

# Conducting Fund-Raising Raffles

All raffles conducted by campus groups must be approved by the Executive Director of the WOU Foundation or designee. Groups wishing to conduct a raffle must seek permission from the WOU Foundation to begin planning such an event. Please contact Cara Groshong.

Raffles in Oregon are considered a form of gambling and are regulated by the Oregon Department of Justice. These regulations govern who can sponsor a raffle, the size of the prize, conduct of the raffle, Department of Justice reports, size of "handle", etc. WOU agreements with the WOU Foundation deal with the deposits, use, and cash flow of public and private monies. This policy assures proper reporting, control and inter-organizational communications to accomplish related fund raising within state and local rules.

The WOU Foundation has a valid Class A license to conduct raffles in Oregon. The Foundation is under no obligation to conduct raffles, and does so at its "own discretion." The WOU Foundation is required to report annually to the Oregon Department of Justice all raffle activity for the campus.

## **PROCEDURES**

Records required for conducting a raffle include:

**(It is essential that you return this information to the foundation for annual reporting purposes!)**

- 1) A completed Oregon Dept. of Justice Raffle Sales Log which must contain the following:
  - a. List of volunteers or employees who receive tickets to sell;
  - b. Number of tickets received by sellers;
  - c. Number of tickets returned by sellers;
  - d. Amount of money returned by sellers.
- 2) The total amount of proceeds received from the sale of tickets for each raffle;
- 3) All expenses relating to each raffle (cost of raffle tickets & cost of prizes if not donated);
- 4) The winning ticket stubs, including winner contact information.

A Dept. of Justice form, provided by the WOU Foundation, must be completed for each winner of a prize with a retail value of \$100 or more, which shall include:

- 1) The name of the licensee;
- 2) The date of the drawing;
- 3) A description of the prize;
- 4) The name and address of the prize winner; and
- 5) The signature of the prize winner.
- 6) The SSN of raffle winner, *if prize valued at over \$600.*

## **RAFFLE TICKETS**

The following information must be printed upon each ticket sold OR shall be otherwise provided to each purchaser at the time of the sale: **(See last page for sample)**

- 1) Date and time of the drawing;
- 2) Location of the drawing;
- 3) Name of the organization conducting the raffle;
- 4) Price of the chance (ticket cost);
- 5) A full and fair description of the prize or prizes to be awarded;
- 6) The retail market value of each prize to be awarded; and
- 7) Total number of tickets which may be sold.

**No cash prize shall be offered or awarded in excess of \$2,500. No prize shall be offered or awarded with a retail market value in excess of 75,000.**

## **Conduct of Raffles in General**

- Raffle tickets may not be sold to persons less than 18 years of age unless the parent or legal guardian of the purchaser witnesses the transaction.
- No person may be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter a raffle.
- No person may be required to be present at a raffle drawing in order to be eligible to receive a prize.
- Where prizes for a raffle are unclaimed, the prizes shall be held in a trust for a period of one year from the date of the draw. If at that time the prizes are unclaimed, the prize shall be donated to the licensee.
- A raffle licensee shall not sell tickets more than twelve months in advance of the draw date.
- If for any reason the raffle is not completed and the prizes not awarded on the scheduled drawing date, the sponsoring organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days.

## **Raffle Prize Donations**

You may accept donations of prizes to be awarded at your raffle drawing. If you would like your donor to receive a gift acknowledgement, the WOU Foundation must receive the following information regarding the donor:

- 1) Name of donor;
- 2) Address and
- 3) Phone number, and if available
- 4) Email address.

You will be required to obtain a receipt from the seller/distributor for all noncash prizes awarded with a retail value of more than \$500. This receipt must be returned to the WOU Foundation for record keeping.

***Please Note:*** The DONOR is required to provide the value of the donation if they want a gift acknowledgement. No one else is allowed to assign a value to the donated item.

## **Depositing Raffle Handle**

Deposits of raffle handle must be processed through the WOU Foundation. Please bring all money to be deposited to the foundation office as soon as possible. Do not retain any cash or checks longer than one week.

When you bring in the raffle sales money to the foundation to be deposited, make sure that this amount is kept separate from any donation money or sales money and clearly indicated. It must all be recorded separately within your foundation fund. **Bring all completed raffle documents at time of deposit.**

## **AUTHORITY**

ORS 167.117 to 167.164, 464.270 to 464.530. (<http://www.oregonlaws.org/ors/167.117>)

OAR 137-025-0020 to 137-025-0310(1)

([http://arcweb.sos.state.or.us/pages/rules/oars\\_100/oar\\_137/137\\_025.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_137/137_025.html)), and related statutes, administrative rules, internal management directives, etc.

## **RESPONSIBILITY**

The Executive Director of the WOU Foundation has ultimate responsibility for ensuring that raffles on the Western Oregon University campus are conducted in compliance with Oregon State rules, statutes and directives under the license of the WOU Foundation.

For additional information, please contact Cara Groshong at the WOU Foundation; 503-838-8148 or e-mail [groshonc@wou.edu](mailto:groshonc@wou.edu)

## **RAFFLE DETAILS** *(Sample)*

**DATE & TIME:** January 6, 2014  
Approx. 1:15PM  
*(Enter date & time of event)*

**LOCATION:** Gentle House  
*(Enter location of event)*

**FOR:** ASWOU Club Name  
*(Enter name of group holding event)*

**TO ENTER:** \$3 for 1  
\$5 for 2  
*(Enter ticket cost(s))*

**MAX ENTRIES:** 1,000  
*(Enter total # maximum entries)*

**PRIZES:** Please see items  
*(Have items on display or list items)*

**VALUE:** Please see items  
*(Include value on display or list values with items)*