



Dexter Community Schools Raffle/Silent Auction Event Request

(Compliance with regulations 432.21510 of Michigan Bureau of State Lottery-Charitable Gaming Division)

Section 1: Basic Information				
Building/Program	Principal/Director	Today's Date		
<i>Groups that operate outside the financial jurisdiction of Dexter Community Schools must apply for a license as a Local Civic Organization.</i>				
Section 2: Event				
Event Name	Event Date (s)	Event Times	Event Location	
Describe event to be conducted				
Raffle ticket price	GL Account #	GL Account Name		
<input type="checkbox"/> Raffle <i>(any event for which tickets are sold, a winner is determined by randomly selecting a ticket stub, and a preannounced prize is awarded)</i>		<input type="checkbox"/> Silent Auction		
Section 3: Event Type				
<input type="checkbox"/> Raffle <input type="checkbox"/> 50/50 Raffle <input type="checkbox"/> Silent Auction Note the following Gaming Events are NOT ALLOWABLE: <input type="checkbox"/> Charity Game Tickets <input type="checkbox"/> Bingo <input type="checkbox"/> Millionaire Party				
No License Required: <input type="checkbox"/> Raffle <i>(no license required)</i> <ul style="list-style-type: none"> The event is a single gathering All raffle tickets are sold at the event The drawing is conducted at the event All prizes are awarded at the event Total retail value of all prizes awarded is \$100 or less <input type="checkbox"/> 50/50 drawing <i>(no license required)</i> <ul style="list-style-type: none"> Ticket sales must stop at \$200 OR be communicated as 50/50 up to \$100 prize money <input type="checkbox"/> Silent Auction <i>(no license required)</i>		License Required: <input type="checkbox"/> Small Raffle <i>(requires a State Small Raffle License-fee \$15)</i> <ul style="list-style-type: none"> Total value of all prizes awarded is \$500 or less <input type="checkbox"/> 50/50 drawing <i>(requires a State Small Raffle License-fee \$15)</i> <ul style="list-style-type: none"> Ticket sales must stop at \$1,000 OR be communicated as 50/50 up to \$500 prize money <input type="checkbox"/> Large Raffle <i>(requires a State Large Raffle License-fee \$50)</i> <ul style="list-style-type: none"> Total value of all prizes awarded is more than \$500 Financial statement due to State of Michigan by 10th of month following event date <input type="checkbox"/> 50/50 drawing <i>(requires a State Large Raffle License-fee \$50)</i> <ul style="list-style-type: none"> Total value of all prizes awarded is more than \$500 Financial statement due to State of Michigan by 10th of month following event date 		
<i>Complete Sections 4, 5, 7, 8.</i>		<i>Complete Sections 4, 5, 6, 7, 8.</i>		
<input type="checkbox"/> All raffle events must follow in-house raffle rules <ul style="list-style-type: none"> No sale of tickets by a minor No presale of raffle tickets before the event No sale of raffle tickets outside the event times or outside the event location Establish, post, and adhere to house rules for event raffle A prize shall not be forfeited to the District Unclaimed prizes will be awarded in another raffle at event using original pool of ticket stubs 				
Section 4: Event Contact				
<i>Event Contact is responsible for the Raffle License Application (if required), adhering to gaming rules, and completing final documentation.</i>				
Name	Phone Number	Email		
Section 5: Event Approval				
<i>I authorize this request for a raffle/silent auction event. I will ensure that there is full accountability for all proceeds, prizes, raffle tickets and that any raffle event is conducted in accordance with Public Act 382 of 1972 and as amended.</i>				
Principal/Director signature _____ Date _____				
Print name _____ Title _____				
CFO approval of event _____ Date _____				
Section 6: Raffle License Application (Organization ID 115848)				
<i>Complete Raffle License Application and submit with a copy of this Raffle/Silent Auction Event Request form to the Business Office for submission. Allow 4 weeks for raffle license to be issued. The original Raffle License must be on file in the Business Office.</i>				
Application submitted* (date)	License fee \$	License Issued (date)	License Number	Financial Statement submitted (date)

Dexter Community Schools
Raffle/Silent Auction Event Request (continued)

Section 7: Prizes			
Prize Description	Retail Value <i>(No prize may exceed \$500)</i>	Recipient Name	Recipient Address
	Total Value \$		

Section 8: Final Documentation	
<input type="checkbox"/> Event financial information Income: Event raffle ticket sales \$ _____ <i>(complete Deposit Worksheet and Raffle Ticket Accountability form)</i> Event silent auction proceeds \$ _____ <i>(complete Deposit Worksheet)</i> Donated Prizes (retail value) \$ _____ Other income _____ \$ _____ Expenses: Prizes (cash, purchased) \$ _____ License fee \$ _____ Other expenses _____ \$ _____ Net Profit/(loss) \$ _____	The following items must be submitted to the Business Office: <i>(keep a copy for your records)</i> <input type="checkbox"/> Final Raffle/Silent Auction Event Request form <i>(all events)</i> <input type="checkbox"/> All advertising, flyers, and emails distributed <i>(all events)</i> Raffle advertisements must contain the name of the licensee, the license number, and the purpose for which the net proceeds will be used. <input type="checkbox"/> State License <i>(for licensed raffle events)</i> <input type="checkbox"/> House Rules <i>(for all events)</i> <input type="checkbox"/> Deposit Worksheet <i>(for all events)</i> <input type="checkbox"/> Raffle Ticket Accountability form <i>(for all events)</i> <input type="checkbox"/> Large Raffle Financial Statement <i>(for Large Raffle Licenses)</i>

I certify that I have conducted the event in accordance with the regulations of Public Act 382 of 1972 and as amended AND there is full accountability for all event proceeds, prizes, raffle tickets AND no misrepresentation or falsification in the information stated or attached, to the best of my knowledge.

Event contact signature _____ Date _____

Principal/Director approval _____ Date _____

For questions or concerns about this Raffle/Silent Auction Event, please contact:
 Sharon Raschke
 Chief Financial Officer
 Dexter Community Schools
 2704 Baker Rd.
 Dexter, MI 48130
 Phone: (734) 424-4100 x1015
 Fax: (734) 424-4111
 Email: raschkesh@dexterschools.org



**Dexter Community Schools
Raffle/Silent Auction Event
House Rules**

(Compliance with regulations 432.21510 of Michigan Bureau of State Lottery-Charitable Gaming Division)

Event Name _____

Event Date _____ Event Times _____ Event Location _____

Event Type:

Raffle 50/50 Raffle Silent Auction

Event License:

Raffle License # _____ No license necessary

Raffle Ticket Prices _____ No Raffle Tickets Sold

Drawing Date _____ Drawing Time(s) _____

Location of drawing _____

No refunds.

Winners must be present to claim prize.

If raffle cannot be conducted as planned due to inclement weather or other extenuating circumstances, the drawing will be conducted the following school day in the office of the event principal/director.

Report any concerns about this Raffle/Silent Auction Event, to:

Sharon Raschke
Chief Financial Officer
Dexter Community Schools
2704 Baker Rd.
Dexter, MI 48130
Phone: (734) 424-4100 x1015
Fax: (734) 424-4111
Email: raschkes@dexterschools.org

This notice of House Rules must be posted in a conspicuous place during event times.