

Running a Raffle

Thank you for your interest in running a raffle to benefit United Way of Portage County. We know that raffles make great special events. Raffles conducted to benefit United Way of Portage County **must be pre-approved** as these raffles are sponsored by United Way of Portage County, exclusive holder of the raffle license(s).

Raffles are highly regulated by the State of Wisconsin, so please read this document to familiarize yourself with all raffle regulations and guidelines as set forth by the Wisconsin Division of Gaming-Office of Charitable Gaming.

Prior to running a raffle to benefit United Way of Portage County, please request a 2012 United Way Raffle Agreement from Fred Hebblewhite at fhebblewhite@unitedwaypoco.org or 715-254-2182. Once your raffle has been approved you will be sent our raffle license number.

What is a Raffle? A raffle is a game of chance in which tickets are sold and a drawing for a prize(s) is held. A drawing for raffle prizes is a random selection of an organization's raffle ticket portion from a container housing all raffle tickets purchased for the raffle.

A Raffle is NOT a sweepstakes or lottery involving random numbers to determine a winner. Purchasing a raffle ticket(s) does not guarantee a return and the cost of a raffle ticket(s) is NOT tax deductible.

There are 3 types of Legal Wisconsin Raffles

Advanced Ticket Sale Raffle

There are two ways to conduct a legal Advanced Ticket Raffle.

The first is to raffle a prize or multiple prizes by putting all prizes on one raffle ticket. For example, if you have four prizes to raffle (a pair of basketball tickets, a television, dinner out, and a gas card) they are all listed on one ticket. Ticket buyers purchase a raffle ticket(s) with the hope of winning one of those prizes. Winning ticket holders do not get to choose their prize.

The second way is to run multiple raffles simultaneously. In this case, you must create and sell a unique raffle ticket for each of the prizes. Conducting a raffle in this manner would require you to create a raffle ticket for each prize: a pair of basketball tickets, a television, dinner out, and a gas card. This enables the ticket purchaser to buy a ticket(s) for prizes they are interested in winning. Each different raffle prize constitutes a unique raffle. Total number of tickets sold and Gross monies raised must be tracked separately for each of these prize raffles.

Same Day Ticket Sale Raffle

Same Day Ticket Sales Raffles involve selling raffle tickets only on the same day you do the prize drawing. If you have multiple prizes, buyers who purchase a Same Day Raffle Ticket can choose which prize they wish to win by putting their ticket stub in an identified container.

Calendar Raffle

A Calendar Raffle is a raffle for which a drawing is held and a prize awarded on each date specified on a calendar. Contact United Way for complete details about Calendar Raffles.

Details about specific raffle guidelines and requirements are listed below.

Go to <http://www.unitedwaypoco.org/CampaignToolkit> for an electronic version of this form

Raffle Guidelines



Advanced Ticket Sale Raffle Requirements (Class A License):

- Tickets cannot be sold more than 270 days before the drawing.
- No raffle ticket may exceed \$100 in cost.
- Raffle tickets must be sold face-to-face with purchaser.
 - Phone, internet, mail or any other form of non face-to-face sales of raffle tickets are prohibited by both federal and state law.
- Ticket purchaser must complete the ticket stub face-to-face, providing: name, address and phone number. Ticket purchaser must be given their receipt portion of the ticket at time of payment.
- Raffle tickets must be identical in form and include all the following components:
 - Consecutive numbering on both portions of the ticket
 - License # issued (provided by United Way of Portage County)
 - Name and address of Sponsoring Organization (United Way of Portage County)
 - Price of the ticket and the discounted price applicable to multiple ticket purchases
 - Date, time and location of the Raffle Drawing
 - A place for the ticket purchaser to enter his/her name, phone and address. An address for each ticket sold is required whether you are selling tickets internally or externally.
 - Only prizes with a retail value of \$500 or more must be listed on the ticket.
- Winners do not need to be present to win.
- Raffle drawings must be held in public.
- If the raffle is cancelled, the organization must refund the money to ticket purchasers.
- These rules apply to 50/50 Raffles as well.

Same Day Ticket Sale Raffle Requirements (Class B License)

- Raffle ticket may not exceed \$10 in cost.
 - Discounted price for multiple ticket purchases can not exceed \$10. For example: 1 ticket for \$5.00, 3 tickets for \$10.
- All raffle tickets must be identical in form.
 - Tickets do not need to be numbered consecutively. However, both portions of a ticket must have a matching number.
 - These tickets can be purchased at office supply stores.
- Must be present to win.
 - A ticket purchaser can give the ticket to another person who may claim the prize on behalf of the purchaser but only if that other person is present at the drawing.
- Raffle drawings shall be held in public.
 - The time of the drawing and prizes to be awarded must be posted prior to the drawing the time of the drawing.
- If the raffle is cancelled, the organization must refund the money to ticket purchasers.

Raffle Guidelines SAMPLES



SAMPLE ADVANCED SALE RAFFLE TICKET

Requires: Class A License #

After completing and submitting a United Way Raffle Agreement **you must submit a sample of an Advance Sale Raffle Ticket** to United Way prior to conducting your Raffle.

