FUND RAISING RAFFLES

I. Raffles must meet the following criteria and organizing groups must follow the District defined steps in conducting a raffle. All forms must be submitted and have signed approval from the Activities Director and the Director of Business Services before the raffle take place.

II. Raffle Criteria

A. All raffles must meet the criteria established by the State of Wisconsin in Statute 563 (www.doa.state.wi.us/gaming/).

B. Raffle licenses must be acquired by the 501(c)3 organization.

C. The Port Washington-Saukville School District’s tax exempt number cannot be used in purchasing anything in association with the raffle.

D. The proceeds from sales will be collected and accounted for by the 501(c)3 organization.

E. A Raffle Information Form must be filled out and approved to sell tickets on District property.

F. All raffles proceeds must benefit students of the District, minus reasonable expenses. Probable expenses must be listed on the form approved by the building Principal, Assistant Principal, or Activities Director and the Director of Business Services.

G. The District’s disclaimer statement* must be present on all raffle tickets when the 501(c)3 organization’s benefactors include recipients outside of the District. *The PWSSD disclaimer statement outlined by PWSSD Board Policy 9700 with regard to raffles is, “The raffle is not sponsored or endorsed by the school district or its personnel”.

III. Raffle Ticket Marketing and Sales

A. District students will not be required to sell raffle tickets.
B. If a District student volunteers to sell raffle tickets, the proceeds from the ticket sales will benefit the intended group listed on the ticket.

C. Sales of raffle tickets cannot be directly associated with amount that a student pays in fees for the activity.

D. At events, tickets cannot be directly marketed to attendees.

E. Statement(s) can be read at an event by the PA announcer, at designated times, if pre-approved by the building Principal, Assistant Principal, or Activities Director.

F. Sign(s) approved by the building Principal, Assistant Principal, or Activities Director can be posted in designated spots in the high school promoting the raffle.

G. Sales of tickets can only take place at a separate table near the concession stand. If a concession area is not available, the administrator will determine the location.

H. A “Raffle Information Form” must be completed.
Raffle Information Form

Please complete the following information sheet regarding your raffle. This form must be approved by the building Principal, Assistant Principal, or Activities Director and the Director of Business Services before you can market and sell raffle tickets on Port Washington-Saukville School District Property.

501(c)3 Organization sponsoring the raffle ________________________________________
Benefiting District group or activity ________________________________________
Time frame for raffle sales (dates) ________________________________________
Date of drawing ________________________________________
Cost of raffle ticket(s) ________________________________________
Purpose of raffle ________________________________________
Raffle’s format ________________________________________
Raffle’s projected gross revenues ________________________________________
Raffle’s projected total value of prizes ________________________________________
Projected donation ________________________________________

I have read and understand the Raffle Criteria and the Raffle Marketing and Sales guidelines required by the Port Washington-Saukville School District and agree to adhere to the guidelines. I have also read Board Policy 9211 – Parent Groups and Other Community Support Organizations, and agree to collect funds associated with the raffle accounted for in the District’s policy recommended framework.

_____________________________________ 501(c)3 organization president’s signature and date
Contact number and/or e-mail address
District group representative (if applicable)
Contact number and/or e-mail address (if applicable)

(For Office Use Only)
Building Administrator signature for initial approval ________________________________ Date __________
Director of Business Services signature ________________________________ Date __________

____ 501(c)3
____ District Disclaimer
____ Sign Approval

Raffle License Number
Sales Location Approval
Announcement Approval

Building Administrator signature for sales on district property ________________________________ Date __________

Approved: 12/18/08