Raffle Guidelines

The following guidelines are intended to help your group conduct a successful and legal raffle. Please bear in mind that most of the “guidelines” are in fact part of the state statute governing raffles; hence, your strict adherence will enable your group to receive its money promptly once the raffle is completed.

Below is a brief outline of steps you need to take to comply with the legal requirements of the state statute:

1) Secure a location to hold raffle.

2) Secure prizes for your raffle.
   a) Any merchandise offered as a raffle prize shall be fully owned by the student group, free of any debt(s), lien(s) and encumbrance(s) prior to the sale of any raffle ticket.
   b) Raffle manager must be provided with a complete list of raffle prizes and the value of each prize.

3) Prepare a working draft of your raffle ticket and email a copy to the Student Organizations Finance Office (SOFO) for review at sofo@colorado.edu. The subject line should read as follows: Raffle - Student Group Name. After the SOFO has reviewed your ticket you will be given the license number, which MUST be printed on the ticket. Additional requirements regarding raffle tickets include:

   a) The top of tickets must state:

   University of Colorado Student Government Raffle for the benefit of Student Group Name

   b) Tickets for use in any raffle shall be consecutively numbered and shall have a stub or detachable section bearing the same number as the ticket. The ticket stub must include the buyer’s name, address and telephone number.

   c) Tickets must include a description of all major cash and merchandise prizes.

   d) Tickets must state one of these two statements: “Winner must be present to win”, or “Winner need not be present to win.”
e) Tickets must state the **price, time, place and date of the drawing.** If tickets will be sold for different prices i.e.: 1 for $3 and 2 for $5, then you **must** have a different ticket color for each price. **After the sale of the first raffle ticket, no raffle shall be cancelled, altered, or postponed for any reason.**

f) All proceeds from raffle ticket sales are income under the bingo and raffles law, and shall be reported as such regardless of whether such terms as “donation”, “gift” or “contribution” are used on such a tickets or in connection with raffle activities.

4) Once you have received approval of your raffle ticket, you can have them printed.

5) After your tickets are printed, you must bring them to the SOFO to be inventoried (please allow 1 - 2 working days). Once the inventory is complete, the SOFO will send a letter and a voided ticket (usually the first one) to the Secretary of State’s office advising them of CUSG’s intent to conduct a raffle.

6) You may not begin your ticket sales until after **you have received notification from the SOFO.**

7) Raffle tickets, along with a cash box, are checked out from the SOFO. Please be certain to schedule a cashbox for your group on the days you wish to sell tickets. Normally, only one-half of the tickets are initially released to the raffle coordinator. As money from these sales is deposited with the SOFO, more raffle tickets are released to the raffle coordinator. Tickets are checked out only to the raffle coordinator, who may then distribute tickets to group members as necessary.

8) It is a vital requirement that you let group members know that Colorado State Law **prohibits** sales of raffle tickets or any other “opportunity to participate” in games of chance to **any person under the age of eighteen years of age.** Should an individual under eighteen years old win a prize in your raffle, you would be unable to award that prize. This would place CUSG’s raffle license in jeopardy for use by other student groups.

9) The drawing must occur on the **exact date and time listed** on your tickets. The CUSG Games Manager or his/her alternate must do the actual drawing of tickets.
10) Immediately following the raffle all tickets stubs, unsold tickets and outstanding ticket sales must be turned into the SOFO to the Game’s Manager. The SOFO will conduct a final ticket audit, verifying the number of tickets sold and returned against the money deposited. Any variance must be explained in writing.

11) Notify all winners by U.S. postal service certified mail, return receipt requested, who have not claimed their prizes within thirty (30) days of the drawing. The notification shall state the prize won, a telephone number of a contact person, and the time and location where the prize can be claimed. If the prize has not been claimed within thirty (30) days of receipt of the notification, the raffle licensee may retain the prize or offer it in another raffle.

12) The SOFO will issue a check to the student group after all ticket sales have been reconciled less the cost of any missing tickets and license user fee paid to SOFO (currently $50.00).

Please remember that most of the above “rules” are actually part of the state statute-governing raffle, hence, you are legally bound to abide by the intent of it. This office is here to help you in any way possible, provide it is within our capabilities. Commitment and organization on the part of your group is essential to a successful raffle.

GOOD LUCK WITH YOUR ENDEAVOR!!
### SAMPLE TICKET

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Telephone:</th>
<th>Ticket No.</th>
</tr>
</thead>
</table>

**University of Colorado Student Government Raffle for the benefit of**

__________________________  ______________________
Student Group Name  License No.

**Prize(s):**

__________________________
__________________________
__________________________

**Ticket price:** $__________________________
**Date:** ________________  **Time:** ________________

**Location:** ____________________________

*Winner must be present to win.*
*Winner need not be present to win.*

**Ticket No.**

*Only one of these statements needs to be on tickets.*

**All tickets must include the following:**

a. University of Colorado Student Government Raffle for the benefit of

b. License number. (provided to you by the SOFO)

c. Cost of the ticket.

d. Time/place/date of the drawing.

e. Description of the major cash and merchandise prizes.

f. Ticket must state one of the two statements: “Winner must be present to win”, or “Winner need not be present to win.”

g. Tickets must be consecutively numbered.