

## GUIDELINES FOR PLAYING CARD PROGRESSIVE RAFFLE HOUSE RULES

Licensees must establish house rules that comply with Raffle Rule 510 and the bureau's game instructions for a playing card progressive raffle (PCPR). House rules must be posted at each drawing and include the following information:

1. Licensee's name.
2. License number.
3. Price of the raffle ticket.
4. The method by which winners will be determined and the raffle will be conducted.
5. The contingency plan for inclement weather or other extenuating circumstances. ***(A contingency plan may not indicate that a drawing will be conducted on an unlicensed date.)***
6. Refund policy. ***(Raffle Rule 513 (13) requires a refund to anyone who purchases a raffle ticket but the stub is turned in too late to be entered into the drawing.)***
7. Effective date of the house rules.
8. Jackpot prize card.
9. Reset card(s), if any.
10. Percentage of raffle sales awarded to the winner (not to exceed 70%) less any consolation prizes paid.
11. Number of envelopes to be drawn on each drawing date.
12. Playing cards associated with any consolation prizes.
13. Amount or description of any consolation prizes.
14. Whether consolation prizes will be paid on the last licensed drawing date.
15. How an envelope will be selected if the winning ticket purchaser is not present. ***(This is not applicable if conducted as an in-house raffle with no presale of tickets, as ticket purchasers would need to be present to win.)***
16. All other information essential to a participant's understanding of how the raffle will be conducted.

Below are some additional items to be aware of when creating your house rules and conducting a PCPR:

1. A minimum jackpot prize may not be offered, as PCPR jackpots are based solely on a percentage of raffle ticket sales.
2. If the licensee does not want to accept stubs that are bent, folded, incomplete, illegible, etc., then ticket sellers must be instructed to ensure stubs are acceptable at the time of purchase or else provide a refund. It is the licensee's responsibility to be accountable for all raffle tickets and ensure they are returned on time and entered into the drawing.
3. The following applies when PCPR tickets are presold:
  - a. A ticket purchaser does not need to be present to win; therefore, a raffle prize may not be reduced or forfeited if the winner is not present.
  - b. If contact information on a winning ticket stub is missing or illegible, the licensee must make a diligent effort to notify the ticket purchaser for 60 days using the ticket number (e.g., posting winning number at drawing location, on social media, etc.).
  - c. Unclaimed prizes may not be added to the jackpot and may not be forfeited to the licensee. Any PCPR prize that is unclaimed after 60 days must be donated to another nonprofit organization upon written approval from the Charitable Gaming Division.

# SAMPLE HOUSE RULES FOR PCPR WITH PRESALE OF RAFFLE TICKETS

[LICENSEE'S NAME]

## Playing Card Progressive Raffle House Rules

Raffle License #: \_\_\_\_\_

Effective Date: \_\_\_\_\_

1. A standard deck of playing cards [including / excluding] jokers will be used. Playing cards will be verified to ensure all cards are present.
2. Each card will be placed in a security envelope and sealed. Envelopes will be signed across the seal by two chairpersons, shuffled, consecutively numbered beginning with one, then placed in a locked display cabinet.
3. The jackpot prize card is the [e.g., Queen of Hearts]. **The jackpot prize card must be selected to win the jackpot.**
4. The jackpot prize will be [% (70% max)] of total raffle sales [minus any consolation prizes paid].
5. Raffle tickets will be sold for [\$0.00] each, and new raffle tickets must be purchased for each drawing date.
6. Raffle ticket purchasers must be at least 18 years old.
7. Raffle ticket purchasers may write their selected envelope number on the ticket stub in the event they are not present at the drawing.
8. [Drawing information] **EXAMPLE: Drawings will be conducted every Friday, at 8:00 p.m., at [raffle location] beginning [00/00/00] and ending [00/00/00]. Exceptions: No drawing on Christmas Day or New Year's Day.**
9. One ticket stub will be drawn on each drawing date, and the winning ticket purchaser will select an envelope number from the display case.
  - a. If the winning ticket purchaser is not present and an envelope number is written on the ticket stub, then the selected envelope will be opened for the winning ticket purchaser.
  - b. If the winning ticket purchaser is not present and did not write an envelope number on the ticket stub, or if the envelope number is no longer available, then the [highest / lowest] numbered envelope remaining in the display case will be opened for the winning ticket purchaser.
  - c. The winning ticket stub will be attached to the Progressive Raffle Accountability form for that drawing date.
10. [If applicable, identify reset card(s) – No more than two reset cards are permitted, and a reset card is not valid on the last drawing date.] **EXAMPLE: The two jokers will be reset cards. If the selected envelope contains a reset card, then a new progressive raffle will begin on the next drawing date with all playing cards excluding the reset card that was revealed. The jackpot prize will be carried forward, all ticket stubs from the current drawing will be destroyed (except the winning ticket stub), and ticket sales will begin for the next drawing. NOTE: If a reset card is selected on the last drawing date, then the raffle will not restart. Drawings will continue on the last date until the jackpot prize is awarded.**
11. If the selected envelope contains the jackpot prize card, then the winning ticket purchaser will receive the jackpot prize. All jackpot prizes must be paid by check. All ticket stubs from the current drawing will be destroyed (except the winning ticket stub). If dates are remaining under the license, then a new playing card progressive raffle may begin on the next licensed date.
12. If the selected envelope does not contain the jackpot prize card [or a reset card (if applicable)], then the playing card that is revealed will be placed face up in the display case. The jackpot prize will be carried forward, all ticket stubs from the current drawing will be destroyed (except the winning ticket stub), and ticket sales will begin for the next drawing.
13. [Indicate any consolation prizes that will be paid and whether consolation prizes will be paid on the last drawing date.] **EXAMPLE: Consolation prizes will be paid as follows:**

• Ticket Stub Drawn	\$10.00
• Non-Jackpot Cards 2 through 10	\$15.00
• Non-Jackpot Face Cards and Aces	\$20.00
• Reset Cards (Jokers)	\$25.00

**\*\*\*No consolation prizes will be paid on the last drawing date\*\*\***
14. In the event of an emergency or severe weather that prevents a scheduled drawing from taking place, the drawing will be held on the next licensed date at the scheduled time and location.
15. A refund will be available for any raffle ticket that is sold but the ticket stub is turned in too late to be entered into the drawing.
16. On the last drawing date, ticket stubs will be drawn and envelopes selected until the jackpot prize is won.
17. Prizes must be claimed within 60 days of the drawing date. A diligent effort will be made to contact all prize winners. Any unclaimed prizes will be donated to another nonprofit organization upon written approval from the Charitable Gaming Division.