

# Holding a Raffle in Wisconsin

Thank you for your interest in running a raffle to benefit United Way of Portage County. We know that raffles make great special events. Raffles conducted to benefit United Way of Portage County must be pre-approved as these raffles are sponsored by United Way of Portage County. United Way is the exclusive holder of the Class A and Class B raffle licenses through the State of Wisconsin - Department of Administration - Division of Gaming.

**IMPORTANT:** Raffles are highly regulated by the State of Wisconsin, so please read this document to familiarize yourself with all raffle regulations and guidelines as set forth by the Wisconsin Division of Gaming- Office of Charitable Gaming. Wisconsin law provides that **only charitable organizations** can obtain a raffle license in Wisconsin. **Individuals and businesses do not qualify for a raffle license.**

**NOTE:** Prior to running a raffle to benefit United Way of Portage County, please review the United Way Raffle Agreement, below. If you have questions or concerns, please contact Fred Hebblewhite at [fred@unitedwaypoco.org](mailto:fred@unitedwaypoco.org) or the United Way office at 715-341-6740.

**What is a Raffle?** A raffle is a game of chance in which tickets are sold and a drawing for a prize(s) is held. A drawing for raffle prizes is a random selection of an organization's raffle ticket portion from a container housing all raffle tickets purchased for the raffle.

A Raffle is NOT a sweepstakes or lottery involving random numbers to determine a winner. Purchasing a raffle ticket(s) does not guarantee a return and the cost of a raffle ticket(s) is **NOT** tax deductible.

There are 3 types of Legal Wisconsin Raffles:

## 1) **Advanced Ticket Sale Raffle** (also known as "Class A" Raffles) See pages 2 & 3

There are two ways to conduct a legal Advanced Ticket Raffle:

- A) The first is to raffle a prize or multiple prize by putting all prizes on one raffle ticket. For example, if you have four prizes to raffle (a pair of basketball tickets, a television, dinner out, and a gas card) they are all listed on one ticket. Ticket buyers purchase a raffle ticket(s) with the hope of winning one of those prizes. Winning ticket holders do not get to choose their prize.
- B) The second way is to run multiple raffles simultaneously. In this case, you must create and sell a unique raffle ticket for each of the prizes. Conducting a raffle in this manner would require you to create a raffle ticket for each prize: a pair of basketball tickets, a television, dinner out, and a gas card. This enables the ticket purchaser to buy a ticket(s) for prizes they are interested in winning. Each different raffle prize constitutes a unique raffle. Total number of tickets sold, and gross monies raised must be tracked separately for each of these prize raffles.

## 2) **Same Day Ticket Sale Raffle** (also known as "Class B" Raffles) See pages 4 & 5

Same Day Ticket Sale Raffles involve selling raffle tickets ONLY on the same day you hold the prize drawing. If you have multiple prizes, buyers who purchase a Same Day Raffle Ticket can choose which prize they wish to win by putting their ticket stub in an identified container.

## 3) **Calendar Raffle**

A Calendar Raffle is a raffle for which a drawing is held, and a prize awarded on each date specified on a calendar. Unfortunately, registered 501(c)(3) non-profits that possess a Class A Raffle license are only allowed to hold one calendar raffle in a calendar year. Contact United Way for more details.

## Class A Raffle Guidelines Advanced Ticket Sale Raffle(s)

- **Raffle tickets must be identical in form and include all nine (9) required components** – requires a Class A License # - see required components on a Class A, Advance Sale Raffle Ticket on example below:

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**1** United Way of Portage County  
1100 Centerpoint Drive #302  
Stevens Point, WI 54481

