

Checklist of Raffle Procedures

- ☐ Complete *Event Planning and Registration Form* and pick up a Raffle package from SOFS
- ☐ Provide SOFS with completed *Small Raffle/Lottery Authorization Form*
- ☐ Purchase sequentially numbered tickets (be sure ticket requirements are adhered to)
- ☐ SOFS will provide organization with *Small Raffle/Lottery Ticket Tracking Form & Post Small Raffle/Lottery Review Form* which needs to be submitted to SOFS upon completion of the *Small Raffle/Lottery*.
- ☐ Sell tickets and track them on the *Small Raffle/Lottery Ticket Tracking Form*
- ☐ Make deposits to your SOFS account within 48 hours of receiving the funds (University's Cash Handling Policy)
- ☐ Indicate on the deposit form that the deposits are from "Raffle Tickets" sales
- ☐ Hold drawing at date and time set out on *Small Raffle/Lottery Authorization Form*

Within 48 hours after the drawing present SOFS with the following:

- ☐ Deposit final raffle ticket proceeds
- ☐ Completed *Small Raffle/Lottery Ticket Tracking Form*
- ☐ Completed *Post Small Raffle/Lottery Review Form*, with winning ticket stubs attached

CONGRATULATIONS YOU HAVE SUCCESSFULLY COMPLETED YOUR RAFFLE

**Student Organization Financial Services
Small Raffle/Lottery Review Checklist – SOFS Office**

Organization Name: _____

SOFS Account # _____ Date of Raffle Drawing: _____

- File this checklist in the SOFS Raffle Folder
- As the raffle proceeds, additional documents received for this raffle should be placed after this form in the SOFS Raffle Folder.
- No raffle expenses should be paid until Event Registration Form is received.

☐ Event Registration Form received, signed by SOFS & filed in Raffle Folder (Raffle expenses can be paid)

☐ Small Raffle/Lottery Authorization Form received & filed in Raffle Folder

☐ SOFS provided organization with Ticket Tracking & Post Raffle Forms

Within 48 hours after the drawing SOFS is provided the following:

- ☐ Deposit final raffle ticket proceeds
- ☐ Completed *Small Raffle/Lottery Ticket Tracking Form*
- ☐ Completed *Post Small Raffle/Lottery Review Form*, with winning ticket stubs attached

File completed checklist, notifications, and all attached documents in the organization's SOFS file.

Student Organization Financial Services
Small Raffle/Lottery Authorization Form

An officer of the organization conducting this small raffle/lottery and the organization's advisor must sign and date this authorization, and thereby attest to the prizes being awarded and the authorized use of the proceeds from this raffle, as set forth in SOFS "Raffle Policies and Procedures".

Organization Name _____ SOFS Account Number _____

Drawing Date _____ Drawing Time _____

Tickets to be Purchased From: _____

Number of Tickets to be Purchased: _____ Selling Price of Each Ticket: \$ _____

List All Prize(s)

List Fair Market Value

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL FAIR MARKET VALUE OF ALL PRIZES (FMV) \$ _____

If conducting a small Raffle (% of Cash Prizes to Total FMV of all Prizes) _____ %

Cash prizes must be less than 20% of the total FMV of all prizes to be considered a small raffle.
If conducting a Lottery cash prizes must be \$1000 or less.

We, the undersigned, have read the SOFS *Small Raffle/Lottery Policies and Procedures* and we understand that our organization must follow the procedures set therein. If our organization does not abide by these procedures when conducting our raffle, then we understand that our organization will have violated ASUN requirements governing student organizations and possibly Nebraska state law. Further, we hereby affirm that all proceeds from this small raffle/lottery will be used for:

Advisor

Date

Student Organization Officer

Date

E-Mail Address

E-Mail Address

**Student Organization Financial Services
Post Small Raffle/Lottery Review Form**

*This form must be completed and returned to Student Organization Financial Services,
Room 200, Nebraska Union, in order for this raffle to be considered valid.*

Name of Organization: _____

Date and Time of Drawing: _____

Place of Drawing: _____

Number of Tickets Sold and Drawn from: _____

Total Raffle Deposits Made: \$ _____

Total Lottery Deposits Made: \$ _____

Name and Address of Top Three Winners:

