

**California Society of the Sons of the American Revolution**  
**Instructions for Filing the California Non-Profit Raffle Registration Form CT-NRP-1**  
**and**  
**Annual Non-Profit Raffle Report Form CT-NRP-2**

**California Attorney General (AG) Requirements:**

California law allows eligible tax-exempt organizations to conduct fundraising raffles. Organizations must obtain a raffle permit number from the Attorney General's Registry of Charitable Trusts before holding the event by filing a Form CT-NRP-1.

After approval of the raffle, the Registry of Charitable Trusts will send a letter confirming registration that includes a raffle permit number and expiration date.

After all raffle events for the registration year (September 1- August 31) have taken place, the raffles must be reported to the Registry of Charitable Trusts by filing Form CT-NRP-2.

In order to register with the AG office, please submit the following:

- 1) CT-NRP-1 form (completed and signed).
- 2) \$20 initial registration fee (payable to Department of Justice).
- 3) Entity Status Letter (obtained on-line from the Franchise Tax Board by inputting your CA Entity ID Number from your CA Franchise Tax Board Form 199N).

**Instructions for completing the Raffle Registration Form CT-NRP-1:**

Name of Organization should be your Chapter's legal entity name taken from your Chapter's By-Laws.

Official Mailing Address for Organization should be the address you use for your Chapter tax and financial communications. Usually this is the name and address of the Chapter Treasurer.

Organization's email address should be email address of an officer in your chapter.

Organization's telephone number should be the telephone number of an officer in your chapter.

State Charity Registration Number should be your Chapter's registration number that you received from the Registry of Charitable Trusts after filing your Form CT-1.

Federal Employer Identification Number (FEIN) should be your Chapter's FEIN taken from your IRS Form 990N.

SOS Corporation Number should be the Corporation Number of your Chapter from the California Secretary of State.

FTB Organization Number should be the Entity ID Number of your Chapter from the California Franchise Tax Board Form 199N.

Organization's tax-exempt status should be 23701d.

Proposed dates of raffles should be the dates your chapter intends to hold the raffles. If a raffle is held at every chapter meeting, then this should be the dates of the chapter meetings.

Signature, Title and Date usually will be the signature of the Chapter Treasurer or the designated officer in the Chapter that files the Chapter tax returns.

## **Instructions for completing the Raffle Report Form CT-NRP-2:**

### **Part A – General Organization Reporting Information**

Name of Organization should be your Chapter's legal entity name taken from your Chapter's By-Laws.

Official Mailing Address for Organization should be the address you use for your Chapter tax and financial communications. Usually this is the name and address of the Chapter Treasurer.

Organization's email address should be email address of an officer in your chapter.

Organization's telephone number should be the telephone number of an officer in your chapter.

State Charity Registration Number should be your Chapter's registration number that you received from the Registry of Charitable Trusts after filing your Form CT-1.

Raffle Registration Number should be your Chapter's registration number that you received from the Registry of Charitable Trusts after filing your Form CT-NRP-1.

Federal Employer Identification Number (FEIN) should be your Chapter's FEIN taken from your IRS Form 990N.

SOS Corporation Number should be the Corporation Number of your Chapter from the California Secretary of State.

FTB Organization Number should be the Entity ID Number of your Chapter from the California Franchise Tax Board Form 199N.

### **Part B – Raffle Information**

1. Raffle year ending should be the year your Chapter is reporting for the raffle events you held.
2. Aggregate gross receipts should be the total funds received from the raffle events.
3. Aggregate direct costs should be the costs directly related to conducting the raffle events.  
Examples are ticket costs, purchase cost of prizes included in the raffles, and any other direct costs.
- 4.(A) Answer "Yes" or "No" if direct costs exceeded 10% of gross receipts, and if your Chapter used funds from other sources than ticket sales to offset costs.
- 4.(B) If "Yes" that funds from other sources were used to pay costs of the raffle events, then list the amount and source of those funds.
5. Describe charitable purpose of raffle proceeds should be how your Chapter used the funds from the raffle events.
6. If your Chapter used some of the raffle proceeds to benefit another eligible organization, then list the name, address, contact person and telephone number of that organization with the amount given to that organization.

**Part C – Certification by Authorized Officer or Director of Reporting Organization**

Answer the 8 questions listed by checking “True” or “False”. If the answer to any question is “False” attach an explanation to support the answer.

