



Raffle Policies and Procedures

The Foundation encourages your fundraising efforts, and we are eager to help you conduct a successful and lawful raffle. The following checklist has been derived from Colorado state law, CRS 12-9-101 through 12-9-301. Violation of the raffle statutes is a class 2 misdemeanor. Please use this checklist to help us keep our raffles legal.

- Notify the CSU-Pueblo Foundation of your intent to hold a raffle. Please inform Valerie Gallegos in the Foundation of your upcoming raffle no less than **eight weeks** prior to the start of ticket sales.
- Secure a raffle manager. A certified Raffle Manager who is licensed to manage raffles for the CSU-Pueblo Foundation must oversee your ticket sales and be present during the time period when you will be drawing your winning ticket(s).
- Select a raffle location, date, and time. If the location is other than "2200 Bonforte Blvd", we must ask permission from the Secretary of State.
- Secure necessary permission from event host. If the event host is someone other than the organization conducting the raffle, the organization intending to conduct the raffle must secure the proper permissions to hold the raffle from the 'host' of the event. (For example, at a sporting event, the organization must secure permission from the Athletics department).
- Determine raffle prize(s). Per Rule 9.0, all prizes must be owned by the CSU-Pueblo Foundation free of any debt or lien. Alcohol cannot be a raffle prize; however, a gift certificate to a liquor store is allowable.
- Design or Purchase raffle tickets. See requirements and sample ticket on page 2. If the value of any one prize package is \$1,000.00 or more, you will need specially-printed raffle tickets which have been pre-approved by the Secretary of State. Otherwise you may use standard "Keep This Coupon" raffle tickets. (This is why 50/50 Raffles should be advertised as "up to a maximum payout of \$999.00". Larger payouts would require the pre-printed and pre-approved tickets.)
- Select ticket salespersons. Ticket salespersons cannot be paid or incentivized in any way; they must be volunteers. Per state law, all persons selling tickets must be pre-registered with the Secretary of State and must be "members" of the CSU-Pueblo Foundation. CSU-Pueblo Foundation's bylaws define members as donors; therefore, anyone wishing to sell tickets must first donate their time or at least \$1.00 to the CSU-Pueblo Foundation.
- Notify the Foundation of the above information. Complete the attached "Raffle Request Form" and submit it to Valerie Gallegos at the Foundation, who will forward information to the Secretary of State as needed.
- Request a change fund. If you require a change box and/or change fund for use during your raffle event, please request this by email to Valerie Gallegos (valerie.gallegos@csupueblo.edu) at least one week prior to the raffle. You will be required to sign a change box request form to accept responsibility for returning the box and change fund in full.
- Pick up the raffle license and raffle statues. These required documents must be on display during the time period when you will be drawing your winning ticket(s) and for 30 minutes after the conclusion of the drawing. You must arrange to check out these documents from the CSU-Pueblo Foundation during normal business hours, and you must check them back in on the first business day after your raffle drawing.
- Sell raffle tickets. Buyers must be 18 or older; do not sell to anyone under age 18.
- Secure and submit all raffle tickets. The winning raffle ticket stub, along with all losing stubs and all unsold raffle tickets, must be submitted to the Foundation Office for safekeeping for a six-month period following the raffle drawing. **You must get the name and contact information of all winners. Depending on the value of the prize, the winner may be required to complete a W-9 form and/or withhold income tax.**
- Deposit raffle proceeds. All raffle proceeds, minus any cash winnings paid out, must be submitted to the Foundation on the first business day following the raffle. You must make separate deposits of (a) the change fund, (b) the raffle proceeds, and (c) any other funds. You must roll your change prior to deposit.
- Spend raffle proceeds. All raffle proceeds must be spent from Foundation funds within one year of the raffle date. Requests for exceptions can be submitted to the Foundation, who will administer this request to the Secretary of State.



