

## Raffle Report Form

This document must be completed and submitted to Student Life within ten days of raffle. Failure to submit may result in not being approved for future requests.

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Raffle \_\_\_\_\_

### Ticket Sales

# of Tickets Printed: \_\_\_\_\_ # of Tickets Sold: \_\_\_\_\_

**\*Attach copy of invoice/receipt for ticket printing(s).**

Starting Ticket Number (e.g. 0001): \_\_\_\_\_ Ending Ticket Number: \_\_\_\_\_

Total Ticket Sales \$ \_\_\_\_\_

**\*Attach a copy of each deposit slip showing sales added into club account.** Note club budget report is not sufficient. It must be a copy of the individual deposit slips.

### Itemized Expenses

Include tickets, prizes, printing, promotion, etc. If prize is donated, indicate "donated" and list the fair market value for the cost.

| Item  | Cost     | Donated                  | Item  | Cost     | Donated                  |
|-------|----------|--------------------------|-------|----------|--------------------------|
| _____ | \$ _____ | <input type="checkbox"/> | _____ | \$ _____ | <input type="checkbox"/> |
| _____ | \$ _____ | <input type="checkbox"/> | _____ | \$ _____ | <input type="checkbox"/> |
| _____ | \$ _____ | <input type="checkbox"/> | _____ | \$ _____ | <input type="checkbox"/> |
| _____ | \$ _____ | <input type="checkbox"/> | _____ | \$ _____ | <input type="checkbox"/> |

### Profit

Total Expenses \$ \_\_\_\_\_

Net Profit \$ \_\_\_\_\_

Calculate by subtracting total expenses from ticket sales.

*Please enter winners on page two.*

## Raffle Winners

- Attach each of the winning ticket stubs and their match to this form.
- Rubber band and submit non-winning ticket stubs in packs of 100.
- Have the winner initial next to name to indicate prize was received.
- If the prize is being returned (gifted back) to the club, the winner must first accept the prize, deposit check in personal account, and then issue a new check to the club. There must be a paper trail of the acceptance, deposit, and re-issue to the club.
- If the prize is \$600 or more, the winner must complete a 1099 Form.
- If the prize is \$600 or more and 300 times the ticket selling price, the winner must complete a W2G Form.

| Prize | Received<br>(winner<br>initial) | Declined                 | Winner | Address |
|-------|---------------------------------|--------------------------|--------|---------|
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |
| _____ | _____                           | <input type="checkbox"/> | _____  | _____   |

Advisor:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date