

Raffle Approval Form – Day of Sales

Raffle license number for same day/day of ticket sale raffles 2/15/22-2/14/23: **R0036273-B-59661**

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.

Ticket Sale & Drawing Date: _____

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.

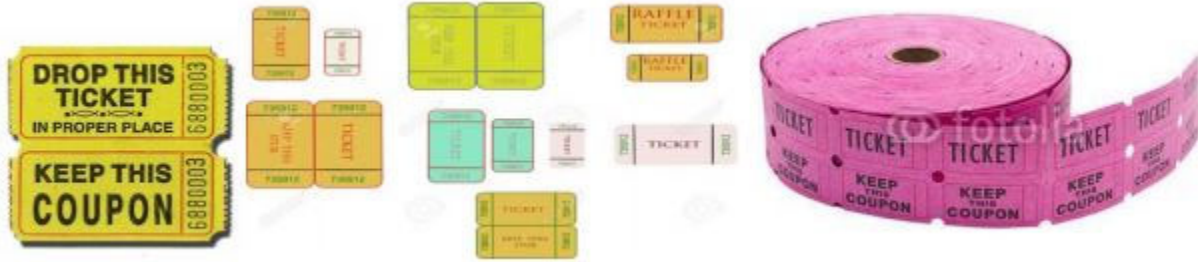
Student Initial Advisor Initial

- 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.
- Winner must be present to win.
- 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

Sample Ticket Guidelines

- All tickets must be identical in form (same color, size, shape)
- Tickets need to be numbered but do not need to be consecutively numbered.



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.

- 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