

Raffle Guidelines

Eastern Oregon University has a Class A state raffle license; however, many regulations still apply. Raffles, like all fundraising events require approval prior to conducting them.

According to OAR (137-025-0310), the following information **MUST** be printed on each ticket sold or otherwise disclosed to each ticket purchaser at the time of the ticket sale:

- A. The date and time of the drawing
- B. The location of the drawing
- C. The name of the organization conducting the raffle
- D. The price of the ticket
- E. The description of the prizes to be awarded
- F. The retail value of each prize
- G. The total number of tickets to be sold

According to the OAR (137-025-0240), the Raffle Receipt Record report must be submitted after the raffle. The raffle report will include:

- A. The total amount of proceeds received from the sales of tickets for each raffle
- B. The total amount of expenses to conduct the raffle (excluding prizes)
- C. The total value of prizes awarded
- D. The winning ticket stub(s)

Please provide the following information for winners of prizes valued at \$100 or more:

- A. Name
- B. Address
- C. Signature
- D. The original winning ticket must be attached to the raffle packet

In addition to the Raffle packet, the following forms need to be completed and returned to the Center for Student Involvement office:

- A. Raffle Sales Log
- B. Raffle Individual Seller's Record Log

Any club found in violation of the aforementioned rules will be financially responsible for any fines incurred.

OREGON DEPARTMENT OF JUSTICE

Raffle Receipt Record

This record must be maintained with your official raffle records for a period of three (3) years.
This record must be completed in non-erasable ink.

Licensee: Eastern Oregon University Raffle License #: R-4966
Date of Raffle Drawing: _____ Time: _____
Location of Drawing: _____

TICKET SALES INFORMATION

Maximum number of tickets to be sold: _____ Ticket price: \$ _____
Beginning ticket number: _____ Ending ticket number: _____
Starting date for sales: _____ Ending date of sales: _____ Total sales: \$ _____
Total Expenses (other than prizes): \$ _____ (must be itemized on back of this page)
Total Expenses (of noncash prizes): \$ _____ (must be itemized on back of this page)
Total amount of cash prizes awarded: \$ _____ (cannot exceed \$1500)

Attach a complete voided sample ticket to this sheet

PRIZE INFORMATION

Attach a copy of your completed raffle notice for this raffle to this sheet. If you added any additional prizes to the raffle since the raffle notice was filed, describe each prize and list its retail value on a separate sheet and attach.

SPECIAL PRIZE RECEIPTS

You must obtain and attach a receipt from the seller, distributor, or contributor of each prize with retail value of \$500 or more. Attach the receipts to this sheet.

RESPONSIBLE OFFICIALS

Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____

WINNER INFORMATION List all winners of prizes valued at \$100 or more.

1. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

2. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

3. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

4. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

5. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

6. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

7. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

RETURNED PRIZES

Did any prize winner donate his/her prize back to the raffle licensee? Yes _____ No _____

If yes, name the prize winner and indicate the disposition of the donated prize:

UNCLAIMED PRIZES List any unclaimed prizes here. All unclaimed prizes must be held for a period of one year. See OAR 137-25-290(5).

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes _____ No _____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes _____ No _____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes _____ No _____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes _____ No _____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes _____ No _____

TICKET STUBS

You must retain the winning ticket stubs from each raffle, regardless of the value of the prize. Attach the winning stubs to this sheet.

CERTIFICATION

I certify that the raffle described herein was conducted in compliance with the administrative rules governing the conduct of raffles, OAR 137-25-200 et. seq. I further certify that the information contained herein is true and accurate.

Responsible Official's Signature: _____

Title: _____ Date: _____

OREGON DEPARTMENT OF JUSTICE

Raffle Sales Log

This form must be maintained for raffles when sales are intended to exceed \$10,000.

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|---------------------------------------|----------------------|
| Licensee: | Raffle License #: R- |
| Date of Raffle Drawing: | Time: |
| Location of Drawing (street address): | City: State: Zip: |

| Ticket Sales | List the names of all individuals who received tickets for sale. Include # of tickets received, returned unsold, lost, and sold, plus amount. | | | Sales Price per Ticket: \$ | |
|---------------|---|--------------------|----------------|----------------------------|------------------------------|
| Seller's Name | # Tickets Received | # Tickets Returned | # Tickets Lost | # Tickets Sold | \$ Amount of Money Turned-In |
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| Totals | | | | | \$ |

**OREGON DEPARTMENT OF JUSTICE
Raffle Individual Seller's Record**

| | | | |
|--|-------|---------------|------|
| Name of Seller: | | | |
| Licensee | | License #: R- | |
| Date of Raffle Drawing: | | Time: | |
| Location of Drawing (street address) : | City: | State: | Zip: |

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|----------------------|---|
| INSTRUCTIONS: | Complete and sign this reconciliation report and turn in all money, stubs and unsold tickets with this form to the Licensee when all tickets are sold or by (date): _____ |
|----------------------|---|

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|---|---|--|----|
| 1 | Sales Price per Raffle Ticket: | | \$ |
| 2 | Number of Raffle Tickets Issued to Seller: | | |
| 3 | Number of Raffle Tickets Returned Unsold: | | |
| 4 | Number of Raffle Tickets Sold (#2 less #3): | | |
| 5 | Total Amount Due (#4 times #1): | | \$ |

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| Notes: |
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|---------------------|-------|
| Seller's Signature: | Date: |
|---------------------|-------|