



RAFFLE REGISTRATION CHECKLIST

California law allows eligible tax-exempt nonprofit organizations to conduct fundraising raffles. Organizations must obtain a raffle permit number from the Attorney General's Registry of Charitable Trusts before holding the event. Use this checklist to guide you through the process.

Determine if organization is eligible to hold a charitable raffle.

An "eligible" organization is defined by Penal Code section 320.5(c) as "a private, nonprofit organization that has been qualified to conduct business in California for at least one year prior to conducting a raffle and is exempt from taxation pursuant to Sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701l, 23701t, or 23701w of the Revenue and Taxation Code." Note: The organization must be exempt from taxation under California law to be eligible.

Prepare the Application for Registration (CT-NRP-1) by completing all fields. Incomplete applications will not be processed.

Submit Application and \$20 registration fee payable to Department of Justice.

Mail to: Department of Justice, Office of the Attorney General
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

Obtain confirmation of registration. Upon approval, the Registry of Charitable Trusts will send a letter confirming registration that includes a raffle permit number and expiration date.

Prepare and submit a Nonprofit Raffle Report (Form CT-NRP-2) after the raffle event has taken place. A report is required for each raffle held.

The Nonprofit Raffle Program is governed by Penal Code section 320.5 and Title 9, section 410 et seq. of California Code of Regulations

Forms, Regulations and Frequently Asked Questions on charitable raffles are available for review and download on the Attorney General's web site <http://ag.ca.gov/charities>.



APPLICATION FOR REGISTRATION

NON-PROFIT RAFFLE PROGRAM (California Penal Code section 320.5)

A completed registration form and registration fee must be submitted by September 1 of each year (September 1 through August 31) during which a raffle is expected to be conducted.

A CHECK IN THE AMOUNT OF \$20 MADE PAYABLE TO DEPARTMENT OF JUSTICE MUST ACCOMPANY THIS REGISTRATION FORM

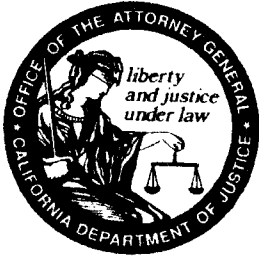
If you do not receive a decision on this application within 30 days from the time it is received by the Department of Justice, you may apply to the Attorney General for a refund of the fee. (See Cal. Code of Regulations, Title 11, section 419.1.)

MAIL TO:
Office of the Attorney General
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
Telephone: (916) 445-2021

WEBSITE ADDRESS:
<http://go.gov/charities>

		(For Registry Use Only)	
		Raffle Registration Number: _____	
Name of Organization		Provide at least one of the following: Federal Tax Identification Number/Employer Identification Number: _____ Corporate Number: _____ Organization Number: _____ Charitable Trust Number: _____	
Address of Organization			
City or Town, State and ZIP Code			
E-mail Address			
Telephone Number			
Fax Number			
Specify the organization's tax exempt status as granted pursuant to Revenue and Taxation Code section:			
<input type="checkbox"/> 23701a Labor, agricultural, or horticultural organizations	<input type="checkbox"/> 23701g Nonprofit pleasure and recreation clubs		
<input type="checkbox"/> 23701b Fraternal beneficiary societies, orders or associations	<input type="checkbox"/> 23701k Religious or apostolic corporations having common or community treasury		
<input type="checkbox"/> 23701d Religious, charitable, scientific, testing for public safety, literary, educational, amateur sports or prevention of cruelty to children or animals organizations	<input type="checkbox"/> 23701l Domestic fraternal societies, orders or associations		
<input type="checkbox"/> 23701e Business leagues, chambers of commerce, real estate boards, and boards of trade	<input type="checkbox"/> 23701t Homeowners associations		
<input type="checkbox"/> 23701f Civic leagues, social welfare organizations and local employee organizations	<input type="checkbox"/> 23701w Veterans organizations		
Proposed date(s) of raffle(s) _____ (Required for application approval)			
By signing this application for registration, I hereby certify that the organization named herein as the applicant is a private, nonprofit organization and has been qualified to conduct business in the State of California for at least one year prior to the raffle first held and that all other information provided on this application is true and correct.			
Signature of Fiduciary Who Prepared the Report _____		Date _____	
Printed Name of Fiduciary _____		Title of Fiduciary _____	



NONPROFIT RAFFLE REPORT

A separate report must be completed for each raffle conducted during a reporting year (September 1 through August 31).