Required components on Advance Sale Raffle Ticket:

- A Name and Address of Sponsoring Organization – *United Way of Portage County*
- B Consecutive Numbering on both portions of the ticket
- C License Number – *Actual # will be provided to you by United Way of Portage County when your Raffle is approved. This number changes from year to year.*
- D Cost of Ticket; must include discount for multiple tickets if applicable (5 for \$4.00)
- E Location of Raffle Drawing including Company Name and Address
- F Date of Raffle Drawing
- G Time of Raffle Drawing
- H Space for Raffle Ticket purchasers Name, Phone & Address
- I All prizes with a retail value of \$500 or more must be listed on the Raffle Ticket

<p style="text-align: right;">B 001</p> <p>Name: _____</p> <p>Phone #: _____</p> <p>Address: _____</p> <p>City/State: _____</p>	<p>A United Way of Portage County 1100 Centerpoint Drive #302 Stevens Point, WI 54481</p> <p style="text-align: right;">B 001</p> <p style="text-align: right;">I \$500 Grand Prize</p> <p style="text-align: center;">ABC Company E 555 Main St Stevens Point, WI F September 1, 2008 12:30 pm G</p> <p>C License #: X0000000X-00000</p> <p style="text-align: right;">D TICKET COST: \$1.00</p>
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SAMPLE SAME DAY SALE RAFFLE TICKET

Requires: Class B License #

Required components of Same Day Sale Raffle Ticket:

- 1 Matched numbering on both portions of the ticket
- 2 Space for Ticket purchasers Name, Address and Phone number



STEP 1: 2012 United Way Raffle Agreement

United Way
of Portage County



Complete this form and send to United Way of Portage County for raffle approval.

Date _____

Organization _____

Contact Name _____

Contact Phone _____ Contact Email _____

I have read the raffle guidelines and agree to follow all outlined rules and regulations as outlined by the State of Wisconsin Division of Gaming. It is our organization's intent to hold a raffle to benefit the United Way of Portage County. We anticipate holding our raffle on _____.

We are planning to run a:

Advanced Ticket Sale Raffle

I agree to include all 9 required elements on my raffle ticket.

I agree to provide a sample ticket for approval prior to running the raffle.

Same Day Ticket Sale Raffle

Calendar Raffle

After the raffle:

I agree to provide the following information to United Way on the Raffle Record Keeping Form within three weeks after our raffle:

- Ticket Sales Start and End Date
- Ticket Sales Location
- Date, Time and Location of Raffle Drawing
- Total Number of Tickets Sold
- Total Gross Receipts (Dollars raised from Raffle Ticket Sales)
- Total Expenses if applicable
- Net Raffle Profits (Total Gross Receipts minus Expenses)
- List of prizes, prize values, winning ticket #s and prize winner names
- Name and address of winners of prizes valued more than \$100
- Name and social security number of any winner of a prize valued at \$600 or more so United Way of Portage County can issue them a 1099

When your raffle is approved you will receive a copy of this Raffle Agreement identifying the License # to be printed on raffle tickets and accompanying documents for Raffle Record Keeping.

FOR USE BY UNITED WAY STAFF ONLY

Raffle Agreement Received Date: _____

Sample Advanced Sale Ticket Received Date: _____

Raffle Approved by United Way of Portage County

Approved by _____ Date: _____

A License # _____ **Advanced Ticket Sales**

B License # _____ **Same Day Ticket Sales**

Email to: fhebblewhite@unitedwaypoco.org
Fax: 715-254-2182

STEP 2: 2012 Raffle Record Keeping

United Way
of Portage County



Organization _____
Address _____
City _____ State _____ Zip _____
Raffle Coordinator _____
Work Phone _____ Work Email _____

RAFFLE DETAILS

Ticket Sales **START** Date _____ Ticket Sales **END** Date _____

The following information below should appear on all Advance Sale Raffle Tickets.

COST per Raffle Ticket
(Include discount for multiple tickets if applicable) _____

DATE of Raffle Prize Drawing _____

TIME of Raffle Prize Drawing _____

LOCATION of Raffle Prize Drawing
(Include physical address) _____

RAFFLE RESULTS

Total # of tickets SOLD _____

GROSS \$ Raised from raffle ticket sales \$ _____

Raffle Expenses
(Ticket Printing, 50/50 winnings) \$ _____

NET Raffle Profits
(Gross \$ minus Raffle Expenses) \$ _____

Please check each box to verify the following regarding your Raffle:

- I have provided United Way of Portage County with an actual raffle ticket sample from our raffle.
- All Raffle Prizes were awarded. A complete list of Prizes, Prize Value and Prize Winners is provided.
- All monies raised through this raffle were turned over to United Way of Portage County.
- All raffle information provided is accurate to the best of my knowledge.

Signed _____ **Date** _____

In lieu of completing the two sections below you may provide United Way of Portage County a Word or Excel document listing your Organization's Name, identifying Prizes, \$ Value, Winning Ticket # and Prize Winner's Names and Addresses.

Email to: fhebblewhite@unitedwaypoco.org
Fax: 715-254-2182

2012 Raffle Record Keeping Continued

For all prizes valued \$100 or more you are required to provide the following information:

- Prize
- Approximate \$ Value of each Prize
- Winning Ticket #
- Prize Winner’s Name
- Address of Prize Winner

Organization _____ Raffle Date _____

Prize	\$ Value	Winning Ticket #	Prize Winner’s First & Last Name Address, City, State, Zip

Email to: fhebblewhite@unitedwaypoco.org
Fax: 715-254-2182

2012 Raffle Record Keeping Continued

For all **prizes valued \$600 or more** you are required to provide the following information:

- Prize
- Approximate \$ Value of each Prize
- Winning Ticket #
- Prize Winner's Name
- Address of Prize Winner
- Prize Winner's Social Security Number

Organization _____ Raffle Date _____

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security Number

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