

Kendall County Clerk
502 S. Main Street
Yorkville IL 60560
Phone 630-553-4104 Fax 630-553-4119

Raffle/Poker Run Application Instructions

Raffle applicants must be a bona fide religious, charitable, labor, business, fraternal, educational, veterans', or other bona fide not for profit organizations, that operate without profit to their members and that have been in existence continuously for a period of five years immediately before applying for a license and which have, during that entire five year period been engaged in carrying out their objectives. Applicants may be a nonprofit fundraising organization that the Licensing Agent determines is organized for the sole purpose of providing financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident or disaster. Applicants may be any law enforcement agency and statewide association that represent law enforcement officials. If the application is for an organization that 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 the five year requirement.

Poker run licenses shall be issued only for the following purposes: (i) to provide financial assistance to an identified individual or group of individuals suffering extreme financial hardship as the result of an illness, disability, accident, or disaster; or (ii) to maintain the financial stability of the organization.

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 three-page application and the Official Bond. **The Bond must be notarized.**
2. Applicant must submit the application for the County Clerk's approval at least 30 calendar days prior to conducting the raffle or poker run.
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.

Less than \$500:	No Fee
\$501 to \$5,000.00:	\$10.00

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.