Raffle Reference Guide

Last updated 11/01/2022 - 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. If an individual pays for the chance to win a prize, State raffle laws apply. Raffles must be licensed by the State Gaming Commission and conducted in accordance with Chapter 563, Wisconsin Statutes. Institutions may not award any prizes based upon rules of chance that would violate State gaming 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 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**
   i. Class A Raffle- [Point Print and Design Studio](#) creates raffle tickets and will provide a proof to be included in the raffle request.
   ii. Class B Raffle- 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 e-Form](#).**

6. **Within 2 weeks following the raffle you must:**
   a. Deposit all raffle proceeds with deposit slip to the Bursar’s Office in Student Financial Services within 7 days after the raffle drawing
   b. Provide Accounting and Business Services with final documentation of raffle
   c. 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.
      vii. Deposit receipt, provided by Student Financial Services: Bursar’s Office