

## **RAFFLE GUIDELINES**

The UW Oshkosh Foundation, Inc. maintains a license (with the State of Wisconsin, Wisconsin Gaming Commission) to conduct raffles. By State of Wisconsin Law (Chapter 163, Wisconsin State Statutes), the UW Oshkosh Foundation, Inc. (and/or its affiliate groups) may not conduct more than 365 separate raffles plus one (1) calendar raffle per year.

*["Affiliate group" is defined as those persons who, together, are authorized to help maintain the raffle license held by the UW Oshkosh Foundation, Inc.]*

*"Calendar raffle" means a raffle for which an affiliate group prints calendars with certain dates specified for raffle drawings and showing the amount of prize for each date so specified. All calendar raffles must be pre-approved by the state before conducting.]*

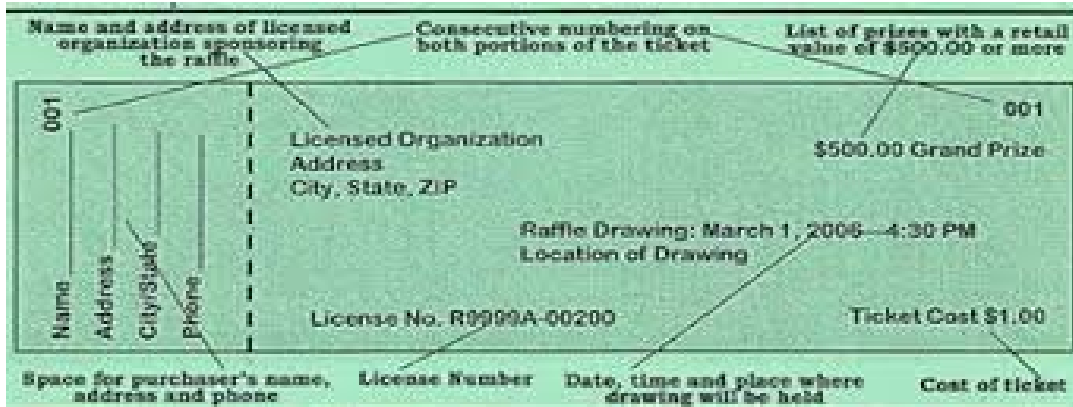
Any affiliate group of the UW Oshkosh Foundation, Inc. wishing to conduct a raffle must adhere to the Law, as prescribed in Chapter 163 of the Wisconsin Statutes, and must abide by the guidelines/rules established by the UW Oshkosh Foundation, Inc.

## **STATE OF WISCONSIN LAW REGARDING CONDUCT OF RAFFLES**

1. Winnings from raffles in excess of \$600 (cash or cash value) are subject to income tax withholding.
2. Federal postal services prohibit the advertisement of raffles and distribution of raffle tickets through the mail.
3. No salary, fee, or incentive may be paid to those who sell raffle tickets. Selling of raffle tickets is strictly on a volunteer basis only.
4. No person shall be required to purchase more than 1 ticket for any 1 drawing. The price for any individual ticket, or for discount packages, must be printed on each ticket whenever tickets for a raffle are sold, except for raffles where tickets are sold only on the day of the drawing.
5. For a Class A Raffle:
  - A. No calendar may exceed \$10.00 in cost for each month covered by the calendar.
  - B. Advanced sale - need not be present to win.
6. For a Class B Raffle:
  - A. Same day sale - must be present to win.
7. For a Class A raffle ticket all raffle tickets (and calendars) shall be identical in form and include:
  - A. The number of the license
  - 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 (for calendar) purchases
  - D. A place for the purchaser to enter his/her name and address
  - E. The date, time and place (including address) of the drawing(s)

- F. A list of each prize to be awarded which has a retail value of **\$1,000** or more
- G. 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

**\*Sample Class A raffle ticket** (for all raffles when tickets are sold one or more days before the date of the drawing)  
 Advanced Sale - Need **NOT** be present to Win



**Sample Class B raffle ticket** (for raffles when tickets are sold and the drawing held on the same day)  
 Same Day Sale - Must **Be** present To Win



All raffle (and calendar raffle) drawings shall be held in public. All prizes shall be awarded. If the raffle drawing is canceled, the organization shall refund the receipts to the ticket (or calendar) purchasers. 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.

