

Raffle Approval Form – Advance Ticket Sales

Raffle license number for advance ticket sale raffles 2/15/22-2/14/23: **R0010467-A-01609**

Club Name: _____ Date: _____

How will the raffle profits be used?

Raffle proceeds may not be used for charitable giving and “raising club funds” is not sufficient reason. After the raffle, you must be able to provide proof of profits and how they were used. Please be specific in your description here.

Proposed Ticket Sales Dates: From: _____ To: _____

Date of Drawing: _____

By law this must occur no later than 180 days after the sale of tickets has begun.

Time of Drawing: _____

Place of Drawing: _____

Single Ticket Sale Price: _____

Discount Number of
Ticket Sale Price: _____

List of prizes and costs. If an item is donated, include the fair market value.

Monetary Prizes Only:

Amount of Prizes: _____

Total Dollars in Club Treasury to Date: _____

Person in Charge of Event: _____

Important Selling Notes

Please review and initial your understanding of the following. It is your responsibility to share this information with all club members/advisors participating in the sale of tickets.

Student Initial Advisor Initial

- Only one person may be listed on the drawing portion of the ticket.
- Tickets cannot be sold online.
- Tickets cannot be mailed.
- Tickets cannot be sold across state lines.
- 50-50 ticket sales must be deposited into club account and then a check requested for the recipient. Cannot award cash.

Attach a Sample Copy of Your Ticket

Do not update below. Attach as a separate page.

Sample Ticket Guidelines

Advance sale tickets must include the following:

- Northcentral Technical College – 1000 W. Campus Drive – Wausau, WI 54401
- consecutive numbering on both portions of ticket
- space for purchaser's name, address and phone
- date, time and place where drawing will be held
- list of prizes with retail value of \$1000 or more
- raffle license number
- cost of ticket

0001	Name: _____ Address: _____ Phone: _____	Northcentral Technical College 1000 W. Campus Drive Wausau, WI 54401	0001
NTC <insert club name> Raffle Drawing: <insert time> on <insert date> NTC Wausau campus - <insert room>			
Grand Prize <insert item and value>			
			Ticket Cost: <\$ insert> each or <#> for <\$ insert>
License# R0010467-A-01609			

Items to Maintain During Sales and at Raffle Drawing

Copies of the following must be submitted to Student Life with the Raffle Report Form within ten days of the raffle drawing date.

- Copy of printing invoice(s) with number of tickets printed.
- Ticket start number and ticket end number.
- All used ticket stubs. Rubber band into packs of 100 after drawing.
- Winning ticket stub(s).
- Initials of winner(s) indicating receipt of prize.
- If the prize is being returned to the club, the winner must first accept the prize, deposit cash/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 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.

Approvals

Advisor:

Print Name

Signature

Club Officer:

Print Name

Signature

Student Life

Preliminary: Approved Denied – requires changes

Final: Approved Denied

Student Life Staff:

Signature

Date