Student Activities & ASNIC

**Raffle Procedures**

*If your club or organization plans to conduct a raffle you need to do the following:*

1. Submit a completed Activity Petition form and Raffle Worksheet (see attached) and submit them to the Student Activities Office for review and approval.

   The Activity Petition must be signed by your club/organization advisor.

   Upon submission to the Student Activities Office, an appointment will be arranged for you to meet with the Coordinator of Activities to go over your planned raffle.

2. If you intend to solicit donations for prizes of any kind from off-campus you must complete a “Request to Conduct Off-Campus Fund Raising/Solicitation” form which needs to be attached to and submitted with your Activity Petition and Raffle Worksheet to the Student Activities Office.

3. When your raffle has been approved by the Student Activities Office, proceed to obtain the necessary signatures of college administrators on the “Request to Conduct Off-Campus Fund Raising/Solicitation” form.

   When this form is completed and returned to the Student Activities Office, along with a copy of your Raffle Worksheet, you may proceed with soliciting donations and conducting your raffle.

4. In order to be in compliance with the Department of Justice when conducting a raffle please note the following rules:

   - Each raffle ticket shall constitute a separate and equal chance to win with all other tickets sold or issued. A person may not be required to obtain more than one ticket nor to pay for anything other than the ticket in order to enter a raffle.

   - A person may not be required to be present at a raffle drawing in order to be eligible to receive a prize.

   - When the drawing is conducted, each ticket seller shall return to the club/organization all stubs or other detachable sections of all tickets sold. The club/organization shall place each stub or other detachable section of each ticket sold in a receptacle out of which the winning tickets are drawn. The receptacle must be designed so that each ticket has an equal opportunity with every other ticket to be the one withdrawn.

   - Unsold tickets or stubs shall not be entered in the draw container nor be considered for the drawing to determine the winner(s) of any prize.

   - When prizes for a raffle are unclaimed, the prizes shall be held in a trust for a period of one year from the date of the drawing. If at that time the prizes are unclaimed, the prize shall be donated to NIC.
• A raffle must be completed within the same academic quarter as it begins.

• If for any reason the raffle is not completed and the prizes not awarded on the scheduled drawing date, the sponsoring club/organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days.

• Persons directly involved in the organization of the raffle are ineligible to receive prizes. Ticket sellers are exempt from this rule provided their only involvement in the raffle is the sale of tickets.

• The following information must be printed upon each ticket sold (see sample):

  1. The date and time of the drawing.
  2. The location of the drawing.
  3. The name of the club/organization conducting the raffle.
  4. The price of the ticket.
  5. A full and fair description of the prize(s), including value, to be awarded.
  6. The total number of tickets which may be sold.
  7. If you use a roll ticket and do not have a ticket printed with all of this information you must supply each person who purchases a ticket with the information on a separate sheet.

SAMPLE TICKET:

<table>
<thead>
<tr>
<th>NIC Club/Organization Name</th>
<th>1st Prize - Name prize and its value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ______________________</td>
<td>2nd Prize – Name prize and its value</td>
</tr>
<tr>
<td>Address ____________________</td>
<td>3rd Prize – Name prize and its value</td>
</tr>
<tr>
<td>City ________________________</td>
<td>Drawing Date: December 1, 1999</td>
</tr>
<tr>
<td>State, Zip _________________</td>
<td>Location: NIC College Center</td>
</tr>
<tr>
<td>Phone ______________________</td>
<td>Room 1051, Noon</td>
</tr>
<tr>
<td>Ticket # 345</td>
<td>Total Number of Tickets Printed: 500</td>
</tr>
<tr>
<td></td>
<td>Cost Per Ticket: $1.00</td>
</tr>
<tr>
<td></td>
<td>Ticket # 345</td>
</tr>
</tbody>
</table>
North Idaho College
ASNIC Clubs

Raffle Worksheet

This worksheet must be completed and returned, along with your signed "Request to Conduct Off-Campus Fund Raising/Solicitation" form to the Office of Student Activities prior to soliciting donations.

Club/Organization conducting raffle:_________________________________________________

Club/Organization advisor's name:_________________________________________________

Advisor's phone:__________________________

Person in charge of money and tickets: _____________________________________________

Social Security number or NIC Student ID number:____________________________

Home phone number: ______________________

Description and value of item(s) to be raffled:

Date of Drawing:_________________________ Time of Drawing:__________________________

Location of Drawing:_____________________________________________________________

Total number of tickets to be printed: __________________

Cost per ticket: __________________

If any prizes remain unclaimed ten days after the raffle please advise the Student Activities Office of the unclaimed prizes, the names of the winners of the unclaimed prizes, and where the prizes are stored.

Questions? Call 769-3366
Office of Student Activities
North Idaho College

Revised: 7/1/02