

<b>Conducting Raffles Procedure</b>	Procedure Number	4.3P
	Effective Date	November 2, 2010

## 1.0 PURPOSE

Gambling is illegal in the State of Wyoming according to Chapter 7 of Title 6 of the Wyoming Statutes “Offenses against public policy”. Penalties for gambling are prescribed in W.S. 6-7-102. Raffles conducted for charitable purposes are treated as an exception to the Wyoming statute prohibiting gambling. The exception is stated in Wyoming Statute 6-7-101(a) (iii) (H). This document is intended to serve as a guideline for conducting raffles by student and employee organizations under the auspices of Laramie County Community College (LCCC) to ensure compliance with all federal, state and local laws; to ensure raffle integrity; and to promote openness and accountability.

## 2.0 REVISION HISTORY

Adopted on: 11/2/10

## 3.0 PERSONS AFFECTED

Any eligible LCCC employee or student organization that conducts a raffle is subject to this guideline. Student organizations may include clubs or teams.

## 4.0 DEFINITIONS

- A. *Raffle* is the simplest form of a lottery, a game of chance that contains the three elements of consideration, chance, and prize. A person risks something of value for a chance to win something of value.
- B. *Consideration* is anything of value.
- C. *Chance* is an element that influences the outcome in a manner that cannot be eliminated through the application of skill or participant control.
- D. *Prize* is the conveyance of something of value to the winner of the drawing without encumbrance or future commitment.
- E. *Eligible Organization* is any employee or student organization recognized according to LCCC policy and procedures that have been recognized for a minimum of one semester prior to application for raffle approval. Student organizations may include clubs or teams.
- F. *Draw* is the approved selection process by which the winner(s) are determined on a random basis.
- G. *Gross Raffle Revenue* is the total of all funds raised from a raffle’s ticket sales.
- H. *Expenses* are the direct costs incurred by the organization to hold a raffle.

- I. *Proceeds* are the gross raffle revenue less raffle prizes and expenses
- J. *Raffle Approval* is written permission by President's Cabinet to proceed with a raffle in accordance with application form.
- K. *Raffle Application Form* is a form (appendix A) prescribed by LCCC for the conveyance of information required for raffle approval by President's Cabinet submitted two weeks prior to desired hearing/approval date.
- L. *Raffle Records* are those raffle documents required to be submitted to the accounting office, including approved raffle application (appendix A), raffle ticket inventory control worksheet (appendix B), raffle financial report (appendix C), and prize awarded control worksheet (appendix D).

## 5.0 PROCEDURES

- A. Guiding Principles for Raffles
  - 1) Raffles are conducted under the auspices of LCCC and are a direct reflection of LCCC as a whole. Raffles are to be conducted in accordance LCCC values and mission.
  - 2) Raffles are for charitable purposes. Raffles for individual benefit are not allowed.
  - 3) Raffles are to be conducted so as to ensure raffle integrity.
  - 4) Raffles are to be conducted in an open and accountable method. Perception of an open and accountable raffle is paramount.
  - 5) Raffles will be conducted in accordance with federal, state, and local law and will include program contractual/award restrictions.
  - 6) No cash prizes are allowed.
  - 7) Donated prizes must be coordinated with the LCCC Foundation prior to solicitation of the donation.
  - 8) Sale of raffle tickets should only be handled by organization membership and sponsors. Compensation for selling raffle tickets is prohibited.
  - 9) Sale or purchase of raffle tickets cannot be a requirement for organization membership.
- B. Raffle Approval
  - 1) A student or employee organization shall submit the raffle detail to its membership for approval by the members and sponsor (if applicable).
  - 2) Upon approval by the organization, an [Application for Raffle Approval](#) is to be filled out in full for submission to President's Cabinet. The form is available from the President's Office or Accounting Services. The form will include the following information:
    - a. Name of organization/ club/team
    - b. Name of organization's official representative/advisor
    - c. Name of organization's sponsor, if applicable
    - d. Contact information for organization/ club/ team
    - e. Details of the proposed raffle (ticket price, number of tickets, dates, prizes, etc.)
    - f. How raffle proceeds are to be used
  - 3) Standard LCCC raffle tickets are available in the Student Life Office. That office should be notified prior to the application submission for proper raffle ticket coordination. Application is to be submitted a minimum of two weeks before desired approval date. The President's Cabinet only meets once a week and may not meet every week. Please check with the President's office as to the President's Cabinet's schedule. **TICKETS ARE NOT TO BE PRINTED UNTIL RAFFLE APPROVAL HAS BEEN OBTAINED.**

- 4) An incomplete application may be immediately rejected or returned to the applicant for clarification at the discretion of the President's Cabinet.
- 5) Upon President's Cabinet approval, the raffle tickets may be printed.
- 6) Ticket printing and other raffle expenses are to be paid by the Accounting Office in accordance with accounts payable procedures.

