

**Dexter Community Schools**  
Raffles and Charitable Gaming Overview

**Instructions for Holding a Raffle or Charitable Gaming Event**

The Michigan Charitable Gaming Commission regulates raffles and other “games of chance” conducted by non-profit organizations to raise funds. **This document outlines the steps for School Groups to conduct a raffle using a District license. School Groups** are Student/School Activity or Athletic Team accounts where all funds, revenues, and expenses are handled by the Business Office. **External groups** (e.g., ABCD, Band Boosters, etc.) whose funds are not handled through Dexter Community Schools (whether or not it has a 501(c)(3) designation or its own federal tax-exempt status) must apply for its own license as a Local Civic Organization.

**License NOT required**

Raffle - where all of the following elements are present is not required to obtain a license:

- (a) All the raffle tickets are sold at the single gathering of the qualified organization
- (b) The drawing is conducted at the same single gathering where the raffle tickets are sold and prizes awarded
- (c) The total retail value of all the prizes does not exceed \$100.00 in a consecutive 24-hour period
- (d) If a 50/50 drawing is being conducted, ticket sales must stop when the organization has received \$200 OR the 50/50 raffle must be communicated as 50/50 up to \$100 prize money

Silent Auctions - do not require a license because they are not games of chance.

**License IS required**

All other raffles, game tickets, bingo, or games of chance

**Types of Raffles**

An In-House Raffle may be conducted if all of the following elements are present:

- There is no presale of In-House raffle tickets before the occasion.
- There is no sale of In-House raffle tickets outside of the gaming area during the licensed gaming event.
- A licensee shall establish and adhere to the house rules for the conduct of an In-House raffle.
- A prize shall not be forfeited to the licensee.
- If any prize for an in-house raffle is not claimed or if the winner cannot be located THE DAY OF THE EVENT, then the licensee shall conduct another raffle on that same event date using the original pool of ticket stubs.

If the event does not meet all of the elements for an In-House Raffle, then the Raffle Tickets must contain specific printed information. Please refer to [Michigan Charitable Gaming rules](#) and Raffles and Charitable Gaming FAQ for the detailed requirements.

**Steps to Conduct a Raffle**

- 1) The Raffle Chairperson contacts the Superintendent and/or the Business Office to request approval of a raffle event.
- 2) The Raffle Chairperson contacts the Principal of the building for approval.

- 3) The building secretary adds the event to the District calendar.
- 4) The Raffle Chairperson completes a [Raffle License Application](#) using the following helpful information:
  - [Qualification Information] is the District or school building official name (i.e. Dexter Community School District, Dexter High School, Mill Creek Middle School, Creekside Intermediate School, Wylie Elementary School, Cornerstone Elementary School, Bates Elementary School) and address of that building. We already have Organization ID Numbers for Dexter Community School District (115848) and Dexter High School (131546). Other buildings will have Organization ID Numbers assigned with the first application.
  - [Signature] Principal Officer is the building Principal for buildings events or the Superintendent for districtwide events.
  - [Raffle Information] Contact Person is the building Principal for building events or the Superintendent for districtwide events. The Raffle Chairperson is the person in charge of the Raffle event. The location must be at a facility owned by Dexter Community Schools.
  - [Ticket Information] refers to whether there is presale of the raffle tickets before the event.
  - Please allow at least 6 weeks for the qualification process with the Bureau of State Lottery.
- 5) The Raffle Chairperson provides a copy of the completed Raffle License Application to the Business Office and requests a check for the license fee. The check request must include an approval from the proper building principal or administrator.
- 6) All original licenses should be mailed directly to the Business Office. Upon receipt the Business Office will review and notify the appropriate principal and Raffle Chairperson that the license has been received. The original license will be forwarded to the Raffle Chairperson for posting at the event.
- 7) The Raffle Chairperson must assure Raffle Tickets comply with Raffle ticket requirements.
- 8) The Raffle Chairperson must assure that a person must be at least 18 years old to BUY OR SELL raffle tickets. This does not prohibit a person who is under 18 years of age from receiving a prize won in a raffle.
- 9) The Raffle Chairperson must attend the event, comply with all [Charitable Gaming rules](#) for the gaming event, and establish and adhere to house rules.
- 10) A list of all winners who won a prize valued over \$100.00 must be maintained, including name, address, and prize won. In addition, any winners whose prize exceeds a value of \$600.00 must complete a W-9 Tax Identification before the prize is released. The District is required to issue an IRS 1099-MISC at the end of the calendar year to any person awarded prizes that exceed \$600.00 (all totaled for the year).
- 11) The Raffle Chairperson completes a [Deposit Worksheet](#) and turns over all monies collected from the Raffle event to the building office secretary or to the Business Office. Monies collected for raffle tickets must be accounted for and deposited separately from other monies collected at the event itself. After the event, all expenses are reimbursed by District check, including worker pay, advertising, food for workers, equipment rental, and facility rental. Dexter staff expenses are reimbursed through payroll. Submit a request for any payments to the Business Office. Under no circumstances should any expenses be paid from cash the night of the event.
- 12) For Large Raffle Licenses, the Raffle Chairperson completes and submits a Financial Statement to the State of Michigan Bureau of State Lottery by the 10<sup>th</sup> day of the month following the month that the licensed gaming event was held: [Raffle Financial Statement](#), [Charity Game Ticket Financial Statement](#), [Bingo Financial Statement](#), [Millionaire Party](#)

Financial Statement. The financial statement needs to be signed by the Principal/Superintendent who signed the license. For Small Raffle Licenses, the Raffle Chairperson should still complete a Financial Statement, but it does not need to be sent to the State.

- 13) The Raffle Chairperson submits a copy of all financial records, the Financial Statement, the list of winners and any W-9 forms completed to the Business Office for retention.

### **RESPONSIBILITY OF THE RAFFLE CHAIRPERSON**

The Raffle Chairperson must:

- Review the Dexter Community Schools Raffles and Charitable Gaming FAQ
- Understand the Michigan rules for Charitable Gaming events
- Be present on the premises continuously during the event
- Be readily identifiable to all raffle attendees by wearing a name badge with the words “Raffle Chairperson,” “Dexter Community Schools,” and the Raffle Chairperson’s name.
- Be in full charge of the licensed gaming event, supervise and direct all workers, and be responsible for assuring the proper receipting, recording, and depositing of all money derived from the conduct of the licensed Raffle.
- Attempt to resolve in accordance with the rules any disputes that may occur during the conduct of the licensed Raffle.
- Comply with all accounting procedures established by the Dexter Community Schools and its Business Office.

If you have any questions, please contact:

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