



PROCEDURE FOR OBTAINING A RAFFLE PERMIT

A Raffle Permit is valid for one year from the date of issue. In all cases(except for the first time) a financial report for the previous year must be submitted to the Town Clerk's office before any renewal can be issued.

Organizations applying for the first time must have been organized and actively functioning as a non-profit organization in the Commonwealth of Massachusetts for not less than two years prior to applying.

All funds derived form any raffle or bazaar must be used exclusively for the purpose stated on the application.

First: The applicant may obtain the following forms from the Town Clerk:

- 4 copies of Form 810 (Application for Permit)
- 2 copies of Form 812 (Financial Report)
- 1 copy of Form RBL-1 (green Notice of Issuance)
- 1 raffle & bazaar questionnaire

Second: The applicant must complete 4 copies of the application and the green RBL-1 Form as well as the questionnaire. The application must be approved by the Chief of Police, after which all forms are brought to the Town Clerk's office . The Clerk's office must also receive two copies of Form 812 and a check payable to the Town of Westwood in the Amount of \$10.00

If all forms are completed and in order the Town Clerk will approve the application And issue a Permit.

Please Note: If an organization has held a permit for a given year and does not intend to renew it the Form 812 must still be filed within 30 days after the expiration of the permit.

THE COMMONWEALTH OF MASSACHUSETTS

FEE
\$10.00

.....
(city or town)

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS
(C. 810, ACTS OF 1969)

Name and address of Nonprofit Organization:

.....
.....

Evidence of Qualification for Permit:

- (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- (b) Church or religious organization; or,
- (c) Fraternal or fraternal benefit society; or,
- (d) Educational or charitable organization; or,
- (e) Civic or service club or organization; or,
- (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or members of organization responsible for operation of raffle or bazaar:

Name

Residence Address

- (1)
- (2)
- (3)

Uses to which net proceeds will be applied:

.....
(signature of authorized officer or member of organization)

Application certified to be in conformity with C. 810, Acts of 1969:

.....
City/Town Clerk

PERMIT (ISSUED) (DENIED)

.....
(date)

.....
City/Town Clerk

The applicant (is) (is not) qualified to operate raffles and bazaars under the provisions of C. 810, Acts of 1969:

.....
Chief of Police

THE COMMONWEALTH OF MASSACHUSETTS

FEE
\$10.00

.....
(city or town)

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS
(C. 810, ACTS OF 1969)

Name and address of Nonprofit Organization:

.....
.....

Evidence of Qualification for Permit:

- (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- (b) Church or religious organization; or,
- (c) Fraternal or fraternal benefit society; or,
- (d) Educational or charitable organization; or,
- (e) Civic or service club or organization; or,
- (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or members of organization responsible for operation of raffle or bazaar:

Name

Residence Address

- (1)
- (2)
- (3)

Uses to which net proceeds will be applied:

.....
(signature of authorized officer or member of organization)

Application certified to be in conformity with C. 810, Acts of 1969:

.....
City/Town Clerk

PERMIT (ISSUED) (DENIED)

.....
(date)

.....
City/Town Clerk

The applicant (is) (is not) qualified to operate raffles and bazaars under the provisions of C. 810, Acts of 1969:

.....
Chief of Police

THE COMMONWEALTH OF MASSACHUSETTS

FEE
\$10.00

.....
(city or town)

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS
(C. 810, ACTS OF 1969)

Name and address of Nonprofit Organization:

.....
.....

Evidence of Qualification for Permit:

- (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- (b) Church or religious organization; or,
- (c) Fraternal or fraternal benefit society; or,
- (d) Educational or charitable organization; or,
- (e) Civic or service club or organization; or,
- (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or members of organization responsible for operation of raffle or bazaar:

Name

Residence Address

- (1)
- (2)
- (3)

Uses to which net proceeds will be applied:

.....
(signature of authorized officer or member of organization)

Application certified to be in conformity with C. 810, Acts of 1969:

.....
City/Town Clerk

PERMIT (ISSUED) (DENIED)

.....
(date)

.....
City/Town Clerk

The applicant (is) (is not) qualified to operate raffles and bazaars under the provisions of C. 810, Acts of 1969:

.....
Chief of Police

THE COMMONWEALTH OF MASSACHUSETTS

FEE
\$10.00

.....
(city or town)

APPLICATION FOR PERMIT TO CONDUCT RAFFLES AND BAZAARS
(C. 810, ACTS OF 1969)

Name and address of Nonprofit Organization:

.....
.....

