

## 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.