CSU-Pueblo Foundation Raffle Policies

1. As a 501(c)3 nonprofit organization, the Foundation is properly licensed to conduct raffles as regulated by the Colorado Secretary of State. Raffles conducted outside the Foundation’s purview will not be recognized by the Foundation and may be considered illegal by the Secretary of State.
2. Raffle tickets must be purchased with cash or check made payable to “CSU Pueblo Foundation” and cannot be combined with any other purchases.

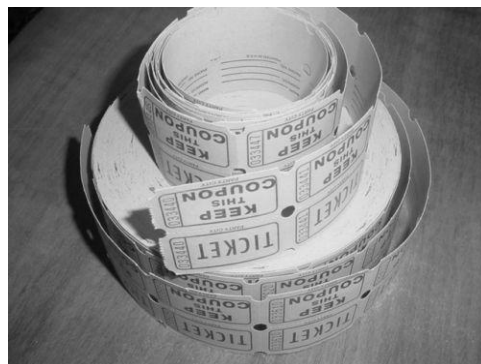
Sample Raffle Tickets

Raffle Tickets for prize packages worth \$1,000 or more must contain each of the following elements:

- The word “Raffle”
- Description of Major Prize(s)
- Date, Time and Place of Drawing
- Cost of Ticket
- Cost of Tickets sold as a package (i.e., 5 tickets for \$20.00)
- A statement regarding whether the holder must be present to win
- Name of Licensee (“Colorado State University - Pueblo Foundation”)
- License Number (changes annually; contact the CSU-Pueblo Foundation)
- Detachable Stub with Ticket Number and Purchaser Information
- Tickets must be consecutively numbered.

Ticket No. _____ Name: _____ Address: _____ Telephone: () _____	<p>SAMPLE RAFFLE TICKET RAFFLE</p> <p>Name of Licensee _____ License No. _____</p> <p>PRIZE(S): _____</p> <hr/> <p>Ticket Price: \$ _____ Drawing Date: _____</p> <p>Drawing Location: _____</p> <p>Drawing Time: _____</p> <p>Ticket No. _____ Winner Must be/Need not be present to win</p>
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Raffle Tickets for prize packages worth less than \$1,000 do not require a special ticket.





Raffle Request Form

Requesting Group Information

Requesting Group Name: _____

Name and Phone Number of Main Contact Person: _____

The Certified Raffle Games Manager responsible for this raffle is: _____

The Certified Raffle Games Manager in attendance during the drawing will be: _____

Foundation Account or University Student Account: _____

Raffle proceeds will be used for what purpose: _____

Account/Advisor Signatory: _____

Ticket Salespersons

Name	Name

Drawing Details

Date: _____ Time: _____

Location: 2200 Bonforte Blvd, Pueblo CO 81001

Ticket Price (including volume discounts): _____

Ticketholder *must* / *need not* be present to win.



Prize Details

Prize Package No.	Item(s)	Donor(s)	Value(s)	Total Prize Package Value
<i>(Example)</i>	<i>Gift Certificate for 2 Pizza's; 3 DVDs; Microwave Popcorn</i>	<i>Little Caesar's; Blockbuster; Sam's Club</i>	<i>\$20; \$36; \$5</i>	<i>\$61</i>
1				
2				
3				
4				

Largest Prize Package: is less than \$1,000.00.
 is \$1,000.00 or more. *A voided ticket is enclosed for approval.*

Foundation Support

I do / do not plan to request one or more change funds by contacting Valerie Gallegos at least 1 week prior to the raffle drawing.

I intend to pick up the raffle license and raffle statutes binder from the Foundation on _____.

I secured permission from _____(host of the event) on _____.

STATEMENT TO BE READ AND SIGNED BY RESPONSIBLE INDIVIDUAL(S):

I have read and understand the CSU-Pueblo Foundation's Raffle Policies and Procedures. I accept responsibility for the upcoming raffle, and agree to serve as a point of contact for any raffle-related questions or concerns. I agree to deposit the raffle proceeds and all raffle tickets at the Foundation on the first business day following the raffle drawing.

SLICE Representative Account/Advisor Signatory Raffle Games Manager

**Please submit to Valerie Gallegos, CSU-Pueblo Foundation, ADM 329.
Questions? Call 549-2140.**