

**University of Alaska Fairbanks
Wood Center Student Activities
Permit for Games of Chance & Skill Information Sheet**

Congratulations for choosing to conduct a raffle on campus!

A raffle is an excellent way to raise funds for your club or organization. It does take some planning and coordination, so please read the following prior to starting a raffle:

- If you are planning to conduct a raffle:
 - Contact John Renfro Jr. at the Wood Center, jwfrenfrojr@alaska.edu or 474-7037
 - .Plan accordingly, a raffle can take up to two weeks to set up.
 - A raffle requires that someone, the treasurer, have a good handle on who's selling the tickets, how the money is deposited and to collect and save the receipts.
 - The State of Alaska requires a separate account set up for all raffle activity. This is a separate account from your permanent club account that you currently use. **THIS IS A MUST – THERE ARE NO EXCEPTIONS!**
 - The separate accounting information is only provided upon approval of the permit request.
 - No raffle purchases should be made until the request is approved and the accounting information is provided.

The following information is provided in an effort to assist your organization in the successful use of the University's permit for "Games of Chance & Skill".

Approval Process

1. Form 1, "Permit for Games of Chance and Skill." It includes the following:
 - An outline of the procedures for your program including the date of prize drawing(s), and the intended deposition of net revenue.
 - The date(s) of your program.
 - An itemized budget which includes projected gross revenue and expenses (including a 2% accounting fee). Think about your target revenue, how many tickets you would like to sell and what your expenses will be (printing raffle tickets, accounting fee, prizes, etc.).
 - The List of your prizes, the cost of those prizes, and if they were bought or donated.
 - Prizes to be purchased must be considered in your expense budget.
2. Sample Raffle Ticket
 - You will need to design your raffle tickets. Ticket stubs cannot be used.
 - Must be serially numbered
 - Must have your organization's name
 - Must have the permit number listed
 - Permit number will be provided upon approval.
 - Must have a list of all prizes,
 - Must have the date, time, and location of the prize drawing printed on them.
 - Must also have pre-printed spaces for the name, address, and phone number of the ticket purchaser.
 - All tickets for raffles which have one or more prizes with a value of \$600 or greater must have the following statement printed on each ticket:
 - ***"A 1099 will be issued to the winner of a prize with a value of \$600 or greater"***

- The name, address, and telephone number of the person from your organization in charge of the program.
3. Approval
- To get your raffle approved, you must turn in:
 - Form 1
 - A sample of the raffle ticket
 - The prize list(s).
 - Once these documents are turned, you will be contacted when the raffle is approved.
 - May take a week or two to process approval.
 - The Fund/Org/Activity Code you **must** charge/deposit to will be provided at this point.
 - Only after approval can you print and begin selling your tickets or make other purchases.
4. Raffle requests **WILL NOT** be approved if all of the required documents and information are not provided.
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After Approval

1. Physical Permit Copy
- When your raffle is approved, you can pick up a physical copy of the UAF Permit with John Renfro Jr at Wood Center.
 - If you would like to sell raffle tickets in a public space, like SAM'S, you must have the permit present and on display.
 - On the day of drawing you must have the permit present and on display.
2. New Accounting to use (Activity Code)
- Upon approval, you will be given a fund, org, and activity code.
 - All expenses and deposits **MUST** be used against this accounting information
 - **DO NOT USE YOUR CURRENT CLUB ACCOUNT INFORMATION FOR ANYTHING RELATED TO RAFFLE ACTIVITY**
3. Selling Tickets
- After approval you will receive the permit number to put on your tickets.
 - You may print and begin selling tickets.
 - Can be sold one on one, however, if you would like to sell raffle tickets in a public space, like SAM'S, you must check out a raffle permit
4. Day of the Raffle
- You must also have a copy of the raffle permit on hand when conducting the drawing.
 - You must collect names, addresses, and social security numbers or UA ID from the winners.
 - Please make sure they know this.
 - If they do not want to give you this information, they may not collect the prize.
 - It might be helpful to identify one person from your club to help with this.
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After Raffle

Within two (2) weeks after the drawing or conclusion of your program, please submit the following back to John Renfro Jr:

1. The final budget for the program (Form 4).
2. Signed receipts that the prizes were accepted by the winners (Forms 2 and 3)
3. Copies of the deposit receipts for all revenue.
4. Expense receipts/invoices for all expenses.
5. An actual ticket as printed.
6. The permit copy.

Failure to turn in all of the required information in the two week time period can result in a loss of ability use permit in the future.

When the raffle is reconciled and approved, an internal journal voucher will be completed and you can expect to see the raffle proceeds in your club account in approximately 2-4 weeks. In special cases, a check will be more appropriate.

Note: State Law requires that the net revenue earned from use of the permit be expended within one (1) year after conclusion of your program for the purpose as approved prior to permit use. A reporting form will be provided, if necessary, to your organization for this report.

Quick and Dirty Raffle Checklist:

1. Contact John Renfro Jr prior to starting a raffle.
2. Fill out Permit for Games of Chance & Skill, Form 1.
3. Design raffle ticket.
4. Submit Form 1 and sample raffle ticket to John Renfro Jr.
5. Once raffle is approved, you are clear to order tickets and sell.
6. Reserve a copy of the raffle permit if you are selling tickets in a public area.
7. Reserve a copy of the raffle permit for the day of the drawing.
8. Within two weeks after the drawing, turn in the Program Report Form 4, Form 2/3, along with deposit slips, receipts and the form(s) that have the winner's information.
9. When the raffle is reconciled and approved, an internal journal voucher will be completed and you can expect to see the raffle proceeds in approximately 2-4 weeks.