

## Procedure for Raffles

**Effective Date of Procedure:** April 16, 2010

### Overview and Purpose

The University of Mary Washington (UMW) clubs and departments wish to raise monies for charitable purposes by holding raffles. The University, a non-profit organization, is subject to the regulations of the Virginia Department of Charitable Gaming (DCG).

A "raffle" is a lottery in which the prize is won by a random drawing of a name or raffle ticket the proceeds from the raffle must be for a charitable purpose. The University must coordinate all raffles on campus to ensure compliance with the total annual events. The Finance Department is responsible for this coordination.

### Scope

- Academic Departments
- Athletics
- Finance
- Student Clubs and Organizations

### Procedure Detail

#### Raffle Request

A request to hold or conduct a raffle must be sent to the Associate Vice President for Finance and Controller for approval at least 14 days prior to the start of ticket sales. The request should include the following information:

- The name of the group holding the raffle
- The purpose of the raffle
- The dates for which the ticket sales will be held
- The date on which the raffle will be held and prize(s) awarded
- The prize(s) to be raffled off
- The method used to obtain the prize(s)
- Estimated amount of funds to be raised
- Value of each raffle ticket

**NOTE: A reconciliation of the raffle ticket sales must be completed prior to the date of the raffle drawing.**

**Development of the Ticket Sale Agreement & Master Ticket Control Log**

Once approval is granted, the group organizing the raffle will develop two documents: a Ticket Sale Agreement, and a Master Ticket Control Log.

**Ticket Sale Agreement**

Each individual who volunteers to sell raffle tickets must sign a Ticket Sale Agreement prior to be given any raffle tickets to sell:

*“I understand and agree that it is my intent to sell the raffle tickets issued to me for charitable purposes. I understand that, when signing for a specific amount of tickets, the tickets issued to me are my responsibility. I agree to return any unsold raffle tickets so that they can be recorded. I understand that if tickets are lost, etc., I will be responsible for payment equal to the amount of tickets lost, etc. I understand and agree that I am not to be compensated for selling raffle tickets”.*

Please refer to and utilize the Ticket Sale Agreement for Department Raffle template which is located on the Finance Forms website.

A Ticket Sale Agreement should be provided to each person who has agreed to sell raffle tickets prior to tickets being issued.

Keep all original Ticket Sale Agreement forms together along with the Master Ticket Control Log. This documentation must be turned in to the Cashier’s Office (Lee Hall) along with the donations earned from the raffle. Please use the form on the first tab of the Raffle Ticket Workbook. The Raffle Ticket Workbook is located on the Finance Forms webpage.

**Master Ticket Control Log**

The Master Ticket Control Log must contain the following information:

<u>Printed Name</u>	<u>Tickets Issued</u>	<u>Signature</u>	<u>Relationship to UMW</u>	<u>Date</u>
Joe Smith	1 – 50			
Julie Brown	51 - 100			

Please refer to the Raffle Ticket Workbook and utilize the Master Ticket Control Log template for your raffle which can be found on the Finance Forms website under “Other Forms”.

**Raffle Tickets**

The group organizing the raffle will create their own unique raffle tickets using UMW Design Services or purchase a roll or consecutively numbered tickets that contain duplicate tickets.

**Raffle Ticket Creation**

If tickets are created; each ticket must have the following information printed on it:

1. A ticket number
2. The name of the organization
3. The price of the ticket
4. Space for name and phone number to be provided
5. A general description of the raffle prize(s) (this information can be on the back)
6. Time and Location of the drawing (this information can be on the back)
7. An area that is to be kept by the seller to be placed in the receptacle for the actual prize drawing (i.e. ticket stub)

The ticket numbers must be printed in consecutive order, with each ticket having one identifying number (i.e. 1, 2, 3).

### **Raffle Ticket Rolls**

Double Ticket Rolls are the only ticket rolls that can be used for raffle ticket sales at UMW. Double ticket rolls can be purchased at various office supply stores and online.

Double Ticket Roll: The roll will consist of sets of identical consecutive raffle tickets in the roll (side by side). Two tickets make up a set, and both have identical consecutive raffle ticket numbers printed on the top and bottom of the tickets. When selling this type of ticket, the ticket seller will retain the ticket which says “**TICKET**”. Ultimately it will be placed in the receptacle for the prize drawing. The purchaser will then receive the ticket that says “**KEEP THIS COUPON**”.

If pre-numbered raffle ticket rolls are used for ticket sales, a flyer should be given to the purchaser which has the following information:

- The name of the organization
- A brief description of the raffle
- The raffle prize(s)
- The date, time, and location of the prize drawing

### **Raffle Ticket Sales**

For each raffle ticket purchased, a raffle ticket should be issued to the purchaser. For example, if an individual pays for 5 raffle tickets, 5 raffle tickets should be given to the purchaser. When selling tickets, ensure that the name and phone number are provided on each portion that is retained by the organization for the prize drawing.

Cash should be the only form of payment accepted for raffle ticket purchases. The group organizing the raffle is responsible for establishing their own “change fund”.

It is up to the group organizing the raffle to determine when the funds made by ticket sales should be turned in to the raffle coordinator. Ticket sale proceeds are due to the raffle coordinator no later than the last date tickets are being sold.

Reconciliations must be done for EACH individual who sold tickets. Please refer to the Raffle Ticket Workbook, second tab and complete an Individual Reconciliation for each individual who sold raffle tickets. The Raffle Ticket Workbook is located on the Finance Forms website under "Other Forms"..

Once all of the individual reconciliations are completed, an overall reconciliation should be completed for the raffle. Please refer to the Raffle Ticket Workbook, third tab and complete the Raffle Recon Worksheet. The Raffle Ticket Workbook is located on the Finance Forms website under "Other Forms".

After all reconciliations are completed, the raffle organizer must complete a Cash Transmittal Form and take the completed form along with the raffle proceeds to the Cashiers Office in Lee Hall. The Cash Transmittal Form is on the Finance Forms website under "Other Forms".

A copy of the Ticket Sale Agreement(s) and the Master Ticket Control Log are to be submitted to the Associate Vice President for Finance and Controller by the raffle coordinator at the end of each raffle. All completed forms will be reviewed and maintained to ensure the University is in compliance for annual reporting limits.

### **Prize Drawing**

Before a prize drawing, each stub or other detachable section of each ticket sold should be placed into a designated receptacle from which the winning tickets are drawn. The receptacle shall be designed so that each ticket placed in has an equal chance of being drawn.

The raffle organizer should designate an individual who will select the winning ticket(s) from the designated receptacle, and the method to which the designated person will randomly select the winning ticket(s) (i.e. blind folded, back turned, etc).

The raffle organizer has the choice of whether or not the ticket purchasers are present at the time of the drawing.

- If ticket purchasers are not required to be present, the winning ticket(s) may be drawn and the winner(s) should be notified
  - If ticket purchasers are required to be present, the winning ticket should be drawn , and announced, should the winner not be present, tickets should continue to be drawn at random until a winner in attendance is identified

The total number of prizes advertised and awarded must correspond to the total number of winning tickets drawn.

### **Creation and Approvals**

This procedure is issued by the Finance Department and approved by the Associate Vice President for Finance & Controller; *April 13, 2010*

**Revision**

0. Laura Allison, Assistant Controller - Compliance, *April 13, 2010*
1. Laura Allison, Assistant Controller – Compliance, April 15, 2014