND DATE** \_\_\_\_\_

8. **FEES:** Each applicant will pay a fee of \$100 by check or money order, payable to the Cherokee County Commissioners' Office **EXCEPT** applicants who operate no more than three raffles per calendar year, with each lasting no longer than 30 days.

**DETACH FROM APPLICATION FORM & RETAIN FOR FUTURE USE**

**RAFFLE OPERATION REQUIREMENTS:**

1. Raffles shall be operated only on premises owned by the nonprofit, tax-exempt organization **OR**
  - a. On property leased by the nonprofit, tax-exempt organization and used regularly by the organization for purposes other than the operation of a raffle; **OR**
  - b. On property leased by the nonprofit, tax-exempt organization operating the raffle from another nonprofit, tax-exempt organization.
2. No persons under the age of 18 years shall be permitted to play any raffle unless accompanied by an adult.
3. The licensee shall:
  - a. Own all the equipment used to conduct a raffle or lease such equipment from an organization that is also licensed to conduct a raffle;
  - b. Display its raffle license conspicuously at the location where the raffle is conducted;
  - c. Conduct raffle only as specified in the licensee's application; **AND**
  - d. Not conduct more than one raffle during any one calendar day.
4. No applicant shall enter into any contract with any individual, firm, association, or corporation to have such individual, firm, association, or corporation operate raffles or concessions on behalf of the nonprofit, tax-exempt organization.
5. An application shall not lend the name of the nonprofit, tax-exempt organization nor allow its identity to be used by any individual, firm, association, or corporation in the operating or advertising of a raffle in which said nonprofit, tax-exempt organization is not directly and solely operating the raffle.
6. No person shall pay consulting fees to any person for any services performed in relation to the operation or conduct of a raffle.
7. A person who is a member of more than one nonprofit tax-exempt organization shall be permitted to participate in the raffle operations of only two organizations of which such person is a member provided, however; that such person shall not receive more than \$30.00 per day for assisting in the conduct of the raffles regardless of whether such person assists both organizations in the same day.
8. Every licensee consents that the Sheriff and/or his agents, together with the prosecuting attorney and/or his agents, may come upon the premises of any licensee or upon any premises on which any licensee is conducting a raffle for the purpose of examining the accounts and records of the licensee to determine if a violation of this Code section has occurred.

### **RAFFLE ADMINISTRATIVE REQUIREMENTS:**

1. A licensee that conducts or operates a raffle shall maintain the following records for at least *three years* from the date on which the raffle is conducted:
  - a. An itemized list of the gross receipts for each raffle;
  - b. An itemized list of all expenses other than prizes that are incurred in the conduct of the raffle as well as the name of each person to whom the expenses are paid and a receipt for all of the expenses.
  - c. A List of all prizes awarded during the raffle and the name and address of all persons who are winners of prizes of \$50.00 or more in value.
  - d. An itemized list of the recipients other than the licensee of the proceeds of the raffle, including the name and address of each recipient to whom such funds are distributed; **AND**
  - e. A record of the number of persons who participate in any raffle conducted by the licensee.
  
2. On or before April 15 of each year, every nonprofit, tax-exempt organization engaged in operating raffles shall file with the Sheriff a report disclosing all receipts and expenditures relating to the operation of raffles in the previous year.
  - a. The report shall be in addition to all other reports required by law.
  - b. The report shall be prepared and signed by a certified or registered public accountant competent to prepare such a report and shall be deemed a public record subject to public inspection.