Signature, Title and Date usually will be the signature of the Chapter Treasurer or the designated officer in the Chapter that files the Chapter tax returns.



## NONPROFIT RAFFLE REPORT



6. Were some or all of the raffle proceeds used for the benefit of another eligible nonprofit organization? ☐ Yes ☐ No

If the answer is yes, provide the following information below for each organization for which the proceeds were used. Attach additional sheets of paper, if necessary.

Recipient Organization	\$ Dollar Amount of Raffle Proceeds to Recipient Organization
Address of Recipient Organization	Contact Person for Recipient Organization
City, State, and ZIP Code	Telephone Number of Recipient Organization

### Part C: Certification by Authorized Officer or Director of Reporting Organization

I hereby certify that:

	True	False
1) At least 90% of the gross receipts (total dollar amount prior to deduction of expenses) received from the sale of raffle tickets was used for the beneficial or charitable purposes of the eligible organization conducting the raffle or for the benefit of another eligible organization.		
2) None of the funds required to be used for beneficial or charitable purposes were provided to an officer, director or member (as defined by Corporations Code section 5056) of the organization which conducted the raffle(s).		
3) No person involved in or connected with the conduct of the raffle(s) was compensated by the organization conducting the raffle(s) from raffle proceeds required to be used for beneficial or charitable purposes.		
4) No gaming machine, apparatus or device, including but not limited to one which meets the definition of a slot machine as described in California Penal Code sections 330a, 330b, or 330.1, was used in conducting the raffle(s).		
5) No individual corporation, partnership or other legal entity has or holds a financial interest in the conduct of the raffle(s) other than the organization conducting the raffle(s) or any private, nonprofit eligible organization which received funds from the raffle(s).		
6) No raffle was conducted, and no raffle tickets were sold, traded, or redeemed, within an operating racetrack enclosure, satellite wagering facility, or gambling establishment.		
7) Tickets were not sold, traded or redeemed over the Internet.		
8) Raffle funds were not used for any purpose outside of California.		

If the answer to any question in Part C, Items 1 through 8, was "False," please explain the circumstances that support the answer. Use additional sheets of paper, if necessary, for the explanation. If the answer to more than one question in Part C was "False," reference the question number next to each explanation.

In signing this Nonprofit Raffle Report, I hereby certify that all of the information contained herein is true and correct.

\_\_\_\_\_  
Signature of Authorized Officer or Director Who Prepared the  
Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer or Director

\_\_\_\_\_  
Title of Authorized Officer or Director

## NONPROFIT RAFFLE REPORT



MAIL TO:  
Office of the Attorney General  
Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

STREET ADDRESS:  
1300 I Street  
Sacramento, CA 95814  
(916) 210-6400

WEBSITE ADDRESS:  
[www.oag.ca.gov/charities](http://www.oag.ca.gov/charities)

A report must be completed for each year in which a raffle was conducted (September 1 through August 31).

The report is due on or before October 1.  
(California Penal Code section 320.5)

(For Registry Use Only)

### PART A: General Organization Reporting Information

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City or Town, State and ZIP Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Provide at least one of the following:

State Charity Registration Number: \_\_\_\_\_

Raffle Registration Number: \_\_\_\_\_

Federal Employee Identification Number (FEIN): \_\_\_\_\_

SOS Corporation Number or FTB Organization Number: \_\_\_\_\_

### Part B: Raffle Information

1. Raffle year ending August 31, \_\_\_\_\_ (Year)

2. Aggregate gross receipts from the operation of raffle(s): \$ \_\_\_\_\_

3. Aggregate direct costs incurred by the organization from the operation of raffle(s): \$ \_\_\_\_\_

4. At least 90% of the gross receipts received from ticket sales must be used for the beneficial or charitable purpose of the eligible organization or for the benefit of another eligible organization. Did direct costs exceed 10% of gross receipts and did your organization use funds from sources *other* than from ticket sales to offset costs? ☐ Yes ☐ No

If yes,

4(A) Total funds from sources other than ticket sales used for the administration or other costs of conducting the raffle(s)?

\$ \_\_\_\_\_

4(B) What was the source of these funds?

5. Describe the charitable or beneficial purpose for which the raffle proceeds were used. \_\_\_\_\_