

Policy Title: RAFFLE REQUEST AND LICENSING REQUIREMENTS

Mid-State Technical College sponsored clubs and other student or college activities are eligible to conduct raffles within the provisions of an annual raffle license obtained by the Business Services Office. The license issued by the Office of Charitable Gaming is applicable to raffles held by Mid-State Technical College. Since strict reporting and ticket format requirements are imposed on license holders, this policy has been prepared to assist in meeting these conditions. Failure to adhere to the Office of Charitable Gaming rules, and the rules identified in this policy, can result in revocation.

The following definitions apply in order to identify the types of raffle licenses available for use:

- Regular raffle - a raffle for which a single drawing for prizes is held on a specified date. The District is limited to 365 such raffles yearly.
 - Class A raffle - the license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing.
 - Class B raffle- the license type required to conduct a raffle in which all of the tickets for that raffle are sold on the same day as the raffle drawing.
- Calendar raffle - a raffle for which a drawing is held and a prize awarded on each date specified in a calendar. The District is limited to one (1) calendar raffle a year. Calendar raffles must obtain pre-approval from the Office of Charitable Gaming before any calendars may be sold.

The Business Services Office shall be responsible for assigning the raffle license received from the Office of Charitable Gaming. Prior written approval must be acquired before any tickets are printed and any raffles are conducted.

Requests, using the Mid-State Raffle Request Form shall be submitted to the Business Services Office for application. Allow time for internal processing; experience suggests one to two weeks are necessary. Also, be sure to allow time after the raffle has been approved for the printing of tickets. A copy of the approved raffle request, raffle license, and specific guidelines from the State of Wisconsin will be forwarded to the requestor upon approval of the raffle request. The license shall be conspicuously displayed at the place of, and at all times, during the drawing. If the raffle request is denied, this will be communicated immediately after the internal review process has taken place.

Eligibility to conduct a raffle is dependent upon eligibility of the organization and the issuance of a license by the Office of Charitable Gaming.

Clubs or organizations submitting requests for Class A raffles shall provide the following information:

- A proposed copy of the raffle tickets/calendars shall be identical in form and include:
 - The number of license issued by the Office of Charitable Gaming.

- The name and address of the sponsoring organization.
- The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases (no raffle ticket may exceed \$500 in cost, or no calendar may exceed \$10 in cost) for each month covered by the calendar.
- A place for the purchaser to enter his or her name and address.
- The date, time, and place of the drawing or drawings.
- A list of each prize to be awarded which has a retail value of \$1,000 or more.
- Each raffle and each calendar sold shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing. Purpose for conducting the raffle.

Clubs or organizations submitting requests for Class B raffles shall provide the following information:

- Proposed copy of the raffle ticket shall be identical in form and:
 - Tickets need not be numbered consecutively.
 - No raffle ticket may exceed \$10 in cost.
- Purpose for conducting the raffle.

All clubs and organizations shall comply with the following rules established by the Office of Charitable Gaming:

- Class A Raffle:
 - No person may sell raffle tickets/calendars unless authorized by the organization licensed.
 - Tickets for a proposed regular raffle may not be offered for sale more than 270 days preceding the raffle drawing.
 - Mailing of raffle tickets, stubs, and payment is prohibited by the US Postal Service.
 - All raffle drawings shall be held in public.
 - All prizes shall be awarded. The purchaser of a ticket/calendar need not be present at the drawing to win a prize.
 - Sold Class A tickets and calendars must be retained for one year after the date on which the drawing is held. Each requesting club or organization will retain the sold tickets within their departments.
 - If a raffle drawing is canceled, the organization shall refund the receipts to the ticket/calendar purchasers and notify the Business Services Office of the cancellation.

- The organization that holds a raffle drawing shall furnish a list of prize winners to each ticket or calendar holder who provides the organization with a self-addressed stamped envelope and requests the list.
 - All profits from raffles shall be used by the organization conducting the raffles to further the organization's purpose for existence and no salaries, fees, or profit shall be paid to any other organization or individual in connection with the operation of a raffle. No raffle profits may be used to benefit an individual or purpose outside of Mid-State's mission. Example: a school may not raise funds to donate to the American Children Hospital or an individual student, teacher, or parent. Raffle profits may not be donated to a national organization, an out-of-state organization, or a ministry/outreach program in another country. This section does not prohibit the printing of raffle tickets/calendars or the purchase of equipment or prizes for a raffle.
- Class B Raffle:
 - No person may sell raffle tickets unless authorized by the organization licensed.
 - Mailing of raffle tickets, stubs, and payment is prohibited by the US Postal Service.
 - All raffle drawings shall be held in public.
 - All prizes shall be awarded.
 - If a raffle drawing is canceled, the organization shall refund the receipts to the ticket/calendar purchasers and notify the Business Services Office of the cancellation.
 - Tickets for a proposed regular raffle may only be offered for sale the day of the raffle drawing.
 - All profits from raffles shall be used by the organization conducting the raffles to further the organization's purpose for existence and no salaries, fees, or profit shall be paid to any other organization or individual in connection with the operation of a raffle. No raffle profits may be used to benefit an individual or purpose outside of Mid-State's mission. Example: a school may not raise funds to donate to the American Children Hospital or an individual student, teacher, or parent. Raffle profits may not be donated to a national organization, an out-of-state organization, or a ministry/outreach program in another country. This section does not prohibit the printing of raffle tickets or the purchase of equipment or prizes for a raffle.
 - The winning ticket must be presented at the drawing to win a prize. If the purchaser of the ticket gives the ticket to another person to claim a prize on their behalf, the organization shall not be held liable in any dispute regarding the ownership of the ticket.
 - The time of the drawing and the prizes to be awarded, the prize amount or the methodology used to determine the prize amount shall be posted or announced before the drawing.
 - Financial reports must be filed with the Office of Charitable Gaming.

Policy Section: Fiscal Management

Policy Title: Raffle Request and Licensing Requirements

- Within two weeks following each raffle conducted on the college campus, the sponsoring organization shall complete the raffle report and forward it to the District Business Services Office. The report asks for:
 - Gross revenue
 - All expenses (itemized)
 - Net profit or loss (total revenue-total expenses)
 - A list of the names and addresses of all persons winning prizes with the retail value of \$600 or more, including the prizes won
 - Two sample tickets which were issued for sale.
- The District Business Services Office shall file all financial reports prior to the expiration date for raffles conducted during the current license period.

Maximum penalties for a criminal violation are a \$1,000 fine, 30-days imprisonment, or both. Any fine assessed against the District because of criminal action or neglect shall become the responsibility of the sponsoring organization and/or approving officials.

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