



## 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