**3** License #: X0000000X-00000

**9** \$1000 Grand Prize

**5** ABC Company  
555 Main St  
Stevens Point, WI

**6** September 1, 2008

**7** 12:30 pm

**4** TICKET COST: \$1.00

- 1** Name and Address of Sponsoring Organization – United Way of Portage County
  - 2** Consecutive Numbering on both portions of the ticket
  - 3** License Number – This number changes from year to year. *Contact United Way for most current license information.*
  - 4** Cost of Ticket; must include discount pricing for multiple tickets if applicable (ie: 5 for \$4.00)
  - 5** Location of Raffle Drawing including Company Name and Address
  - 6** Date of Raffle Drawing
  - 7** Time of Raffle Drawing
  - 8** Space for Raffle Ticket Purchaser's Name, Phone & Address - an address for each ticket sold is required whether you are selling tickets internally or externally.
  - 9** Any prize(s) with a retail value of \$1,000 or more must be listed on the Raffle Ticket
- **After review of the United Way Raffle Agreement**, you must submit a sample of an Advance Sale Raffle Ticket to United Way prior to conducting your Raffle. United Way will verify that all 9 required components are correct and accounted for.
  - **Sold Class A tickets must be retained for one year after the date on which the drawing is held.** Organizations running raffles are required to retain your organization's portion of each ticket or calendar sold for one year after the date on which the drawing is held and provide any of these portions to the Department of Administration – Division of Gaming upon request.
  - **Tickets cannot be sold more than 270 days before the drawing.**
  - **No raffle ticket may exceed \$100 in cost.**
  - **Raffle tickets must be sold face-to-face with purchaser**, phone, internet, mail or any other form of non, face-to-face sales of raffle tickets are prohibited by both federal and state law.
  - **Ticket purchaser must complete the ticket stub face-to-face, providing; name, address and phone number.** Ticket purchaser must be given their receipt portion of the ticket at time of payment.
  - **Winners do not need to be present to win.**
  - **Raffle drawings must be held in public.**
  - **If the raffle is cancelled**, the organization must refund the money to ticket purchasers.
  - **These rules apply to 50/50 Raffles as well.**

**FYI** - Companies have used Dolce printing in Stevens Point (715 345-2650) to print Class A tickets. A cost estimate is below:

### RAFFLE TICKETS Dolce Cost Estimate 5/2019

Prints: Black Ink - 1/Side  
Stock: Cover Stock – Choice of Color  
Size: 7.5 X 2.75  
Bindery: Numbered 2/Places & Perf  
Amount: 1,000  
**Total Cost Per 1,000: \$63.50**  
**Typeset Cost if Needed: \$15.00 To \$20.00**

# Class A Raffle Record Keeping

With completion of this information, you agree to have read the raffle guidelines and agree to follow ALL rules and regulations as outlined by the State of Wisconsin Division of Gaming. It is your organization's intent to hold a raffle to benefit the United Way of Portage County.

**\*Organizations running multiple raffles - please enter a unique name for each raffle.**

\*Raffle Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Raffle Coordinator Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

☐ I agree to include all 9 required elements on the Class A raffle ticket, submit a raffle ticket sample and Raffle Record Keeping forms to United Way following our campaign, retain ALL sold Class A tickets for 1 year, and remit all raffle proceeds with our campaign envelope.

## CLASS A RAFFLE DETAILS

Ticket Sales **START** Date \_\_\_\_\_ Ticket Sales **END** Date \_\_\_\_\_

### Advance Sale Raffle Ticket Information:

**COST** per Raffle Ticket: (Include discount for multiple tickets if applicable): \_\_\_\_\_

**DATE** of Raffle Prize Drawing: \_\_\_\_\_

**TIME** of Raffle Prize Drawing: \_\_\_\_\_

**LOCATION** of Raffle Prize Drawing: (Include physical address) \_\_\_\_\_

## CLASS A RAFFLE RESULTS

**Total # of tickets SOLD** \_\_\_\_\_

**GROSS \$ Raised - raffle ticket sales** \$ \_\_\_\_\_

**Raffle Expenses** (Ticket Printing, 50/50 winnings, etc.) \$ \_\_\_\_\_

**NET Raffle Profits** (Gross \$ minus Raffle Expenses) \$ \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## PRIZES VALUED FROM \$100 to \$599.99

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name Address, City, State, Zip

