

## Raffle Policy and Guidelines

Due to the recent changes in 2015 Kansas law, it is now possible for nonprofit and education entities to conduct raffles. Refer to the Kansas raffle amendment SCR 1618 for state statute requirements <http://www.ksrevenue.org/bingoraffle.html>

A raffle has three components: prize, consideration (ticket cost) and chance (luck). If a raffle is held, it must be conducted under the following conditions and policy. Raffles must be transparent and open, so there is no question that the raffle is above board. There also must be an equal chance for winning and equity for everyone who purchases a ticket.

- The Extension board must agree to support the conducting of raffles. The Extension board may opt in or out of conducting raffles at any time, by passing a motion noted in the official minutes.
- The group conducting the raffle must be an Extension unit-affiliated group, e.g., 4-H club or project group, Master Gardeners, etc.
- Any group that wishes to conduct a raffle must first submit an application.
- All raffles must be approved by the Extension unit prior to conducting of the raffle. Since boards meet once per month, groups wishing to conduct a raffle must allow sufficient time for approval.
- Groups must specify in the application the primary purpose of the raffle and how the money will primarily be used.
- Groups that begin a raffle process (including selling tickets) prior to board approval will be required to cancel the raffle and return all monies collected.
- All raffle tickets must be pre-printed with a numbering system, e.g., 001 to 1,000. No hand numbering of tickets is allowed.
- All raffle tickets must have a pre-numbered ticket stub and matching ticket number. Tickets may be perforated, so the stub may be separated easily from the ticket. The ticket must be given to the person buying the ticket at the time of sale, and the stub with contact name and information must be retained for the drawing.
- Unsold tickets must be collected and returned to the raffle coordinator within seven days after the raffle is conducted. A log must be used to keep track of the numbers of tickets issued and to whom they were issued for accounting purposes.
- The raffle ticket must include the following information: name of raffle sponsor, (e.g., Clover County Master Gardeners), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, prizes to be given away, whether or not person must be present to win (generally not necessary), contact name, phone and e-mail for winning list of prizes, and location of the raffle if it is occurring at a particular event. (See sample of ticket and ticket stub).
- Ticket stub must include the following information: name of raffle sponsor, (e.g., Clover County 4-H Council), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, space for name, mailing address, phone number and e-mail of the purchaser, so they may be contacted to collect the prize.
- For the drawing of ticket stubs, a large container must be used so the ticket stubs can be thoroughly mixed. A wire cage with an opening door is desired, so that the tickets can be mixed additionally between drawings.
- Any person who is sponsoring or closely affiliated with the raffle may not draw the winning ticket(s).
- Final accountability of the raffle must be submitted within 10 days after the raffle to the Extension unit.

## Raffle Application

Date application received in the Extension office: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Name of Extension group/groups conducting the raffle:

Date of the raffle:

Cost of the raffle ticket:

Number of pre-printed tickets to be printed:

Primary Contact Name for Raffle Coordinator:

Mailing address:

Town, Zip

Phone:

Work Phone:

E-mail:

Proposed date raffle ticket selling is to begin: \_\_\_\_\_ (Note, all raffles must be approved by the \_\_\_\_\_ prior to the sale of tickets, or the raffle will be cancelled by the board and the ticket money refunded).

List of specific prizes to be awarded:

Primary purpose of the raffle:

How the money raised from the raffle will be

Approval:

\_\_\_\_\_  
Signature of Board Chair/Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Treasurer

\_\_\_\_\_  
Date

## Raffle Final Report

This report is due within 10 days after the drawing of the raffle prizes.

Date final report received in the Extension office: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Name of Extension group/groups conducting the raffle:

Name of raffle coordinator submitting report:

Mailing address:

Town, Zip

Phone:

Work Phone:

E-mail:

Number of raffle tickets sold:

Number of tickets returned to raffle coordinator:

(Total should match the total number of tickets printed).

Total amount of money collected:

Who collected and counted the money?

Where and when was the raffle money deposited?

Describe any problems, inconsistencies or issues with this raffle:

\_\_\_\_\_  
Signature of Raffle Coordinator

\_\_\_\_\_  
Date

Final Board Acceptance:

\_\_\_\_\_  
Signature of Board Chair/Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Treasurer

\_\_\_\_\_  
Date

**Ticket Sample – Note ticket should be perforated.**

Clover County 4-H Council Raffle - \$1.00 001  
Raffle Drawing – February 20, 2016

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work: \_\_\_\_\_

E-Mail: \_\_\_\_\_

To be retained for the drawing of prizes.

February 2016

Clover County 4-H Council Raffle - \$1.00 001  
Raffle Drawing – February 20, 2016; at the Clover County 4-H  
Carnival, Clover County 4-H Building, Clovertown, KS

Prizes to be awarded:

-Dinner for 2 at Pizza Hut (Valued at \$50.00)

-\$50 gift certificate to Home Depot

-\$100 gift certificate to local grocery store, Clovertown, KS

-10 car wash coupons to local car wash (Valued at \$120.00)

-10 movie passes to local movie (Valued at \$100.00)

Need not Be Present to Win!

For a complete listing of prize winners, contact:  
Debbie Coupon, [iloveraffles@yahoo.com](mailto:iloveraffles@yahoo.com); 785-555-2007 after  
February 27, 2016. This ticket is to be given to purchaser.