1. _____

2. _____

3. _____

Signature of Person Making Drawing

Signature of Witness to Drawing

Print Name of Person Making Drawing

Print Name of Witness to Drawing

Please Attach Ticket Tracking Form

Please Attach Winning Ticket Stubs Below

Student Organization Financial Services
Small Raffle/Lottery Policies and Procedures

This document is designed to inform Recognized Student Organizations and Greek Chapters of the policies and procedures that must be followed so that small raffle/lotteries are conducted in compliance with ASUN policies and Nebraska statutes. For the remainder of this document "small raffle/lottery" will be referred to as "raffle".

NEBRASKA STATUTORY REQUIREMENTS

1. SMALL RAFFLE

- a. Gross proceeds cannot exceed \$5,000.
- b. Tickets need to be sequentially numbered and should all be the same size, shape, and weight.
- c. Winners are to be determined by a random drawing.
- d. At least eighty percent of the fair market value of all the prizes to be awarded must be merchandise prizes; which are not directly or indirectly redeemable for cash.
- e. If the participant's presence is required in order to win a prize, participants must be made aware of this condition upon purchasing a ticket.

2. SMALL LOTTERY

- a. Gross proceeds cannot exceed \$1,000.
- b. Tickets need to be sequentially numbered and should all be the same size, shape, and weight.
- c. Winners are to be determined by a random drawing.
- d. If the participant's presence is required in order to win a prize, participants must be made aware of this condition upon purchasing a ticket.

3. USE OF RAFFLE PROFITS

The profits from a raffle must be used by your Organization for charitable or community betterment purposes as set forth in Nebraska Small Lottery and Raffle Regulation section 35-502:

502.01A Charitable or community betterment purposes shall include, but not be limited to the following:

502.01A(1) Enhancing the opportunity of individuals for religious advancement, such as offering religious programs, conducting religious activities, and/or operating and maintaining a church, church school, or its facilities;

502.01A(2) Providing for educational advancement such as donating to the operating fund of a school or establishing or contributing to a scholarship fund;

502.01A(3) Relieving or protecting individuals from disease, suffering, or distress, such as purchasing food or clothing for the needy or helping to provide medical care for individuals in need;

502.01A(4) Contributing to the physical well-being of individuals, such as donations to foster athletic activities;

502.01A(5) Assisting individuals in establishing themselves as worthy and useful citizens by providing educational or business opportunities, such as donations to training programs designed to provide individuals with job skills;

502.01A(6) Providing individuals with opportunities to contribute to the betterment of the community, such as sponsoring park clean-up or beautification projects;

502.01A(7) Increasing the comprehension of and devotion to the principles upon which this nation was founded, such as sponsoring civic events to make individuals more aware of the history of the United States, the State of Nebraska, or other civic institutions or principles;

502.01A(8) Initiating, performing, or fostering worthy public works or enabling or furthering the erection or maintenance of public structures such as contributing to a county, city, or village building fund or donations to fund parks or recreation areas; and

502.01A(9) Lessening the burdens borne by government or voluntarily supporting, augmenting, or supplementing services which government would normally render to the people such as paying for housing, food, or medical services for needy people, contributing to a local police or fire department, or contributing to the general fund of a village, city, or county.

502.02 In addition to those purposes identified in Regulation 502.01, a qualifying nonprofit organization may also spend its proceeds derived from a small lottery or raffle for any charitable, benevolent, humane, religious, philanthropic, educational, fraternal, recreational, social, or civic activities **conducted by the organization for the benefit of its members, such as the use of proceeds to provide a social activity for the members**, to retire a debt of the organization, or to make capital improvements to the organization's meeting hall. **Proceeds spent in a manner described above must be spent to benefit the membership as a whole and not any one individual member.** Nothing in this section shall prohibit the funding of a scholarship, medical assistance, or disaster relief to an individual in need.

502.03 Proceeds derived from the conduct of a small lottery or raffle shall **not be used for any political activities** such as lobbying or participating in or contributing to any political campaign on behalf of any elected official or person who is or has been a candidate for public office.

