

Office of Student Involvement and Leadership
Raffle Information Sheet

If you are planning to coordinate a raffle for your organization, you must complete the following information and return it to the Office of Student Involvement and Leadership, Room 103 in the Campus Center.

Organization: _____

Person Representing Organization in charge of event: _____

Address: _____

Phone: _____

Dates and Times of Raffle: _____

Has Lobby table been reserved? Y_____ N_____

* please talk to your Program Advisor to make a reservation.

Expense List (ie. cost of tickets):

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

Indicate prize(s) and prize value (even if donated)

- 1. _____
- 2. _____
- 3. _____

Is the prize(s) being purchased or donated? _____

Where is the prize being purchased or donated from? _____

Purchase Order Number? _____

When is the drawing? _____ Cost of tickets? _____

Where is the drawing being held? (It must be held in a public place) _____

Purpose of raffle? _____

Prize Winner: _____

Social Security #: _____

Club Representative: _____

Date: _____

Amount Earned: _____

Staff Initial at Reconciliation: _____

RAFFLE INSTRUCTIONS

Instructions for Student Organizations

The College had obtained a raffle permit that will allow clubs to conduct raffles and bazaars which must be held in accordance with Massachusetts State Law 271-7.

THIS PROCEDURE MUST BE COMPLETED BY EVERY STUDENT ORGANIZATION HOLDING A RAFFLE AT BRIDGEWATER STATE COLLEGE

Prior to your Raffle Ticket Sales:

1. The club wishing to hold a raffle must bring an approved Fundraising Form to the Bookkeeper in Student Activities. The Bookkeeper will then review the requirements for holding a raffle in the State of Massachusetts.

Requirements are:

- a. Students must show the pre-numbered, pre-printed raffle tickets. Tickets must state:
 - Name of club holding raffle (no abbreviations)
 - Day, date, time and location of drawing
 - Prize(s)
 - "Winner need not be present to win"

Each ticket must be numbered (beginning with "1"). The number on the ticket must be in a different color ink than the ink used in the wording on the ticket. Tickets can be printed in the Print Shop (Campus Center) and can be numbered in the Activities office.

b. Club must keep a Raffle Control Sheet (see attached) to reconcile sales of tickets and collection of funds.

c. 5% tax on gross receipts of a raffle. The Bookkeeper will assist the students in completing the tax return within 5 days after the raffle ends.

2. The Bookkeeper will assist the student in preparing the Raffle Registration form, which needs to be approved by the SAO Program Advisor for the student organization.

3. The club must prepare purchase orders for any raffle expenses.

4. The club must bring all prizes to the Student Activities office prior to the sale of any tickets. If the prize is to be donated and can not be physically stored in the office, a letter must be filed with the SAO. The letter must be on letterhead and must state the description, quantity, and dollar value of the prize. If your group is purchasing the prize, the Purchase Order to buy the prize must be processed and funds must be encumbered before the sale of tickets begins. NOTE: Your organization may not count on anticipated sales of tickets to raise the money for the purchase of your prize.

During your Raffle

5. While raffle is being conducted, students must deposit all collected money with the Student Activities office before 4:00 p.m. on each business day.

After your Raffle

6. No later than 5 days following the raffle, club must submit name, address and social security number of winner to the Bookkeeper in Student Activities. In addition, the club must bring all unsold raffle tickets and a list of all expenses related to the raffle. The Bookkeeper will destroy all unsold tickets after confirming the count is accurate.

7. Bookkeeper will submit tax return to the Fiscal Affairs office. In addition, the Bookkeeper will prepare a check for taxes owed.