



RAFFLES

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Definition of Gambling

1. Consideration is given.
2. To participate in a game of chance.
3. Where a prize is awarded.

Therefore, 50/50 drawings (at a sporting event, clubhouse, etc) are gambling events that require a license in most cases.

Application Process

- ❑ Can apply up to 18 months prior to the event.
- ❑ When stating the times on the application, give yourself enough time to conduct in-house raffles and to conduct the drawing of all prizes.
- ❑ Review raffle rules, directives, guidelines and prior inspection reports before event.

Raffle License

Large Raffle License

- ❑ Combination of all prizes is greater than \$500.
- ❑ License fee is \$50 per drawing date.

Small Raffle License

- ❑ Combination of all prizes is less than \$500.
- ❑ License fee is \$15 for 1, 2, or 3 drawing dates and \$5 for each additional drawing date.

Raffle Ticket Requirements

<p>Raffle</p> <p>Clay's Temple License # R00777</p> <p>\$10.00 per ticket</p> <p>2000 Corvette Coupe</p> <p>Drawing to be held at the Temple Located at 4400 Cooper St. in Remus, Mi on March 17, 2006 @ 7p.m</p>	<p>0077</p> <p>0077</p> <p>Name _____</p> <p>Address _____ _____</p> <p>Telephone# _____</p>
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Ticket Content

- ❑ If you are unsure of selling enough tickets to cover the prize, consider adding the statement "The raffle will revert to a 50/50 if less than ___(#) tickets are sold."
- ❑ Note whether a prize is new or used.
- ❑ Print odds of winning if you think it will help sell tickets.

Other Uses for Ticket Space

- ❑ If a local business helps with cost of ticket printing, recognize them by putting on ticket “cost of printing donated by.....”
- ❑ List your events for the day.
- ❑ Advertise future events.
- ❑ Let buyer know how profits are used.
- ❑ Talk about your organization’s good work.
- ❑ Make back of ticket an application for membership.

More Uses for Ticket Space

- ❑ Purchasers e-mail address on stub.
- ❑ Check-off if purchaser wants to be notified of future events.
- ❑ Check-off if purchaser wants to know more about the organization.

Ticket Sales

- ❑ Get tickets to sellers early if they have history of selling lots of tickets.
- ❑ Do not assign tickets to those who didn't return previous years tickets.
- ❑ Give yourself 1-2 weeks before drawing to get back all unsold tickets to re-distribute to those who need more tickets to sell.

Discounting Raffle Tickets

- ❑ \$1 each or 6 for \$5.
- ❑ Can be done, but must be accounted for on separate accountability forms.
- ❑ One way is to have two different colored raffle tickets, e.g., \$1 tickets are white, 6 tickets for \$5 are yellow.

Hints to Increase Sales

- ❑ Have raffle in conjunction with another event (e.g., banquets, golf outings).
- ❑ Have event at same time each year.
- ❑ Advertise event in local newspaper, TV, or radio.
- ❑ Use posters on the day of the event to recognize donors.
- ❑ Have early bird drawing for those who buy tickets early. (Additional license is needed if drawing not same day as event.)

Remember

- ❑ A cash prize may draw more interest and increase ticket sales.
- ❑ Each volunteer has a talent (accounting, sales, advertising, etc.) Match your needs to their talents.
- ❑ You don't necessarily need physical goods to raffle, you may raffle off services such as yard work or maintenance.

Day of Event

- ❑ If additional prizes become available you may sell roll tickets for them the day of the event (in-house raffle).
- ❑ Prominently display prizes.
- ❑ Place container in front of prizes for purchasers to place 50/50 ticket stubs in.
- ❑ Draw ticket out to award prize.

In-House Raffle

Require all of the follow elements:

- ❑ No presale of tickets.
- ❑ No sale outside the location listed on your license application.
- ❑ Drawing must occur during the event.
- ❑ Prize must be awarded during the event.

You are not required to comply with the raffle ticket content requirements. (Roll or theatre type tickets can be used.)

House Rules

House rules are an organization's contract with ticket purchasers. They must:

- ❑ Identify exactly how the drawing will be conducted and prizes will be awarded.
- ❑ Be in writing and announced the day of the event.
- ❑ Contain an effective date.

Sample House Rules—Minimum Items

St. Clay Parish Raffle House Rules

License #R00007

- Each ticket costs \$5.
- The Grand Prize winner will be determined by the first stub drawn from the drum.
- If inclement weather should occur the raffle shall be cancelled and will take place the following day.
- There shall be no refunds.

Effective 7-10-11

Ticket Accountability

- ❑ As raffle tickets are distributed to ticket sellers, record on Raffle Ticket Accountability sheet.
- ❑ If person issuing tickets to sellers also is selling tickets, issue self a separate allocation of tickets to sell and record it.
- ❑ All stubs and unsold tickets must be returned and recorded.
- ❑ Ticket stubs plus unsold tickets need to equal the number of tickets originally given to each seller.

Ticket Accountability

- ❑ Each ticket seller is accountable for cash equal to the number of tickets issued minus the number of unsold tickets returned.
- ❑ Monies for the sale of raffle tickets should be deposited separately from other funds.

Worker Compensation

- ❑ Chairperson may receive up to \$50 the day of the raffle.
- ❑ Other workers except raffle ticket sellers may receive up to \$30 the day of the raffle.
- ❑ Raffle ticket sellers cannot be compensated.

Raffle Ticket Seller's Incentive

Raffle ticket sellers can receive incentives by any one of the following ways:

- ❑ A prize may either be awarded to the top ticket seller or sellers; or
- ❑ A prize may be awarded to the seller or sellers of the winning ticket; or
- ❑ A prize may be awarded by conducting a drawing of the tickets sold on the event date.

After the Event

- ❑ Keep a voided ticket.
- ❑ Keep all unsold tickets and ticket stubs for several months in case a complaint arises or in case you need to conduct another raffle for an unclaimed prize.
- ❑ All records, inspection reports and other correspondence must be kept by the organization and not an individual member.

Unclaimed Prizes

- ❑ All raffle prizes shall be awarded.
- ❑ Licensee must make a diligent effort to locate the winner of all prizes.
- ❑ After 60 days, if a prize is not claimed, you must do one of the following:
 - Draw another stub from the original pool of ticket stubs; or
 - Donate the prize to a non-profit organization with written permission from the bureau.

Records

- ❑ 3 years + current year.
- ❑ Raffle ticket accountability form.
- ❑ A list of winners over \$100.
- ❑ A copy of the current license and application.
- ❑ Worker Service Record.
- ❑ Receipts, invoices and validated deposit slips.
- ❑ Cancelled checks and bank Statements.
- ❑ Financial Statement.
- ❑ House rules from the raffle event.

DO NOT MAIL YOUR RECORDS TO LANSING

Financial Statement

A Large Raffle Financial Statement is due in Charitable Gaming Division, Lansing Office, by the 10th day of the month following the raffle.