Conducting Fund-Raising Raffles

The SOU Foundation (licensee) has a valid Class A license to conduct raffles in Oregon. The Foundation is under no obligation to conduct raffles, and does so at its "own discretion." The SOU Foundation is required to report annually to the Oregon Department of Justice all raffle activity for the campus. All raffles by campus groups must be approved by the Director of Finance of the SOU Foundation.

Raffles in Oregon are considered a form of gambling and are regulated by the Oregon Department of Justice. These regulations govern who can sponsor a raffle, the size of the prize, conduct of the raffle, Department of Justice reports, size of "handle", etc. OUS agreements with the SOU Foundation deal with the deposits, use, and cash flow of public and private monies. This policy assures proper reporting, control and inter-organizational communications to accomplish related fund raising within state, local, and OUS rules.

PROCEDURES
Records required for conducting a raffle include: (It is essential that you return this information to the foundation for annual reporting purposes!).

- The total amount of proceeds received from the sale of tickets for each raffle;
- All expenses relating to the conduct of each raffle;
- The winning ticket stubs, including winner contact information.

A Dept. of Justice form, provided by the SOU Foundation, must be completed for each winner of a prize with a retail value of $100 or more, which shall include:

- The name of the licensee;
- The date of the drawing;
- A description of the prize;
- The name and address of the prize winner; and
- The signature of the prize winner.
- The SSN of raffle winner, if prize valued at $600 or more.

According to Oregon Administrative Rule 137-25-310, the following information must be printed upon each ticket sold or shall be otherwise provided to each purchaser at the time of ticket sale (via handout):

A. The date and time of the drawing
B. The location of the drawing
C. The name of the organization conducting the raffle
D. The price of the chance
E. A full and fair description of the prize or prizes to be awarded
F. The retail market value of each prize to be awarded, and
G. The total number of tickets that may be sold

Since most groups do not print special raffle tickets, it is required that you have on hand at all ticket sale locations a flyer/poster listing the required information.
Conduct of Raffles in General

- No person may be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter a raffle.
- No person may be required to be present at a raffle drawing in order to be eligible to receive a prize.
- Where prizes for a raffle are unclaimed, the prizes shall be held in a trust for a period of one year from the date of the draw. If at that time the prizes are unclaimed, the prize shall be donated to the licensee.
- A raffle licensee shall not sell tickets more than twelve months in advance of the draw date.
- If for any reason the raffle is not completed and the prizes not awarded on the scheduled drawing date, the sponsoring organization must take all steps necessary to notify ticket purchasers of that fact and return all money received from ticket purchasers within 30 days.

Raffle Prize Donations

You may accept donations of prizes to be awarded at your raffle drawing. If you would like your donor to receive a gift acknowledgement, the SOU Foundation must receive the following information regarding the donor:

- Name of donor;
- Address and
- Phone number, and if available
- Email address.

You will be required to obtain a receipt from the seller/distributor for all noncash prizes awarded with a retail value of $500 or more. This receipt must be returned to the SOU Foundation for record keeping.

Please note: The DONOR is required to provide the value of the donation if they want a gift acknowledgement. No one else is allowed to assign a value to the donated item.

Depositing Raffle Handle

Deposits of raffle handle must be processed through the SOU Foundation. Please bring all money to be deposited to the foundation office as soon as possible. Do not retain any cash or checks longer than one week.

When you bring in the raffle sales money to the foundation for deposit, make sure that this amount is kept separate from any donation money or sales money and clearly indicated. It must all be recorded separately within your foundation fund.

AUTHORITY

ORS 167.117 Definitions for ORS 167.117 to 167.164, 464.270 to 464.420 and 464.450 to 464.530. Oregon Administrative Rule 137-025-0020 to 137-025-0310, and related statutes, administrative rules, internal management directives, etc.

RESPONSIBILITY

The Executive Director of the SOU Foundation has ultimate responsibility for ensuring that raffles on the Southern Oregon University campus are conducted in compliance with Oregon State rules, statutes and directives under the license of the SOU Foundation.

For additional information, please contact Eric Baird (Tel: 541-552-6129 or BairdEr@sou.edu) at the SOU Foundation.