C. Raffle Recordkeeping

- 1) Standard LCCC raffle tickets must be issued by the Student Life Office after Cabinet approval.
- 2) A copy of the approved raffle application must be forwarded to Accounting Services.
- 3) Organization representatives must meet with Student Life Office and Accounting Services to discuss raffle reports and ticket inventory control.
- 4) An inventory of the tickets must be started using the [Raffle Ticket Inventory Control](#) worksheet. First, record the range of numbers in the undistributed ticket inventory.
- 5) As raffle sellers are issued tickets, issuance information must be recorded on the Raffle Ticket Inventory Control worksheet. The information required for ticket issue is:
  - a. Date of issue
  - b. Name of seller
  - c. Number of tickets issued
  - d. Ticket number range
- 6) After tickets are sold or returned by the seller, record the following on the Raffle Ticket Inventory Control worksheet:
  - a. Date of ticket return
  - b. Number of tickets sold or returned unsold
  - c. Amount of cash turned in
  - d. Explanation of any variance in tickets sold to cash turned in
  - e. Signature of seller upon return
  - f. Inventory controller initials
- 7) Reconcile tickets to make sure all tickets are accounted for before the drawing and that all sold tickets are in the draw container for the drawing. Do not hold the drawing if there are any outstanding tickets. Every sold ticket deserves an equal chance to be drawn.
- 8) Submit a [Raffle-Financial Report](#) to the Accounting Office with every gross raffle revenue deposit. Ticket inventory must be reconciled with financial reports. Periodic deposits to the Accounting Office are encouraged—lost or stolen funds will quickly cast a cloud of suspicion on the entire raffle.
- 9) A final Raffle - Financial Report must be completed at the raffle's conclusion. The report will include the following:
  - a. Name of Club or Team
  - b. Name of Club or Team Sponsor
  - c. Organization contact information
  - d. Raffle Approval Date
  - e. Total number of tickets printed
  - f. Total number of tickets sold
  - g. Gross receipts
  - h. Raffle expenses
  - i. Net proceeds
  - j. Attestation signature of organization representative, sponsor, and accounting office representative

- 10) A [Prize Paid-Out Control Sheet](#) will be submitted with the final financial report that lists the prize, winner name, winner address, winner contact information, and winning ticket number.
- 11) Unsold LCCC raffle tickets must be returned to the Student Life Office.

D. Cancellation of a Raffle

- 1) Cancellation of a raffle should be avoided. In the rare instance that a raffle must be canceled, the following steps should occur:
- 2) The organization submits a written request to President's Cabinet stating:
  - a. Reasons for cancellation
  - b. Confirmation of the number of tickets that have been sold
  - c. Total gross raffle receipts
  - d. Total expenses incurred up to the date of the request
- 3) Once cancellation is approved by the President's Cabinet, advertise that the raffle has been canceled and that ticket purchase price will be refunded.
- 4) Refund the total ticket purchase price to all ticket buyers.
- 5) Send written confirmation to President's Cabinet and the Accounting Office stating that all tickets have been refunded. The confirmation should be signed by the organization representative and sponsor (if applicable).

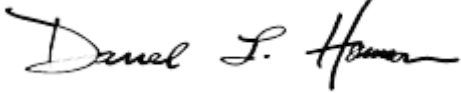
E. Draw Procedures

- 1) Prior to the draw, reconcile ticket inventory to ensure that all tickets are included in the draw. Start the reconciliation early so that time and location of draw can occur as stated on ticket.
- 2) All draws must be open to the public. The more non-member observers present for the draw, the better the perception of openness of the raffle.
- 3) It is recommended tickets be drawn from a container which is transparent or constructed with mesh so that tickets can be seen from the outside. If container is not transparent, an independent witness must inspect the container and ticket stubs to determine that tickets have not been tampered with in a manner to unfairly influence the outcome of the draw.
- 4) Tickets must be manually drawn from the container in a random manner.
- 5) Winning number must be announced publicly immediately upon draw of ticket.
- 6) Notify prize winners according to information provided on the ticket stub.

F. Unclaimed Prizes

If an address is provided, notify by U.S. postal service certified mail, return receipt requested, those winners who have not claimed their prizes within thirty (30) days of the drawing. The notification shall state the prize won, a telephone number of a contact person, and the time and location where the prize can be claimed. If the prize has not been claimed within thirty (30) days of receipt of the notification or the date of drawing if no address is provided, the raffle organization may retain the prize or offer it in another raffle.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Herry Andrews, Accounting Services Director	5/4/10
Approval by President's Cabinet		11/2/10
Approval by President (Signature)		11/2/10