



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RAFFLE GUIDELINES	Code: HH0400
Policy Reference: H0300-1, Gifts, Grants and Bequests; J0200, MATC Foundation, Inc.	

MATC is licensed by the State of Wisconsin, Department of Administration's Office of Charitable Gaming to conduct charitable raffles under MATC's Class A and Class B raffle licenses. All raffles will be conducted in accordance with all statutory and regulatory requirements for raffles, including the Wisconsin Administrative Code, Game § 44. MATC's Office of General Counsel is responsible to oversee and maintain MATC's raffle licenses. Student Services is responsible to coordinate and maintain records of raffles conducted by any student organization and to submit reports to the Office of General Counsel.

Any group within the college seeking to hold a raffle must complete the Application for Raffle form (Appendix A) and submit it to the Office of General Counsel **at least sixty (60) days prior to the date on which the group seeks to begin selling tickets**. For student groups, the Office of Student Life will assist in preparation of the Application for Raffle and submission to the Office of General Counsel. An Application for Raffle must be completed for each separate raffle sponsored by an MATC group.

MATC may conduct no more than 200 separate raffles per year. Silent and live auctions are not raffles and are not covered by this procedure.

Unauthorized use of the MATC raffle licenses is strictly prohibited. All groups using the MATC raffle licenses must abide by all State of Wisconsin laws and regulations concerning conduct of raffles.

Wisconsin Law Regarding Conduct of Raffles

The following rules apply to all MATC groups holding raffles of any kind, for any purpose:

- Tickets for a raffle drawing shall not be sold more than 270 days preceding any raffle drawing.
- Raffle ticket purchases are NOT tax deductible and MATC will not represent that ticket purchases are tax deductible.
- Winnings from raffles in excess of \$600 (cash or cash value) are subject to income tax withholding.
- No Raffle tickets, stubs or money for raffles will be distributed by U.S. postal service (mail) under any circumstances.
- No salary, fee or incentive may be paid based upon sale of raffle tickets. Selling of raffle tickets is strictly on a volunteer basis only.
- No person shall be required to purchase more than 1 ticket for any 1 drawing.
- All prizes shall be awarded.



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RAFFLE GUIDELINES

Code: HH0400

- All profits from raffles shall be used by the organization conducting the raffle to further MATC's mission and purpose, including the operation of Milwaukee Public Television (MPTV), and support of scholarship opportunities for students, for example: No salaries, fees or profit shall be paid to any other organization or individual in connection with the operation of a raffle.
- Organizers must maintain a list of the names and addresses of all persons winning prizes with a retail value of \$100 or more for at least 12 months after the raffle is conducted.
- The Designated Raffle Organizer (see below) for the group holding the raffle must file a financial report with the Office of General Counsel including the following information within seven (7) days of completion of the raffle:
 1. The beginning and ending dates of the raffle (including sales)
 2. The gross receipts
 3. The original winning ticket(s) drawn
 4. An itemized listing of the other (non prize) expenses paid
 5. The amount of prizes paid
 6. The net profit (or loss)
 7. A listing, including name, address and prize won) of all persons winning prizes with a retail value of \$100 or more
 8. A listing, including name, address, social security number and prize won) of all persons winning prizes with a retail value of \$500 or more
 9. The name and daytime phone number of the person completing the report
 10. The name and daytime phone number of another person with knowledge of the reported information

For Class A Raffles

- Class A raffle license is required to conduct a raffle in which some or all of the tickets for the raffle are sold on days other than the same day as the raffle drawing. A winner need not be present at the drawing.
- Maximum ticket cost is \$100.
- The price of each ticket shall be clearly printed on the ticket whenever tickets are sold.
- A copy of the Class A raffle license should be posted at the drawing location.
- Raffle tickets cannot be used as admission tickets to an event.
- All raffle drawings shall be held in public. The drawing will not be held at an event that requires admission payment to enter, but will occur outside such



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RAFFLE GUIDELINES

Code: HH0400

- event if the raffle is part of an event for which separate admission tickets are sold.
- Any monetary donations during the raffle must be kept separate. This includes donations from persons purchasing raffle tickets who permit the seller to "keep the change." Revenue reported should include only money from ticket sales.
 - A complete name and address must be supplied for each winner of prizes worth \$100 or more.
 - All ticket stubs are to be maintained for 12 months after the raffle date.
 - If a drawing is canceled, the organizing group shall refund all receipts to the ticket purchasers.
 - Organizers must secure the social security or tax identification number of any person receiving any prize valued over \$600 prior to giving the winner the prize. MATC needs this information to complete IRS reporting forms.
 - MATC printing department shall be used for printing of all raffle tickets to ensure that they meet regulations.

For Class B Raffles

- A Class B license is required to conduct a raffle in which no ticket costs more than \$10 and where tickets for the raffle are sold only on the same day as the raffle.
- Tickets need not be consecutively numbered.
- The purchaser of a ticket may claim the prize if the purchaser must leave before the drawing.
- The time of the drawing and the prizes to be awarded and the prize amount must be posted or announced before the drawing.
- If the drawing is cancelled, the organizer must refund all receipts to purchasers.
- All prizes shall be awarded. If someone does not claim a prize, the organizer of the raffle will redraw a ticket to award the prize.
- All raffle drawings will occur in public.
- A complete name and address must be supplied for each winner of any prize worth \$100 or more.
- Bucket raffles are subject to Class B rules.

Designated Raffle Organizer

Every group seeking to hold a raffle must have a person who voluntarily agrees to serve as the Designated Raffle Organizer. This person should not receive compensation in exchange for his or her service in this capacity. The Designated Raffle Organizer shall be responsible for monitoring the group's compliance with legal requirements and shall



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: RAFFLE GUIDELINES

Code: HH0400

complete all reports as required by MATC procedures and/or by law. Unless specifically approved by the Office of General Counsel, it is required that the Designated Raffle Organizer be a student group advisor, faculty member or current member of administrative management of MATC.

The Designated Raffle Organizer should complete the Application for Raffle, with the assistance of Student Life or Office of General Counsel, if needed. The Designated Raffle Organizer will also arrange for the production of raffle tickets as prescribed by law. Should the raffle be canceled, it is the responsibility of the Designated Raffle Organizer to issue refunds to ticket purchasers. The Designated Raffle Organizer is also responsible to complete and submit the required post-raffle financial report to the Office of General Counsel.

Denials of Application for Raffle

The Office of General Counsel and the Vice President of Student Services reserve the right to deny an Application for Raffle due to any of the following:

- Conduct of the raffle would exceed the number allowed by law
- Failure of the applying group to complete the Application for Raffle in a timely manner
- Failure of the group or organization to comply with legal requirements concerning the conduct of raffles
- Failure of the group or organization to file financial report(s) for previous raffles
- Failure to name a Designated Raffle Organizer who meets the requirements for such responsibilities and who is knowledgeable of charitable raffle laws and procedures
- The proposed raffle would duplicate/impede/confuse or overlap with any other raffles previously approved or other fundraising activities of MATC or the MATC Foundation

Office of Responsibility: Student Services & Office of General Counsel