Raffle/Poker Run Application Instructions

Applicant must be a bona fide not for profit organization that has been in existence for five continuous years or a nonprofit fundraising organization. If, however, the application is for a poker run, and the organization is affiliated with and chartered by a national or state organization that has been in existence for five continuous years, the County Clerk may waive this requirement.

If the organization is conducting a raffle or poker run in a municipality they do not need a County raffle permit. The organization must be licensed by the municipality. A poker run conducted in multiple local government jurisdictions need only obtain a license from the governing body with jurisdiction over the location where the winners are determined and prizes are awarded.

**Political organizations seeking to hold a raffle, must contact the State Board of Elections**

1. Applicant must complete the four-page application and the Official Bond. The Bond must be notarized.

2. Applicant must submit the application for the County Clerk’s approval.

3. The County Clerk’s Office will notify the applicant if and when the application is approved.

4. Fee: The fee varies based on aggregate prize amount and must be submitted with the application.
   
   - $0 – $500: No Fee
   - $501 and up: $10.

After the Event:

Each licensee must report the following records to its membership and the County Clerk’s Office within thirty (30) days after the event:

- all gross receipts generated by conducting the raffle or poker run;
- an itemized list of all expenses which have been deducted from the gross receipts;
- all net proceeds from conducting the raffle or poker run;
- an itemized list of the distribution of the net proceeds; and
- the name and all known contact information for all prize winners.

*These records must be retained by the licensee for three (3) years from the conclusion of the raffle or poker run.