STEPS TO BE TAKEN BY THE STUDENT ORGANIZATION:

1. Before Printing or Selling any Tickets

Your organization must register the raffle with Student Involvement and Student Organizations Financial Services (SOFS).

a. The appropriate members of your organization should meet with Student Involvement advisory staff, at which time your organization will receive the *Event Registration Form*, the *Raffle Authorization Form* and additional information to assist you in conducting your raffle.

i. To register your raffle with Student Involvement the organization must file the *Event Registration Form* with the Student Involvement office Suite 200, Nebraska Union (472-2454) or 300 Nebraska East Union (472-1780).

- ii. To register your raffle with Student Organizations Financial Services your organization must present the *Event Registration Form* and provide a completed *Raffle Authorization Form* to the SOFS office in Suite 222, Nebraska Union (472-5667).

2. Purchase Sequentially Numbered Tickets

It is recommended all tickets be printed meeting Nebraska statutory requirements.

- a. The organization can order raffle tickets through UNL Printing Services (28 Nebraska Hall, 472-7822) or an off-campus vendor.

- i. Ticket specifications if participant **not required to be present** to win.
 - I. Sequentially numbered tickets should be the same size, shape, and weight, so that no one ticket has a greater likelihood of being drawn.
 - II. It is suggested that the tickets be stapled in groups of ten.
 - III. Tickets must be similar in appearance and contain the information on the sample ticket below.

- ii. Ticket specifications if participant **must be present** to win
 - I. Nebraska statutes require that the participants must be made aware of this condition upon purchasing a ticket.
 - II. The sequentially numbered tickets should be the same size, shape, and weight, so that no one ticket has a greater likelihood of being drawn.
 - III. It is suggested that the tickets be stapled in groups of ten.
 - IV. Tickets must be similar in appearance and contain the information on the sample ticket below.

<div style="border-bottom: 1px solid black; padding-bottom: 5px;">124</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">NAME</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">ADDRESS</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">CITY</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">STATE</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">PHONE</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Price</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">\$1.00</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">ORGANIZATION NAME</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">124</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(Listing of Prizes is Optional)</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">DATE OF DRAWING</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">(If the participant must be present to win and the organization prints tickets, they may want to print, "Must be Present to Win" on the face of the ticket.)</div>
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Stub (retained by seller for drawing)

Ticket (given to purchaser)

- b. If the sale of all the tickets takes place at the event where the drawing is going to be conducted, the organization may choose to use standard preprinted side-by-side sequentially numbered draw tickets. These preprinted tickets can be purchased from local vendors. If the organization chooses to use these tickets, the organization must take special care to inform all participants that they must be present to win and provide them with the time of the drawing.

3. Selling Tickets

- a. SOFS will provide the organization with a *Raffle Ticket Tracking Form* and the *Post Raffle Review Form*.

- b. It is required that deposits be made within 48 hours of receiving the funds (University's Cash Handling Policy) to reduce the chance of losing receipts. **All raffle receipts must be shown on the SOFS Deposit Form as a sale of "raffle tickets".** This is necessary to provide support that the raffle requirements of the Nebraska Department of Revenue are being met.

4. Conducting the Drawing

- a. The drawing must be conducted at the time set out on the *Small Raffle/Lottery Authorization Form*.
- b. The drawing should be conducted in a group setting to maintain the integrity of the raffle.

5. Post Raffle Review

- a. All raffle receipts should be deposited in the SOFS office within 48 hours after the drawing.
- b. Within 48 hours after the drawing the organization must also present the following to the SOFS office:
 - i. The *Small Raffle/Lottery Ticket Tracking Form*
 - ii. The *Post Small Raffle/Lottery Review Form* with the winning ticket stubs attached.

6. Failure to Comply with Small Raffle/Lottery Policy and Procedures

If your organization does not comply with these policies and procedures, ASUN and Student Involvement will be notified that your organization has violated the ASUN requirements and possibly Nebraska statutes. Furthermore, noncompliance with these policies may jeopardize your organization's future raffle privileges.

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