

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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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.

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- 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.

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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 _____ Raffle License Number
_____ District Disclaimer _____ Sales Location Approval
_____ Sign Approval _____ Announcement Approval

Building Administrator signature for sales on district property _____ Date _____

Approved: 12/18/08