The organization (affiliate group/official representative) shall file a financial report within **7 days** of completion of the raffle including:

1. The beginning and ending dates of the raffle
2. The gross receipts including the number of tickets sold
3. The original winning ticket(s) drawn
4. An itemized listing of the other (non-prize expenses paid
5. The amount of prizes paid
6. The net profit (or loss)
7. A listing (including name, address and prize won) of all persons winning prizes with a retail value of \$100 or more
8. A listing (including name, address, and prize won) of all persons winning prizes with a retail value of \$600 or more

9. The name and daytime telephone number of the person completing the report
10. The name and daytime telephone number of the affiliate group official representative

## **UW Oshkosh Foundation, Inc.**

### **Rules/Guidelines for Conducting Raffles**

1. Any affiliate group desiring to hold a raffle must complete the Foundation's Application for Raffle at least **45 days** prior to the date on which ticket selling is scheduled to begin.  
[**"Affiliate group"** is defined as those persons who, together, are authorized to help maintain the raffle license held by the UW Oshkosh Foundation, Inc.]
2. An *Application for Raffle* must be completed for each separate raffle sponsored by an affiliate group.
3. For Class A raffle license, tickets must be approved before they can be printed.
4. The Executive Director of the UW Oshkosh Foundation, Inc. may (at his/her discretion) require the affiliate group to deposit (with the Foundation) monies in an amount equal to the prizes, plus cost of ticket printing, plus administrative fee, prior to granting the *Application for Raffle*.
5. The affiliate group shall guarantee, to the UW Oshkosh Foundation, Inc. all income from raffle throughout the ticket sales received by Foundation Office within **30 days** of ticket sale. No checks dated after **30 days** of check issue will be accepted.
6. The affiliate group agrees to abide by all State of Wisconsin Laws governing the conduct of raffles as established in Chapter 163 of the Wisconsin Statutes.
7. Each affiliate group must name a person who shall be responsible for monitoring the group's compliance with State Law and who shall complete all reports as required by the UW Oshkosh Foundation, Inc. and State of Wisconsin. That person shall be known as the "affiliate group official representative". Unless specifically approved by the UW Oshkosh Foundation, Inc. Executive Director, it shall be required that the affiliate group official representative be a group advisor, faculty, or academic staff at UW Oshkosh.
8. It shall be the responsibility of the affiliate group official representative to arrange for the production of raffle tickets as prescribed by Wisconsin Law. The UW Oshkosh Foundation, Inc. shall assign the license number. Additionally, the name and address, as required by Law, on all raffle tickets shall include the following: UW Oshkosh Foundation, Inc. 625 Pearl Ave. Oshkosh, WI 54901, along with the name of the affiliated group.
9. Should the raffle be canceled it shall be the responsibility of the affiliate group official representative to issue refunds to all ticket purchasers.
10. It shall be the responsibility of the affiliate group official representative to compile and distribute a list of prize winners to the UW Oshkosh Foundation, Inc. and to each ticket holder who requests the list and provides the affiliate group official representative or any member of the affiliate group (or the UW Oshkosh Foundation, Inc.) with a self-addressed stamped envelope
11. The affiliate group official representative must file a financial report, with the UW Oshkosh Foundation, Inc. on a form provided by the UW Oshkosh Foundation, Inc. within **7 days** of the completion of the

raffle. (Completion of the raffle is defined as the last date on which prizes are awarded.) The report shall include the information as defined below:

- A. The beginning and ending dates of the raffle
- B. The gross receipts including the number of tickets sold
- C. The original winning ticket(s) drawn
- D. An itemized listing of the other (non-prize) expenses paid
- E. The amount of prizes paid
- F. The net profit (or loss)
- G. All raffle cash prizes will be issued by a check from the UW Oshkosh Foundation
- H. A listing (including name, address & prize won) of all persons winning prizes with a retail value of **\$100** or more
- I. A listing (including name, address & prize won) of all persons winning prizes with a retail value of **\$600** or more
- J. The name and daytime telephone number of the person completing the report
- K. The name and daytime telephone number of the affiliate group official representative

12. The UW Oshkosh Foundation, Inc. is limited to conducting no more than **365** raffles and one calendar raffle per year. It shall be the responsibility of the UW Oshkosh Foundation, Inc. to monitor the number of raffles conducted and to grant (or deny) raffle applications based on the law.

13. Affiliate groups may be **denied authorization**, by the Executive Director of the **UW Oshkosh Foundation, Inc.** to conduct a raffle due to any of the following:

- A. Conduct of raffle would exceed number allowed by law
- B. Failure of affiliate group to complete application for raffle in a timely manner (at least **30 days prior** to the commencement of the sale of tickets)
- C. Failure of the affiliate group to comply with Law as established in Chapter 163 of the Wisconsin Statutes
- D. Failure of the affiliate group to restore (to the UW Oshkosh Foundation, Inc.) any loss suffered in a previous raffle(s)
- E. Failure of the affiliate group to complete and file a financial report(s) for previous raffle(s)
- F. Failure of the affiliate group to name an affiliate group official representative as defined previously in these rules/guidelines (see #8)
- G. Raffle would duplicate/impede/confuse/overlap with any other raffle previously authorized by the **UW Oshkosh Foundation, Inc.**
- H. Raffle would duplicate/impede/confuse/overlay with any other fund-raising activity of the UW Oshkosh Foundation, Inc.