

Raffle Policy and Guidelines

Due to the changes in Kansas law in 2015, it is now possible for nonprofit and educational entities to legally conduct raffles. If a raffle is held by a Kansas 4-H entity, it must be conducted under the following conditions and policies.

- Any club or group that wishes to conduct a raffle must first submit an application to the Geary County Extension Board (application form is attached).
- All raffles must be approved by the Extension Board prior to conducting the raffle. Since this board only meets once per month, clubs or groups wishing to conduct a raffle must allow sufficient time for approval.
- Clubs or groups must specify in the application the primary purpose of the raffle and how the money will primarily be used.
- Clubs or groups that begin a raffle process (including selling tickets) prior to board approval will be required to cancel the raffle and return all money collected.
- All raffle tickets must be pre-printed with a numbering system, e.g., 001 to 1,000. No hand numbering of tickets is allowed.
- All raffle tickets must have a pre-numbered ticket stub and matching ticket number. Tickets may be perforated, so the stub may be separated easily from the ticket. The ticket must be given to the person buying the ticket at the time of sale, and the stub with contact name and information must be retained for the drawing.
- Unsold tickets must be collected and returned to the raffle coordinator within seven days after the raffle is conducted. A log must be used to keep track of the numbers of tickets issued and to whom they were issued for accounting purposes.
- The raffle ticket must include the following information: name of raffle sponsor (e.g., Clover 4-H Club), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, prizes to be given away, whether or not the person must be present to win (generally not necessary), name, phone and e-mail to contact for winners list, and location of the raffle if it is occurring at a particular event. (See sample of ticket and ticket stub attached.)
- Ticket stub must include the following information: name of raffle sponsor (e.g., Clover 4-H Club), the word raffle on the ticket, cost of the ticket, date of the raffle drawing, space for name, mailing address, phone number and e-mail of the purchaser, so they may be contacted to collect the prize.
- For the drawing of ticket stubs, a large container must be used so the ticket stubs can be thoroughly mixed. A wire cage with an opening door is desired, so that the tickets can be mixed between drawings (if more than one winner is being drawn).
- Any person who is sponsoring or closely affiliated with the raffle may not draw the winning ticket(s).
- Final accountability of the raffle must be submitted within 10 days after the raffle to the Extension Office (final accountability form is attached).



Raffle Application

Name of Extension club/group conducting the raffle:

Date of the raffle drawing:

Cost of the raffle ticket:

Number of pre-printed tickets to be printed:

Raffle Coordinator Name:

Mailing address:

Phone:

Cell Phone:

E-mail:

Proposed date raffle ticket selling is to begin:

(Note: All raffles must be approved by the Geary County Extension Council prior to the sale of tickets, or the raffle will be cancelled by the board and the ticket money will be refunded.)

List of specific prizes to be awarded:

Primary purpose of the raffle:

How the money raised from the raffle will be used:

Approval:

Signature of Board Chair

Date

Signature of Board Secretary

Date

Signature of Board Treasurer

Date

Raffle Final Report

This report is due within 10 days after the drawing of the raffle prizes.

Name of Extension club/group conducting the raffle:

Name of raffle coordinator submitting report:

Mailing address:

Phone:

Cell Phone:

E-mail:

Number of raffle tickets sold:

Number of tickets returned to raffle coordinator:

(Total should match the total number of tickets printed.)

Total amount of money collected:

Who collected and counted the money?

Where and when was the raffle money deposited?

Describe any problems, inconsistencies or issues with this raffle:

Signature of Raffle Coordinator

Date

Final Board Acceptance:

Signature of Board Chair

Date

Signature of Board Secretary

Date

Signature of Board Treasurer

Date

Ticket Sample – Note ticket should be perforated.

Clover County 4-H Council Raffle - \$1.00 001
Raffle Drawing – February 20, 2016

Name: _____

Mailing Address: _____

Town: _____ Zip: _____

Cell Phone: _____ Work: _____

E-Mail: _____

To be retained for the drawing of prizes.

February 2016

Clover County 4-H Council Raffle - \$1.00 001
Raffle Drawing – February 20, 2016; at the Clover County 4-H
Carnival, Clover County 4-H Building, Clovertown, KS

Prizes to be awarded:

-Dinner for 2 at Pizza Hut (Valued at \$50.00)

-\$50 gift certificate to Home Depot

-\$100 gift certificate to local grocery store, Clovertown, KS

-10 car wash coupons to local car wash (Valued at \$120.00)

-10 movie passes to local movie (Valued at \$100.00)

Need not Be Present to Win!

For a complete listing of prize winners, contact:

Debbie Coupon, iloveraffles@yahoo.com; 785-555-2007 after
February 27, 2016. This ticket is to be given to purchaser.