

Nancy Danello
Town Clerk
355 East Central Street
Franklin, MA 02038

Questions: 508-520-4900
Email: ndanello@franklinma.gov

Fee: \$10.00

RAFFLE AND BAZAAR PERMITS INFORMATION SHEET

A **Raffle** is defined in MGL 271:7A as an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holder to prizes.

A **Bazaar** is defined in MGL 271:7a as a place maintained by the sponsoring organization for disposal by means of chance one or both of the following types of prizes (1) merchandise of any value; (2) cash awards, not to exceed \$250.00 each.

The Attorney General has promulgated regulations, 940CMR12.00 and 13.00 regarding the conduct of raffles and bazaars.

Qualifications of Organizations

- I. Type of Organization
 - a. Veterans' organization
 - b. Church or religious organization
 - c. Fraternal organization
 - d. Educational or charitable organization (including Public School Departments, parent – teacher organizations)
 - e. Civic or service organizations
 - f. Clubs organized and operated exclusively for pleasure, recreation, or other purposes
- II. Actively functioning as NONPROFIT organization in the Commonwealth
- III. Two years or more in existence

Purpose of Proceeds

Must be used exclusively for the purposes stated in the application and are limited to the following educational, charitable, religious, fraternal, civic, or veterans' benefits.

Operation of the Raffle or Bazaar

Promotion of the raffle or bazaar must be confined to the members of the sponsoring organization. No member shall be compensated for the time or effort devoted to the promotion of the event.

Applications

Applications shall be made to the Town Clerk of the Town in which the raffle will be drawn. Tickets may be sold in several towns.

Procedures

- I. New organizations must complete, in full, the "First Time Applicant Form" and return it to the Town Clerk then,
 - II. Obtain "Application for Permit to Conduct Raffles and Bazaars" from Town Clerk
 - a. Applicant completes form
 - b. Applicant obtains Franklin's Chief of Police's signature
 - III. Applicant returns completed and signed "Application for Permit to Conduct Raffles and Bazaars" to the Town Clerk and pays \$10.00 fee.
 - IV. If all is in order, permit is issued.
 - V. Complete Notice of Issuance of Raffle License for Massachusetts State Lottery. Notice is sent to MA State Lottery.
 - VI. State Lottery Commission will issue appropriate tax forms (5% commission on gross proceeds payable within 10 days of each event).
- Permit must be issued or denied within 30 days of application.
 - Permits are valid for one year. Organizations may conduct multiple raffles, or 2 bazaars.
 - Permits may be revoked if:
 - I. nonmembers promote the raffle
 - II. uses of proceeds are not as stated in the application
 - III. payments are made for promotion of raffle
 - IV. facts on the application have changed without notice to the Clerk
 - Organization must file annual report within 30 days of expiration of permit detailing number of events, amount raised, expenses, names of winners of prizes valued at more than \$250.00, uses of the net proceeds; signed by the people on the application and an accountant.
 - Renewal of permit is conditional upon timely receipt of annual report.
 - Organization must keep records sufficient to substantiate information required by annual report.

FIRST TIME APPLICANT FORM

Organization Name: _____

Tax ID # _____

AFFIDAVITS AND STATEMENTS RELEVANT TO APPLICATIONS FOR PERMIT TO CONDUCT RAFFLE:

1. Evidence of Being Organized and Functioning for Two Years in the Commonwealth of Massachusetts

I hereby certify that the records including meeting minutes of _____ show that this organization has been organized and actively functioning in the Commonwealth of Massachusetts since _____.

Signed under the pains and penalties of perjury. _____

Secretary

2. Certificate of Election of Officers

I hereby certify that the records of _____ show that

_____ is the duly elected president,

_____ is the duly elected Vice President,

_____ is the duly elected Treasurer of

the above named organization by vote of the organization on _____.

Signed under the pains and penalties of perjury. _____

Secretary

3. Statement of Officers as to Individual's Membership

We the undersigned being the duly elected officers of _____ certify that

_____ are members in good standing of the above named organization, and are authorized to conduct a raffle in its name.

Signed under the pains and penalties of perjury. _____ *President*

_____ *Vice President*

_____ *Treasurer*

4. Statement as to Promotion by Members and Uses of Funds

We the undersigned, being the officers of _____ hereby certify that the promotion and operation of any raffle conducted under a permit issued as a result of the attached application will be conducted only by qualified members of the above named organization, that no part of the net earnings will inure to the benefit of any member, and that the net earnings will be used solely for the purposes named in the application

Signed under the pains and penalties of perjury. _____ *President*

_____ *Vice President*

_____ *Treasurer*

Approved as written: Yes No

Nancy Danello, Town Clerk

FEE \$10.00

TAX ID # _____

THE COMMONWEALTH OF MASSACHUSETTS

Town of Franklin

**APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS
(C. 810, ACTS OF 1969)**

Name and address of Nonprofit Organization:

Evidence of Qualification for Permit:

- a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- b) Church or religious organization; or,
- c) Fraternal or fraternal benefit society; or,
- d) Educational or charitable organization; or,
- e) Civic or service club or organization; or,
- f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or members of organization responsible for operation of raffle or bazaar:

	Name	Residence Address
1.	_____	_____
2.	_____	_____
3.	_____	_____

Uses to which net proceeds will be applied: _____

Signature of Authorized Officer or Member of Organization

Application certified to be in Conformity
with C.810, Acts of 1969

Town Clerk

PERMIT: (ISSUED) (DENIED)

Date

Town Clerk

The Applicant (is) (is not) qualified to operate
Raffles and bazaars under the provisions of
C.810, Acts of 1969:

Chief of Police



The Commonwealth of Massachusetts

Town of Franklin, MA

ANNUAL REPORT – RAFFLES & BAZAARS (c. 810, Acts of 1969)

Date

Name of Organization: _____ Tax ID # _____

Address: _____

Expiration Date of Permit: _____ Number of Raffles and Bazaars Held: _____

Amount of Money Received: \$ _____

Expenses Connected with Raffles Conducted \$ _____

Net Proceeds: \$ _____

For What Purpose(s) Were The Proceeds Used? _____

Names and Addresses of Winners of \$25.00 or More: *(attach additional pages if necessary)*

We, the undersigned, do hereby certify that this report is true and complete.

Accountant

1. _____

2. _____

3. _____

Signature of Authorized Officer or
Member of Organization

Report Certified to be in Conformity with C. 810, Acts of 1969: _____
Town Clerk

**RENEWAL PERMIT WILL NOT BE ISSUED TO LICENSEE UNTIL THIS REPORT HAS BEEN COMPLETED
AND FILED WITH THE COMMISSIONER OF PUBLIC SAFETY.**