Evidence of Qualification for Permit:

- (a) Veterans' organization chartered by the Congress of the United States or included in clause (12) of section five of chapter forty of the General Laws; or,
- (b) Church or religious organization; or,
- (c) Fraternal or fraternal benefit society; or,
- (d) Educational or charitable organization; or,
- (e) Civic or service club or organization; or,
- (f) Club or organization organized and operated exclusively for pleasure, recreation and other nonprofit purposes, no part of the net earnings of which inures to the benefit of any member or shareholder.

Officers or members of organization responsible for operation of raffle or bazaar:

Name

Residence Address

- (1)
- (2)
- (3)

Uses to which net proceeds will be applied:

.....
(signature of authorized officer or member of organization)

Application certified to be in conformity with C. 810, Acts of 1969:

.....
City/Town Clerk

PERMIT (ISSUED) (DENIED)

.....
(date)

.....
City/Town Clerk

The applicant (is) (is not) qualified to operate raffles and bazaars under the provisions of C. 810, Acts of 1969:

.....
Chief of Police

RAFFLE PERMIT QUESTIONNAIRE

Please complete and return with your completed application

1. Name and Address of your Organization:

2. Is the Organization a nonprofit/charitable organization as defined in MGL Ch271, Sec7A?
YES / NO (please indicate below the one that applies)
 - a. Veterans Organization
 - b. Church or Religious organization
 - c. Fraternal or Fraternal Benefit Society
 - d. Educational or Charitable organization
 - e. Civic or Service club/organization
 - f. Club or organization begun or operated exclusively for pleasure, recreation and other nonprofit purposes. No part of the net earnings benefits any member or shareholder.

A "PUBLIC CHARITY" must be in compliance with MGL CH12 and CH68

A "NONPROFIT" entity has a Charitable purpose and benefits an Indefinite number of people.

3. You may be asked to provide evidence that your organization has been actively functioning as a non-profit organization in the Commonwealth for a period of not less than two years.
(tax returns or bank records)

4. Has your organization been issued a raffle permit from the Town of Westwood in the last two Years YES / NO

5. Has your organization filed an Annual Report with the Town of Westwood for previous permits issued? YES / NO

6. Do you have permission from the organization to seek a permit on its behalf? YES / NO

7. Have three officers of the organization signed the application ? YES / NO (The same three people will need to sign the annual report following the expiration of the permit.

8. Have you indicated the use of the profits in detail ? YES / NO

9. If any information regarding the application changes after being submitted you will need to inform us so that the application can be evaluated with the new information.

10. Have you submitted the application to the Chief of Police for his signature ? YES/NO



The Commonwealth of Massachusetts

(city or town)

ANNUAL REPORT - RAFFLES & BAZAARS
(C. 810, Acts of 1969)

(date)

Name and address of Nonprofit Organization:

Expiration Date of Permit: _____

Number of Raffles and Bazaars Held:

Amount of Money Received: \$ _____

Expenses Connected with Raffles Conducted: \$ _____

Net Proceeds: \$ _____

For What Purposes Were The Proceeds Used?

Names & Addresses of Winners of \$25.00 or More:

(Attach Additional Pages as Necessary)

We, the undersigned, do hereby certify that this report is true and complete.

1. _____

2. _____

3. _____

(Accountant)

Report Certified to be
in Conformity With
C. 810, Acts of 1969:

Signature of Authorized Officer
or Member of Organization

City/Town Clerk

RENEWAL PERMIT WILL NOT BE ISSUED TO LICENSEE UNTIL THIS REPORT
HAS BEEN COMPLETED AND FILED WITH THE COMMISSIONER OF PUBLIC SAFETY.