



Raffle Reference Guide

Last updated 04/29/2024 - Prepared by Jordan Brzezinski, Accountant, Business Services

Overview:

Raffles are a way to raise money by selling tickets for a chance at winning a prize. UW-Stevens Point is permitted to support programs through mission-related activities including raffles. UW– Stevens Point is licensed by the State of Wisconsin – Department of Administration Division of Gaming to sell raffle tickets and hold raffle events only in the State of Wisconsin. If an individual pays for the chance to win a prize, State raffle laws apply. UW-Stevens Point's Raffle License is issued by the State Gaming Commission and conducted in accordance with Chapter 563, Wisconsin Statutes. Issued prizes based upon rules of chance may not be awarded in a way that would violate State Raffle Laws.

Guidelines:

1. Determine if the classification of raffle is a Class A or Class B Raffle
 - a. The Conduct of Raffles under a [Class A License](#)
 - b. The Conduct of Raffles under a [Class B License](#)
2. Complete Cash Handling Certification
 - a. Faculty, Staff, and Students conducting a raffle must be certified in Cash Handling based on the [UW-Stevens Point's Cash Handling Policy](#).
 - b. Complete the [Cashier / Frontline Employee PCI Training](#).
3. Determine the winning items or monetary values for the raffle.
 - a. A listing of prizes must be provided when requesting a raffle.
 - b. If you are purchasing a raffle prize rather than it being donated you must follow [UW System Administrative Policy 330 Prizes, Awards, and Gifts](#) and complete the [Prizes, Awards, or Gifts Form](#).
4. Purchase raffle tickets.
 - a. Class A Raffle-
 - i. [Point Print and Design Studio](#) creates raffle tickets and will provide a proof to be included in the raffle request.
 - b. Class B Raffle-
 - i. Upon approval of a Class B Raffle, Accounting and Business Services will provide guidance in purchasing raffle tickets through Shop UW+.
5. Complete the [UWSP Internal Raffle License Application eform](#).
6. Within 2 weeks following the raffle you must:
 - a. Provide Accounting and Business Services with final documentation of raffle
 - b. Complete the raffle report, attaching all required documentation:
 - i. A statement of lost, stolen, or otherwise missing tickets if applicable
 - ii. Copy of ticket expense invoices, if applicable

- iii. Receipt(s) of raffle related expenses (i.e. advertising expenses)
- iv. List of all raffle winners including, name, address, and signature of all winners.
- v. List of the prizes that each winning ticket won.
- vi. A [Form W-9](#), completed by the winner if the prize value is over \$600.00 and by all winners that will be receiving a prize payout via check. (Tax Implications will differ based on status of US Residency. Please contact [Accounting and Business Services](#) for further clarification)
- vii. Deposit receipt of ticket revenues, provided by Student Financial Services: Bursar's Office

7. Record Retention

- a. To ensure compliance with UW-System Record Retention Schedules and DOA Record Regulations UW-Stevens Point's Financial Operations, Accounting and Business Services Office, will retain all raffle documentation, requests, and winning ticket information for 6 fiscal years plus the current fiscal year. Accounting and Business services will retain all tickets for 1 fiscal year plus the current fiscal year.

REFERENCES and RELATED DOCUMENTS

[Wisconsin Legislature: Chapter 563](#)
[Conduct of Raffles Under a Class A License](#)
[Conduct of Raffles Under a Class B License](#)
[Cash Handling Policy](#)
[Cash Handler Training](#)
[Home - Point Print and Design Studio | UWSP](#)
[Deposit Slip](#)
[Form W-9](#)