

Raffle Information


RAFFLE RULES AND APPROVAL PROCESS

Raffles are games of chance in which people purchase consecutively numbered tickets for the chance to win a prize. Raffles are governed by, and must be conducted in accordance with, all rules and regulations specified under state and local laws. New York law has strict rules about raffles but does allow not-for-profit organizations to conduct raffles and Henrietta Town law requires that certain raffles conducted in the Town of Henrietta be licensed.

In order to determine if a raffle must be licensed, RIT requires that every raffle be approved by the RIT Office of Legal Affairs or the RIT AVP for Compliance and Ethics before any tickets are sold. Certain RIT departments may require additional approvals, as well. Raffle Approval Forms must be submitted **no less than** seven (7) days before the raffle drawing date or the raffle will not be approved. Assuming appropriate approvals have been obtained, the following rules apply:

1. If the drawing for the raffle prize occurs on the same day as the sale of raffle tickets, you may use two-part, rolled, admission-style tickets. However, if raffle tickets will be sold in advance of date of the raffle prize drawing date (regardless of the number of days in advance), the raffle tickets must have the following items printed on their face (example below):
 - a. Name (and identification number, if applicable*) of the authorized organization;
 - b. The location(s), date(s) and time(s) of the drawing(s);
 - c. The consecutively printed serial number of the ticket;
 - d. The price of the ticket;
 - e. A list of the prizes offered;
 - f. The statement: "Ticket holders need not be present to win."
 - g. Each ticket stub or receipt shall reflect the name, address and telephone number of the ticket purchaser, and the consecutively printed serial number of the ticket.
2. Proceeds from a single raffle shall no exceed the sum of \$5,000.
3. All raffle tickets shall be sold at a uniform price per ticket.
4. The method of drawing and determining the winning ticket(s) shall be clearly announced and described prior to drawing a ticket.
5. Each drawing shall be conducted openly and in plain view of the ticket purchasers present.
6. No ticket shall be sold in conjunction with any raffle more than 180 days prior to the date scheduled for the drawing of the last ticket in that raffle.
7. It is unlawful for persons eighteen years of age or younger to purchase raffle tickets, sell raffle tickets or conduct or assist in the administration of a raffle drawing.
8. At the conclusion of the raffle you must maintain a final accounting (including number of tickets sold, price per ticket and total revenue collected from the raffle) and submit a copy to the Office of Legal Affairs within five (5) business days of the raffle drawing date.
9. Records of the raffle (including financial accounting, number of tickets sold, name(s) of winner(s), accounting of the aggregate fair market value of prizes, advertising, etc.) shall be maintained by the sponsoring group for six (6) years in accordance with the RIT Records Management Policy, C22.0.

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If the total proceeds from all raffles conducted in one calendar year at RIT exceed \$20,000.00, you will not be allowed to conduct the raffle.

See: <http://www.rit.edu/fa/legalaffairs/content/frequently-asked-questions> for more information.

For a raffle to occur at your event, you **MUST** fully complete and submit this raffle form to be approved by the Office of Legal Affairs and the RIT Chief Risk and Compliance Officer.

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***This form MUST be submitted AT LEAST one week in advance of your event in order to allow for the approval process to occur. If this form is not submitted by this deadline, you WILL NOT be able to hold the raffle portion of your event.

Raffle Approval Form

Name of Group/Organization/Department Sponsoring Raffle:

Contact Information:

Name:

Phone:

Email:

Raffle Information

Date, Time and Location of Raffle Drawing:

Begin Date of When Raffle Tickets Will be Sold:

End Date of When Raffle Tickets Will Be Sold:

Name of Group/Organization/Department Receiving Proceeds from Raffle:

Do you expect to collect more than \$4,999 from this raffle?

Yes

No

List of Raffle Prizes to be Awarded:

YOU MUST SUBMIT a list of prize(s) to be awarded (include fair market value of each prize). We are required to obtain this information by New York State Law.

This form MUST be approved by the RIT Office of Legal Affairs AND the RIT Chief Risk and Compliance Officer BEFORE any tickets are sold

If you are not ready to complete this form at this time, please pick up this form at the Club Center located on the main level of the Campus Center. If you have the form filled out already, you may upload it here.

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