

CITY OF JAMESTOWN  
102 3RD AVENUE SE  
JAMESTOWN, ND 58401  
701-252-5900 Telephone  
701-252-5903 Fax

INFORMATION-RAFFLE APPLICANTS

**PLEASE NOTE: RAFFLE DRAWINGS MUST BE HELD WITHIN CITY LIMITS**

IF THE APPLICANT/ORGANIZATION HAS NOT BEEN RECOGNIZED/APPROVED BY CITY COUNCIL:

1. The applicant/organization must initially be recognized by the City Council. Please allow time in the application process as the City Council only meets the first Monday of each month at 5:00 PM.
2. Return the completed application with the required permit fee to the City of Jamestown at the above address no later than one week prior to scheduled meeting. This will allow time for placement of the application on the City Council agenda for approval or denial. Please be sure all items on the application have been completed.
3. The City advises applicants to have a representative at the City Council meeting to answer any questions to avoid delays in the process.
4. If the City Council approves the application, a permit number will be issued the following day.
5. The application form along with additional information is attached.

IF THE APPLICANT/ORGANIZATION HAS BEEN RECOGNIZED/APPROVED BY THE CITY COUNCIL:

1. Return the COMPLETED application with the required permit fee to the City of Jamestown at the above address. Please be sure all items on the application have been completed.
2. The application will be reviewed, and if all is in order, the City will issue a permit number.
3. The application form along with additional information is attached.

RAFFLE PERMIT FEE:  
\$25.00

CITY OF JAMESTOWN  
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JAMESTOWN, ND 58401  
TELEPHONE: (701) 252-5900

WITHIN 30 DAYS AFTER CHARITY  
LOCAL PERMIT EVENT ORGANIZATION  
MUST SUBMIT A REPORT TO STATE

Application for:  Local Permit \*  Charity Local Permit (one event per year)

Name of Non-profit Organization	Date(s) of Activity to	For a raffle, provide drawing date(s):	
Person Responsible for the Gaming Operation and Disbursement of Net Income	Title	Business Phone Number	
Business Address	City	State	Zip Code
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted	Site Address		
City	State	Zip Code	County
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. <input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Raffle Board <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

**DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED**

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Total:					\$(Limit \$12,000 per year)

Intended uses of gaming proceeds: \_\_\_\_\_

Does the organization presently have a state gaming license?  No  Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30?  No  Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30?  No  Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ \_\_\_\_\_. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official	Date	Title	Business Phone Number
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**PRIZE RESTRICTIONS:**

A single cash prize cannot exceed \$6,000.

The retail value of a merchandise prize cannot exceed \$6,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$12,000 per year.

If the value of the planned cash and merchandise prizes exceeds \$12,000, the organization must reduce the prizes to this limit or apply for a state license with the Office of Attorney General.

**LOCAL PERMIT AND CHARITY LOCAL PERMIT:**

The major differences between a local permit and charity local permit are:

	<u>Local Permit</u>	<u>Charity Local Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	No	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports pools	Bingo Raffles Sports pools Poker Twenty-one Paddlewheels

Compared to a "Local Permit," an organization with a "Charity Local permit" may conduct 3 more game types, but is restricted to 1 event per year, must file an information report with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code § 53-06.1-11.1(2) and North Dakota Administrative Code § 99-01.3-14-02. Refer to the backside of the "Report on a Charity Local Permit" form for a general list of eligible uses.

For a Charity Local Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$12,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is not a prize.

**INFORMATION REQUIRED TO BE PREPRINTED ON A STANDARD RAFFLE TICKET:**

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or six thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on a same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the department of transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of minimum age, a statement that a person must be at least " " years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

# ELIGIBLE USES FOR A CHARITY LOCAL PERMIT

## CHARITABLE USES:

The Abused  
Alcohol and Drug Abuse  
Animal Protection  
Alzheimers  
The Blind  
Cancer  
Cystic Fibrosis  
Diabetes  
The Disabled  
Heart Disease  
Learning Disabilities  
Mental Health  
Multiple Sclerosis  
Muscular Dystrophy  
The Needy  
Paralysis  
Developmentally Disabled Citizens  
Senior Citizens  
Terminally Ill  
Wildlife  
Youth Activities  
Adult Activities  
Head Injuries  
Home on the Range  
March of Dimes  
Meals on Wheels  
Medical Facilities (Non-profit)  
Memorial Funds  
Nursing Homes (Non-profit)  
Ronald McDonald House  
Red Cross  
Salvation Army  
Special Olympics  
Disaster Relief Organizations  
United Fund/United Way  
YMCA/YWCA  
Volunteer Services  
Gambling Addiction  
Other

## RELIGIOUS USES:

Religious uses

## EDUCATIONAL USES:

Agriculture  
The Arts  
Educational Public Services  
Safety  
4-H Activities  
Educational Institutions and Activities  
Preservation of Cultural Heritage  
Scholarships  
Vocational Workshops  
Other

## FRATERNAL USES:

Camp Grassick  
Fraternal Foundations  
Legion Baseball  
Veterans Cemetery  
Disabled or Injured Veterans Assistance  
Military Family Support  
Other

## PATRIOTIC USES:

Scouting Activities and Boys or Girls State  
Community Bands, Color and Honor  
Guards, Flags, and Patriotic Celebrations  
Other

## USES FOR THE ERECTION OR MAINTENANCE OF PUBLIC BUILDINGS OR WORKS:

Uses described above

## USES LESSENING THE BURDEN OF GOVERNMENT

Community Emergency Services such as Ambulance and Fire Departments  
Disbursements Directly to a City, County, State, or US Government including Libraries, Military Service, Monuments, Museums, and Historical Societies  
Improvement of Public Areas  
Parks and Recreation  
Law Enforcement  
Other

## COMMUNITY USES:

Economic Development  
Tourism  
Fraternal or Veterans Facility Improvements  
Other

## PERSONS WHO ARE THE VICTIMS OF LOSS OF HOME OR HOUSEHOLD POSSESSIONS THROUGH EXPLOSION, FIRE, FLOOD, OR STORM, UNCOMPENSATED BY INSURANCE:

## PERSONS SUFFERING FROM A SERIOUSLY DISABLING DISEASE OR INJURY CAUSING SEVERE LOSS OF INCOME OR INCURRING EXTRAORDINARY MEDICAL EXPENSE, UNCOMPENSATED BY INSURANCE: