



RAFFLES

What is considered a raffle? If you are charging people or requiring them to donate or provide something of value to participate in a drawing where a prize will be awarded, you are conducting a raffle.

If holding a Raffle and the combined total of all prizes awarded is \$100 or more, or tickets are being sold for more than one day, a Raffle Application must be completed and sent to the State of Michigan.

- The State takes roughly 6 to 8 weeks to process raffle applications.
- All raffle license applications should be routed through the secretary/bookkeeper for signatures.
- Upon receipt of license from the State, the secretary/bookkeeper must be provided a copy.
- **NO** persons under the age of 18 can sell or buy raffle tickets, however, they can be the vehicle to move money and tickets between home and school.
- Must keep track of all donated raffle items and their fair market value.
- **Electronic payment for raffle tickets is not allowed. Cash or check is the only acceptable payment method.**
- Raffle money **must** be deposited into the account the Raffle Organization ID is under (school or Community Support Group).
- **Always keep the 1st and Last ticket.** Keep all ticket stubs and include with backup documentation (see page 4 for details).
- **State of Michigan REQUIRES you to use the Raffle Ticket Accountability form.**
- **Must complete the *Financial Statement* report by the 10th of the month following the raffle and send to the State. A copy of the statement must be provided to the secretary/bookkeeper.** Failing to submit raffle financials to the state may prevent the school from obtaining additional licenses (<https://www.michigan.gov/cg>). Keep a copy and include with your backup documentation.

If one winner wins \$600 or more in a single win or a combination of wins for any raffle (including Reverse Raffles, Daily 3 Lottery, etc.) they **MUST** fill out the CVS [Raffle Winners Information Form](#) and complete Form W-2G for each winner. Forms must be sent to Laurie Stevenson (LStevenson@cvs.k12.mi.us).

Silent Auctions do not need a license.



RAFFLE DOCUMENTATION

You will need to collect and/or track the information below as well as follow all Michigan Lottery Charitable Gaming rules, record keeping, and ticket requirements. State of Michigan **REQUIRES** you to use the *Raffle Ticket Accountability Form*.

Deposits must be made in a timely manner. District Policy says this must be done when payments reach \$500 or two weeks, whichever comes first. Deposits must also be made before any holiday or school break.

District Guidelines specify that payments collected must be deposited in the denominations that they were received. Payments collected cannot be used to pay for expenses or raffle winners.

Volunteer Ticket Seller Information (pre-sell raffles only)

- Date tickets given out
- Volunteer Seller Name
- Volunteer Seller Email
- Volunteer Seller Phone Number
- Raffle Ticket Numbers given to volunteer seller
- Return Date for payment of sold tickets and unsold tickets

Volunteer Ticket Seller Log Sheet (pre-sell raffles only)

- Ticket Number (s) sold
- Name of Purchaser
- Phone Number of Purchaser
- Email of Purchaser
- Purchaser payment type (Cash or Check)
- Check Number (if applicable)
- Purchaser Payment amount



RAFFLE DOCUMENTATION continued

Deposits (all raffle types)

- Completed School or group deposit Form
- 2 people must count cash/checks
- Payments and paperwork must be put into a tamper evident bag
- Tamper evident bag must indicate the total money collected that is inside
- If the raffle is with pre-sell tickets, seller log sheets must be put in the deposit bag with payments

Raffle Winner Information (all raffle types).

If one winner wins \$600 or more in a single win or a combination of wins for any raffles, Reverse Raffles, Daily 3 Lottery, etc.

- Winning Ticket Number
- Date of Drawing
- Seller Name
- Amount Won
- Winner Name
- Winner Phone Number
- Winner Address

Things that must be turned in

- All raffle tickets that are part of the drawing
- Winning Ticket Number marked as “Winner” on the back and winner’s name
- Raffle Winners Information Form (see slide #1)
- Raffle Ticket Accountability Form (Required by State of Michigan)



RAFFLES WITH DOUBLE ROLL RAFFLE TICKETS

Using a double “raffle” style ticket you would give half of the double ticket to the person buying the raffle ticket and keep the other half to put in the drawing bucket. The number of tickets in the drawing bucket multiplied by the sale price shows the total of the cash that is collected. Both parts of the first ticket and last ticket are kept, with tickets in the middle given out.

Using the tickets below as an example, if you sold 3 raffle tickets for \$1 each, you would do the following: keep both pieces of ticket 056002 (ticket number 1), tear off and sell half of ticket 056003 through 056005 (3 tickets) and then keep both sides of 056006 (ticket after your last ticket sold). This would calculate as $3 * \$1$ for a total of \$3 which should be your cash and deposit amount.

Losing tickets out of the drawing bucket, should be kept and put inside a Ziplock bag. Winning ticket (include winner's name) and the first/last tickets (056002 & 056006) should be stapled to the front of the Ziplock bag.

Ziplock bag should be turned in with the deposit as backup documentation.

