



City of Earlville

210 W. Railroad Street, PO Box 98, Earlville, IL 60518

Phone: 815-246-9588

Fax: 815-246-9599

Instructions for applying for a Raffles or Poker Runs License

Please read the attached ordinance covering Raffles/Poker Runs Licenses

****Fill out the application form entirely. Neatness counts. If we have difficulty reading the information provided that will slow down the processing of your application.**

****To waive the requirement for a fidelity bond:**

At a meeting of your organization, there must be a unanimous vote to waive said bond.

****If your organization has sub-groups (ie: booster club, PTA, groups for a certain project, etc.) there will have to be a raffle/poker run manager for each sub-group. On a separate sheet, provide a list of each sub-group with the manager's required information.**

--Each raffle/poker run manager will have to provide:

1. Their name, address, phone number, date of birth and email address.
2. A signed background check waiver form (make copies of this form, which is the last page of the application packet, as needed)

****At the conclusion of each raffle/poker run, promptly fill out the attached "Raffles/Poker Runs Report" (make additional copies as necessary) and turn it in to the City of Earlville. You can drop the report off at City Hall, place it in one of the drop boxes at City Hall, mail to: City of Earlville, PO Box 98, Earlville, IL 60518 or email to: deputyclerk@earlvilleil.org**