



## RAFFLE TICKET REQUEST FORM

To request raffle tickets this form must be submitted to the University Activities Office, Student Center, L104, at least ten (10) days prior to the start of ticket sales.

Today's Date: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Raffle (*check one*)     Class A     Class B    (See Raffle Guidelines #3)

Date of Raffle: \_\_\_\_\_ Time: \_\_\_\_\_ Location of Raffle: \_\_\_\_\_

Ticket Cost: \$\_\_\_\_\_ Multiple Ticket Cost: \_\_\_\_\_ for \$ \_\_\_\_\_

Number of Tickets Requested: \_\_\_\_\_ (maximum of 200 tickets printed at one time)

List all prizes and approximate retail value: \_\_\_\_\_

\_\_\_\_\_

List all expenses: \_\_\_\_\_

\_\_\_\_\_

List all donations and source of donations: \_\_\_\_\_

\_\_\_\_\_

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**TO BE COMPLETED WITHIN 48 HOURS OF RAFFLE:**

All stubs for raffle tickets sold and all unsold tickets must be returned to the University Activities Office with 48 hours of the raffle drawing. All tickets/stubs must be archived for one (1) year.

List of persons, including name and address, winning prizes with a retail value of \$ 100 or more (attach a list).

Name	Address / City / State / Zip

Raffle Date: \_\_\_\_\_ Gross Receipts: \$\_\_\_\_\_ Expenses: \$\_\_\_\_\_ Net Profits: \$\_\_\_\_\_

**This form was completed by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## RAFFLE GUIDELINES

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1. The Raffle must be pre-approved by the University Activities, Student Center, L104.
2. There is a .03 cent charge per ticket with a maximum of 200 tickets printed per request for a total of \$6.00. You may request additional ticket printing if needed.
3. The Raffle Ticket Request must be completed at least 10 days prior to the start of ticket sales for the raffle. All information on the form must be completed for ticket printing.
4. The raffle report form must comply with State of Wisconsin Guidelines for Raffles. Additional information is available in the University Activities Office.
5. A \$ 2.00 payment to the Student Organizations Council will be made following the raffle to help pay for the cost of the license because the SOC pays for the licenses each year.

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### **Class A Raffle Rules & Regulations:**

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The **Class A** license is required for conducting a raffle when tickets (and calendars) are sold prior to the prize drawing date.

#### **163.93 Tickets; calendars; drawings.**

- (1) All raffle tickets and all calendars shall be identical in form and include:
  - (a) The number of the license shall be identical in form and include:
  - (b) The name and address of the sponsoring organization.
  - (c) The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases.
  - (d) A place for the purchaser to enter his or her name, address and phone number.
  - (e) The date, time, and place of the drawing or drawings.
  - (f) A list of each prize to be awarded which has a retail value of \$ 500.00 or more.
- (1) (m) Subsections (1)(a), (b) and (c) do not apply to raffle tickets for a raffle in which one or more drawings are held and in which prizes are awarded on the same day the tickets are sold. (Class B license see page 2.)
- (2) No raffle ticket may exceed \$ 50.00 in cost.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization licensed under this sub-chapter.
- (4) Tickets for a proposed raffle may not be offered for sale more than 180 days before the raffle drawing.
- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win a prize.
- (7) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket or calendar purchasers.
- (8) 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.

#### **163.94 Profits**

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 and profit shall be paid to any other organization or individual in connection with the operation of a raffle. This section does not prohibit the printing of raffle tickets or calendars or the purchaser of equipment or prizes for a raffle.

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## **Class B Raffle Rules & Regulations**

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The **Class B** license is required for conducting a raffle event in which all of the tickets are sold on the same day as the drawing is held.

Note that **Class B** raffle drawings have special rules regarding funds and the claiming of a prize if the ticket purchaser must leave before the drawing is held.

### **WCG 45.04 Class B License**

All of the following shall apply to the conduct of a raffle under a Class B license:

- (1) All raffle tickets shall be identical in form.
- (2) The raffle tickets need not be numbered consecutively.
- (3) No raffle tickets may exceed \$ 10.00 in cost.
- (4) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class B license.
- (5) All raffle drawings shall be held in public.
- (6) The purchaser of a ticket may claim the prize if the purchaser must leave prior to the drawing.
  - (a) The purchaser of a raffle ticket sold by an authorized organization with a Class B license pursuant to s. 563.935, Stats., may claim the prize if the purchaser must leave before the drawing. To be eligible to claim the prize, the purchaser shall give their ticket to an individual that will be in attendance at the time of the drawing to claim the prize on their behalf. If the purchaser chooses not to give their ticket to another individual prior to the drawing to act as their representative, the purchaser may present the ticket to a designated representative of the authorized organization for a refund. In the event the individual leaves prior to the drawing and does not give their ticket to another individual to claim the prize on their behalf or request a refund, the purchaser surrenders all rights to claim the prize or receive a refund. If a ticket is presented for refund, the seller shall immediately void the ticket. The individual designated to issue a refund on behalf of the organization shall be identified at the start of the event in which the raffle shall be conducted. The purchaser shall not hold the organization or the commission responsible for any disputes which may arise regarding ownership claim of any ticket.
- (7) All prizes shall be awarded.
- (8) The time of the drawing and prizes to be awarded, the prize amount or the methodology used to determine the prize amount shall be posted or announced before the drawing.
- (9) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

See University Activities, Student Center, L104 for additional information.