## PRIZES VALUED FROM \$600 or MORE (Winners will receive Form 1099)

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security #

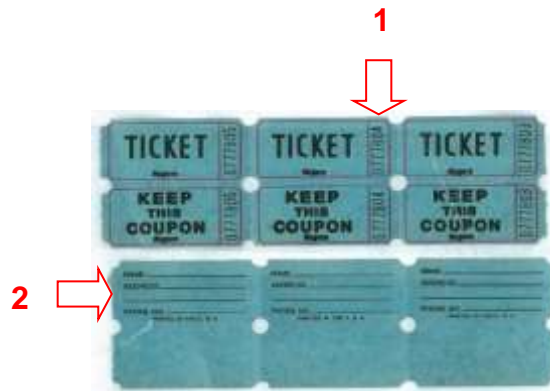
**Use Page 6 for Additional Prizes – MUST include Organization/ Raffle Name**

Email to: [fred@unitedwaypoco.org](mailto:fred@unitedwaypoco.org) or include in Campaign Envelope

Phone: 715-254-2182

## Class B Raffle Guidelines Same Day Ticket Sale Raffle(s)

- All raffle tickets must be identical in form – requires a Class B License #.
  - Tickets do not need to be numbered consecutively. However, both portions of a ticket must have a matching number.
  - These tickets can be purchased at office supply stores.
- Raffle ticket may be sold at discounted rates.
  - A discounted price may be applied to multiple ticket purchases. For example: 1 ticket for \$5.00, 3 tickets for \$10.
- Must be present to win.
  - A ticket purchaser can give the ticket to another person who may claim the prize on behalf of the purchaser but only if that other person is present at the drawing.
- Raffle drawings shall be held in public.
  - The time of the drawing and prizes to be awarded must be posted prior to the drawing the time of the drawing.
- If the raffle is cancelled, the organization must refund the money to ticket purchasers.
- Required components of Class B Same Day Sale Raffle Ticket:
  - 1** Matched numbering on both portions of the ticket
  - 2** Space for Ticket Purchasers Name, Address and Phone number



# Class B Raffle Record Keeping

With completion of this information, you agree to have read the raffle guidelines and agree to follow ALL rules and regulations as outlined by the State of Wisconsin Division of Gaming. It is your organization's intent to hold a raffle to benefit the United Way of Portage County.

**\*Organizations running multiple raffles - please enter a unique name for each raffle**

\*Raffle Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Raffle Coordinator Name: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_  
☐ I agree to submit Raffle Record Keeping forms to United Way at the close of our campaign and remit all raffle proceeds with our campaign envelope.

## CLASS B RAFFLE DETAILS

**COST** per Raffle Ticket: (Include discount for multiple tickets if applicable): \_\_\_\_\_  
**DATE** of Raffle Prize Drawing: \_\_\_\_\_  
**TIME** of Raffle Prize Drawing: \_\_\_\_\_  
**LOCATION** of Raffle Prize Drawing: (Include physical address) \_\_\_\_\_

## CLASS B RAFFLE RESULTS

**Total # of tickets SOLD** \_\_\_\_\_  
**GROSS \$ Raised - raffle ticket sales** \$ \_\_\_\_\_  
**Raffle Expenses** (Ticket Printing, 50/50 winnings, etc.) \$ \_\_\_\_\_  
**NET Raffle Profits** (Gross \$ minus Raffle Expenses) \$ \_\_\_\_\_  
 Signed \_\_\_\_\_ Date \_\_\_\_\_

## PRIZES VALUED FROM \$100 to \$599.99

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name Address, City, State, Zip

## PRIZES VALUED FROM \$600 or MORE (Winners will receive Form 1099)

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security #

**Use Page 6 for Additional Prizes – MUST include Organization/ Raffle Name**

Email to: [fred@unitedwaypoco.org](mailto:fred@unitedwaypoco.org) or include in Campaign Envelope Phone: 715-254-2182

**\*Raffle Name:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security #

**Use this page for ADDITIONAL prizes ONLY –  
MUST accompany a Class A or B Record Keeping Form**