

# **Raffle Reporting Instructions**

Organizations that hold raffles are required by State Law to report costs, profit and prize information. When your raffle is completed, please fill out the enclosed Raffle Reporting Sheet and return it to Student Involvement (SC118) within 5 days of your raffle.

## **Classification of Raffles**

### **Class A**

Generally, raffles that give away prizes fall under the Class A Raffle License.

“The license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing.”

### **Class B**

Generally, 50/50 raffles fall under the Class B Raffle License.

“The license type required to conduct a raffle in which all the tickets for that raffle are sold on the same day as the raffle drawing.”

## **Information to Report**

- Printing costs
- Costs of prizes (if donated do not need to record)
- Dollar amount taken in from raffle
- Names of winners

# RAFFLE REPORT AND INSTRUCTION SHEET

Attached is a copy of the "Raffle Report Sheet." **Within five days from your raffle drawing date, please complete the form and return to the Student Involvement Office, SC118.**

Past experience shows that it is the most cost efficient to use the NWTC Printing Services for the printing of the tickets. Stop and talk to the Print Services personnel, located in ED105.

• **563.93 The conduct of raffles under a Class A license.**

- (1) All raffle tickets and all calendars shall be identical in form and include:
  - (a) The number of the license issued by the board.
  - (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 and address.
  - (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 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.
- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 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.

<div style="text-align: center; border: 1px solid black; width: 40px; margin: 0 auto; padding: 2px;">001</div> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>Phone _____</p> <p>:</p>	<div style="text-align: right; border: 1px solid black; width: 40px; margin: 0 auto; padding: 2px;">0011</div> <p style="text-align: center;">Name of Licensed Organization</p> <p style="text-align: center;">Northeast Wisconsin Technical College 2740 West Mason St. Green Bay, WI 54303</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                 1<sup>st</sup> Place <input type="checkbox"/>                  2<sup>nd</sup> Place <input type="checkbox"/>                  3<sup>rd</sup> Place <input type="checkbox"/> </td> <td style="width: 50%; border: none; vertical-align: top;">                 Must include all prizes                  retail value of \$500 or                  more             </td> </tr> </table> <p style="text-align: center;">Raffle Drawing: 00/00/0000 at ? p.m.</p> <p>Location of Drawing _____</p> <p>Address of Drawing _____</p> <p>Premises _____</p>	1 <sup>st</sup> Place <input type="checkbox"/> 2 <sup>nd</sup> Place <input type="checkbox"/> 3 <sup>rd</sup> Place <input type="checkbox"/>	Must include all prizes retail value of \$500 or more
1 <sup>st</sup> Place <input type="checkbox"/> 2 <sup>nd</sup> Place <input type="checkbox"/> 3 <sup>rd</sup> Place <input type="checkbox"/>	Must include all prizes retail value of \$500 or more		
	License No. _____ Ticket Cost \$ _____		

• **563.935 The conduct of raffles under a Class B license.** *All of the following shall apply to the conduct of a raffle under a Class B license:*

- All raffle tickets shall be identical in form
- The tickets need not be numbered consecutively.
- No raffle ticket may exceed \$10 in cost.
- No person may sell a raffle ticket unless authorized by an organization with a Class B license.
- All raffle drawings shall be held in public,
- The purchaser of a ticket may claim the prize if the purchaser must leave before the drawing.
- All prizes shall be awarded.
- The time of the drawing and the prizes to be awarded, the prize amount or the methodology used to determine the prize amount shall be posted or announced before the drawing.
- If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

Comply with the law: Every raffle held in Wisconsin must comply with Chapter 563 of the Wisconsin Statutes. Raffles are not sweepstakes or lotteries involving random numbers to determine a winner. A raffle license is not protection from criminal prosecution for conducting gaming formats other than a legal raffle. Check with the Office of Charitable Gaming before entering into what may be an illegal gambling scheme. Call 608-270-2552 or [charitablegaming@doa.state.wi.us](mailto:charitablegaming@doa.state.wi.us)

# RAFFLE REPORT SHEET

DATE OF RAFFLE: \_\_\_\_\_ ORGANIZATION NAME & #: \_\_\_\_\_

## LICENSE USED

A  Pre-printed tickets not required and winners **not required** present at time of drawing.

B  Pre-printed tickets required and winners **required** present at time of drawing.

**TOTAL AMOUNT COLLECTED ON TICKET SALES:** \$ \_\_\_\_\_

### PRINTING DESCRIPTON

\_\_\_\_\_

### CLUB COST:

\$ \_\_\_\_\_

### PRIZE DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CLUB COST:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL CLUB COST:** \$ \_\_\_\_\_

WINNERS RECEIVING A PRIZE WORTH \$100 OR MORE:

NAME: ADDRESS: PRIZE VALUE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE RETURN THIS SHEET TO THE STUDENT LIFE OFFICE WITHIN FIVE (5) OF THE DRAWING DATE.**

**THANK YOU.**