Reports are due on or before September 1.
(California Penal Code section 320.5)

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Registry of Charitable Trusts
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Sacramento, CA 94203-4470

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Telephone: (916) 445-2021

WEBSITE ADDRESS:
<http://ag.ca.gov/charities/>

Part A: General Organization Reporting Information

Name of Organization _____

Address of Organization _____

City or Town, State and ZIP Code _____

E-mail Address: _____

Telephone Number: _____

Fax Number: _____

Provide at least one of the following:

Raffle Registration Number: _____

Federal Tax Identification Number/Employer Identification Number: _____

Corporate Number: _____

Organization Number: _____

Charitable Trust Number: _____

Part B: Raffle Information (A separate report must be completed for each raffle held during this reporting year.)

1. Date of raffle: _____

Location of raffle: _____

City

County

2. Total funds received from sale of raffle tickets: \$ _____

3. Total expenses for conducting the raffle: \$ _____

4. Were funds *from sources other than ticket sales* used to pay for administration or other costs of conducting the raffle?

Yes

No

If yes,

4(A) How much money *from sources other than ticket sales* was spent for the administration or other costs of conducting the raffle?

4(B) What was the source of this money?

5. Were some or all of the funds used for the benefit of another eligible organization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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5(A) If the answer to 5 above is yes, then provide the following information for each organization for which the funds were used. Attach additional sheets of paper, if necessary.

Recipient Organization	Amount of Proceeds to Organization
Address of Organization	Contact Person for Organization
City, State, and ZIP Code	Organization's Telephone Number

Part C: Certification by Fiduciary of Reporting Organization

For the raffle held on _____, I hereby certify that:		True	False
1) At least 90% of the total funds received from the sale of raffle tickets was used for the beneficial or charitable purposes of the eligible organization conducting the raffle or for the benefit of another eligible organization.	True	False	False
2) None of the funds required to be used for beneficial or charitable purposes were provided to an officer, director or member (as defined by Corporations Code section 5056) of the organization which conducted the raffle.	True	False	False
3) No person involved in or connected with the conduct of the raffle was compensated by the organization conducting the raffle from raffle proceeds required to be used for beneficial or charitable purposes.	True	False	False
4) No gaming machine, apparatus or device, including but not limited to one which meets the definition of a slot machine as contained in California Penal Code sections 336a, 330b or 330.1, was used in conducting the raffle.	True	False	False
5) No individual corporation, partnership or other legal entity has or holds a financial interest in the conduct of the raffle other than the organization conducting the raffle or any private, nonprofit eligible organization which received funds from the raffle.	True	False	False
6) No raffle was conducted, and no raffle tickets were sold, traded, or redeemed, within an operating racetrack enclosure, satellite wagering facility, or gambling establishment.	True	False	False
7) The raffle was not announced, mentioned, referred to, advertised, operated, or conducted in any way over the Internet other than an announcement of the raffle on the web site of the organization conducting the raffle. Tickets were not sold, traded or redeemed over the internet.	True	False	False

If you answered "False" to any question in Part C, Items 1 through 7, please explain the circumstances that support your answer. Use additional sheets of paper, if necessary, for your explanation. If you answered "False" to more than one question, be sure to reference the item number next to each explanation.

In signing this Nonprofit Raffle Report I hereby certify that all of the information contained here is true and correct.

Signature of Fiduciary Who Prepared the Report	Date
Printed Name of Fiduciary	Title of Fiduciary