

## 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 **before** any tickets are sold. Raffle Approval Forms must be submitted **no less than** ten (10) business days before the first date of raffle ticket sales or the raffle will not be approved. Assuming appropriate approvals have been obtained, the following rules apply:

- (1) Raffle tickets, with the exception of the two-part "admission-style" tickets utilized in the game commonly known as a "50/50 raffle", shall have the following items printed on their face (*example below*):
  - (i) Name (and identification number, if applicable\*) of the authorized organization;
  - (ii) The location(s), date(s) and time(s) of the drawing(s);
  - (iii) The consecutively printed serial number of the ticket;
  - (iv) The price of the ticket;
  - (v) A list of the prizes offered;
  - (vi) The statement: "**Ticket holders need not be present to win.**"
  - (vii) 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.

Ticket # 12345	Name: _____ Address: _____ Phone: _____	RIT XYZ Club *Games of Chance Identification Number xx-xxx-xxxx-xxxxxx	Ticket # 12345
		<b>RAFFLE</b> Enter to win Dinner for Two at Delmonte Lodge Drawing held: June 30, 2013 Fireside Lounge 7:00 PM \$5.00 <b>Ticket holders need not be present to win</b>	

- (2) Proceeds from a single raffle shall not exceed the sum of **\$5,000**.
- (3) All raffle tickets shall be sold at a uniform price per ticket and must be paid for in cash or check only. **ABSOLUTELY NO INTERNET SALES ARE ALLOWED.**
- (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.

**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.**

### RAFFLE APPROVAL FORM

NAME OF GROUP/ORGANIZATION/DEPARTMENT CONDUCTING RAFFLE:

EVENT NAME

EMS RESERVATION ID #

**GROUP CONTACT INFORMATION:**

NAME:

PHONE:

EMAIL:

**RAFFLE INFORMATION:**

DATES RAFFLE TICKETS WILL BE SOLD:

BEGIN

END

LOCATION WHERE TICKETS WILL BE SOLD:

DATE, TIME AND LOCATION OF RAFFLE DRAWING:

NAME OF CHARITY/ORGANIZATION/DEPARTMENT RECEIVING PROCEEDS FROM RAFFLE:

◆ DO YOU EXPECT TO COLLECT MORE THAN \$4,999.00 FROM TICKET SALES AT THIS RAFFLE? Yes  No

LIST OF PRIZE(S) TO BE AWARDED – FAIR MARKET VALUE OF EACH PRIZE MUST BE LISTED:

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(ATTACH ADDITIONAL PAGES IF NECESSARY)

**CERTIFICATION:**

I HAVE READ THE RAFFLE RULES AND APPROVAL PROCESS DOCUMENT AND CERTIFY THAT I HAVE COMPLIED WITH ITS PROVISIONS AS OF THIS DATE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED:  YES  NO

RIT OFFICE OF LEGAL AFFAIRS

APPROVED:  YES  NO

AVP FOR COMPLIANCE AND ETHICS

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

LICENSE:  NO  YES \_\_\_\_\_

LICENSE NUMBER/DATE