



RCONA
ROSEVILLE COALITION
OF NEIGHBORHOOD ASSOCIATIONS

Policy and Procedures Hosting Raffles

Background:

In order for RCONA or any of its neighborhood associations to hold a raffle, a permit must be procured from the California Department of Justice, Office of the Attorney General.

In California, charities and certain other private nonprofit organizations may conduct raffles to raise funds for beneficial or charitable purposes in the state. This exception to the general constitutional prohibition against lotteries requires that at least 90 percent of the gross receipts from these raffles go directly to beneficial or charitable purposes in California. Penal Code section 320.5 governs which organizations qualify and how the raffles must be conducted. The Bureau of Gambling Control regulates the 50/50 Major League Sports Raffle Program established by Penal Code 320.6.

Unless specifically exempted, a nonprofit organization must register with the Attorney General's Registry of Charities and Fundraisers before the raffle and must also file an aggregate financial disclosure report for all raffles held during the reporting year.

Policy:

RCONA or any of the NAs shall not conduct any raffles without first securing the proper permits as required by the State of California.

RCONA shall apply for a state raffle permit at the beginning of each year and follow the application guidelines set forth by the California Department of Justice:

“An organization may register for raffles at any time during the calendar year. The registration period during which organizations may conduct raffles is January 1 through December 31. An organization must file the raffle registration

form at least 60 days before the scheduled date of the raffle in order to give Registry staff sufficient time to process the form. Registration via Form CT-NRP-1 must be filed and a confirmation letter from the Registry of Charities and Fundraisers must be received before conducting any raffle activities, including selling raffle tickets. If you wish to conduct the drawing after January 1 of any year, but you wish to sell tickets prior to January 1 of that year, you must register for both years. The Registry does not confirm receipt of raffle registration forms. An organization that wants confirmation that the Registry has received a form must submit the form to the Registry by requesting "certified receipt," a service available at the U.S. Post Office.

Regardless of the number of raffles held during the registration period, the nonprofit organization must file a single, aggregate report for all raffles held by filing Form CT-NRP-2."

The CT-NRP-2 annual is due on or before February 2 of each year (For raffles held the previous year. For example, raffles held in 2023 will be reported on Form CT-NRP-2, before or on February 2nd of 2024.

Submission of the initial application and annual report shall be completed and submitted to the State of California within the prescribed time frames, by the RCONA Executive Secretary. The RCONA Treasurer shall provide assistance with gathering information from all the NAs regarding any planned raffles. The treasurer shall also assist with gathering information for the annual report.

Applications will be accepted on October 1st before the upcoming raffle year- this is subject to change and the state website will need to be checked for any changes to this time frame.

NAs hosting a raffle will need to keep track and document the required information that will be part of the annual report. After the completion of each raffle, this information shall be submitted to the RCONA Executive Secretary and the secretary shall maintain a rolling- log containing this information for all NAs.

Raffle ticket sales shall never be made online and shall be done in-person.

Raffles shall never be held online and shall be held in-person.

Procedure:

1. Before the last quarter of each year, RCONA will announce to all the NAs to start determining if any raffles will be held in the upcoming year.
2. Per the CA Raffle website, applications for the upcoming year will be accepted on October 1st. NAs shall inform RCONA of any planned raffles to

be held the upcoming year, regardless if they end up being held or not. The NAs shall provide any planned raffle dates to the RCONA Executive Secretary before October 1st. RCONA'S Executive Secretary shall maintain a log containing the date of the raffles and to which NA will be hosting. RCONA will need to take into account that a 60-day time frame is needed so the permit can be processed. This will address any timing concerns for any raffles planned in January.

3. The executive secretary shall complete and submit the raffle application along with any required fees. The treasurer shall handle issuing the check for the required application fee. The application will include all planned raffle dates received by the NAs.
4. No raffles may commence nor can any raffle tickets be sold without first receiving the 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.
5. Upon receiving the official permit/letter from the state, the President or Executive Secretary or designee shall announce to all NAs that the permit/confirmation letter has been received by RCONA and that they may start any raffles as stated on the application. A copy of the permit/confirmation letter shall be made available to all NA boards.
6. NAs hosting a raffle will need to keep track and document the required information that will be part of the annual report. After the completion of each raffle, this information shall be submitted to the RCONA Executive Secretary and the secretary shall maintain a rolling- log containing this information for all NAs.
7. The RCONA Executive Secretary shall submit the Form CT-NRP-2, annual report, on/or before February 2nd of each year (For example, raffles held in 2023 will be reported on Form CT-NRP-2, before or on February 2nd of 2024.)

VOTE ON AND APPROVED: DATE