



Raffle License Procedure

According to Illinois State statute, all raffles conducted within the State of Illinois must be licensed by the municipality in which the raffle takes place.

To conduct a raffle within the Village of Wauconda, please follow these guidelines:

1. Organizations are required to license raffles only in which participants are charged a fee for their raffle tickets or chances. This process is **not** required if raffle tickets are given away to participants at no charge.
2. For fund raising raffles: Complete and submit the three page “Village of Wauconda Application for License to Conduct a Raffle” form. The form should be submitted at least three weeks prior to raffle tickets being sold. All applicable blanks on the form **must** be completed. Please hand write or type all information.
3. Multiple raffle dates may be included on one application. Please ensure that each separate raffle is listed with a specific date, location, and prize information. (A separate sheet may be attached to the license application listing this information if needed.)
4. As long as all requirements are met, each organization will be eligible for three raffle licenses per year at no charge. Additional raffle license requests will be assessed a \$25.00 fee.
5. The completed three page application must be submitted to Alise Homola at the Village Hall, 101 N. Main Street, Wauconda, IL 60084 or by email: ahomola@wauconda-il.gov.
6. Applications will be reviewed and applicants will be contacted if any additional information is required.
7. If approved, a license will be issued to the organization to conduct the raffle. Applicants will be contacted upon approval, to collect their license.
8. All applicable license fees will be due upon collection of the license.
9. Within 30 days of the completion of the raffle, a “Raffle License Proceeds Report” must be submitted to the Village. (Please submit this form to Alise Homola at the Village Hall, 101 N. Main Street, Wauconda, IL 60084 or by email: ahomola@wauconda-il.gov.) A completed proceeds report must be submitted within this time frame for each raffle that is conducted. Failure to submit a proceeds report within this time frame will void the license, and any additional raffles covered on that license will not be allowed. Failure to submit the proceeds report will result in all future raffle requests from the organization being denied.
10. Please contact Alise Homola with any questions about the raffle license procedure. She can be reached at 847 526-9600 ext. 112 or by email at ahomola@wauconda-il.gov.

Thank you for helping us abide by the Illinois State law that governs raffles. We sincerely appreciate your cooperation.