

# Big E Athletic Booster Club Small Games of Chance Policy – License obtained 7/11/25

## Booster Meeting 8/13/25

### Participation Fee

If a TEAM would like to participate, they must complete the [Big E Small Games of Chance \(SGC\) Registration Form](#) to acknowledge their desire to participate as well as their understanding and commitment to adhere to policy. Signing automatically denotes that the **\$25 non-refundable SGC participation fee per TEAM** will be transferred from their TEAM account into Big E in order to participate in any small games of chance during the current school year. This includes both 50/50 drawings and raffles.

A blue zippered deposit bag to collect tickets and money will be provided to each TEAM that signs up to conduct 50/50 drawings. This must be turned back in, to Big E, at the end of season, or a \$10 replacement fee will be assessed and transferred from your TEAM account to Big E.

### Rules

Minors cannot participate in any small games of chance, by law. As a blanket rule, no selling or purchasing of tickets for any games can be completed by current EAHS students.

### 50/50 Drawings

#### PROCEEDS:

Profits will be divided as follows: 50% to the winner of the drawing; the remaining 50% of profit will be divided equally between Big E and the TEAM account. (ex. If a team sells tickets and collects \$200 in total, the announced ticket winner would receive \$100, the TEAM would receive \$50, and Big E would receive the other \$50.)

#### PERMISSION EMAIL/APPROVAL:

The parent rep and/or coach is responsible for requesting approval to conduct any and all 50-50 drawings one full calendar week prior to the event by completing the [50/50 Approval Request and Supply Order Form](#). An approval email will be received back from Big E or AD Bill Templin. Any changes to the approved dates or information must be sent and also approved.

#### FREQUENCY:

Each 50-50 drawing is a one day event – sales/collections and winner must be announced at the event; must be present with ticket to win. These are typically announced at half time, but depending on the type of sport, may also be announced immediately following the event. This must be informed to all person(s) purchasing tickets at the event.

#### LOCATIONS:

50-50 drawings may ONLY be conducted on school premises or grounds leased by the school for athletic events. These may be held at home games and sporting events, which can include home tournaments, for EASD.

#### TICKETS:

TICKETS for 50-50 drawings must be purchased through and provided by Big E **only**. For the 2025/2026 school year, one spool of 2,000 tickets may be purchased for \$10 by completing the [50/50 Approval Request and Supply Order Form](#). You can continue to use your spool for all of your team's 50-50 drawings before purchasing a new one but may not use a spool purchased by another sports team. Requests for tickets must be submitted/requested a minimum of 5 days prior. Ticket spools must be signed for and can be picked up at the school office, when possible or time permits. When emailing to request a spool of tickets, you must provide the name of the person picking up the spool and they will be required to show ID.

Each TEAM is permitted to set their price for tickets. Recommendations are \$1 per ticket, 3 tickets for \$2, and 10 tickets for \$5.

PETTY CASH for 50/50 drawings can also be requested using the [50/50 Approval Request and Supply Order Form](#) in lieu of a Check Request Form. The check will be issued to the Parent Rep who can obtain small bills that your TEAM can use to conduct drawings throughout the season. **IMPORTANT:** It is highly recommended you place a high-visibility card in your blue zippered drawing bag to remind your two persons conducting the drawing to withhold the petty cash funds prior to counting sales funds and announcing your winners each game, or your TEAM will surrender that portion of their money. Please ensure you also go over this with your volunteers.

#### SALES:

TWO person(s) for your TEAM are required to conduct every 50/50 drawing: to collect money, issue tickets, and verify funds. Both appointed volunteers should be present at the announcement of the winner, one to hold all tickets and someone to announce. One of those person(s) can reach in to select winner, or you can have a spectator pull. You may want to purchase a clear acrylic box or take a clear bag or container for purposes of collecting ticket stubs and pulling your winning ticket.

**Remember to inform spectators that winner must present ticket when announced, so they retain their tickets. Must be present to win.**

When signing up, the Parent Rep may request a petty cash fund for 50/50 raffle purposes via a check request form. We suggest having a few \$10s, more \$5s, and many \$1s on hand for change purposes.

#### **COMPLETION OF EACH DRAWING:**

Before announcing the winner, both persons responsible for the drawing should verify collected sales funds. **REMEMBER to pull your petty cash funds back out before announcing your winner or you will give that portion of your money away!!** Half or 50% of proceeds will be provided to the winner. All ticket stubs as they are sold should be individually torn apart and put in an envelope until the drawing is held. Additionally, before providing any winnings, you must obtain their name, address and phone number to report on your form.

A **50/50 Drawing Completion Form** must be completed for each drawing, upon its conclusion. The name, address, and phone number of all winners must be recorded in the event winnings exceed \$600 within a calendar year and an INT-1099 is required to be issued. This form is available on the school website. A 50/50 ID code will be at the bottom of your form - indicate this ID on your cash transmittal deposit bag. Once submitted, you will also receive a copy of the form. Both persons responsible for the drawing should verify petty cash and sales funds, insert 50% of cash sales proceeds and seal the envelope the day of the event. Indicate the amount being deposited and both parties need to sign the cash transmittal deposit bag. Please ensure you know who is responsible for securing the petty cash funds and handing in the sales proceeds to the Parent Rep, who will then turn it into the Treasurer as soon as possible.

#### **SUBMISSION OF DEPOSIT ENVELOPE FOR EACH 50/50:**

The Parent Rep is responsible for handing in the sealed deposit bag for each 50/50 drawing to the Treasurer without delay upon the completion of each drawing. The **50/50 Drawing Completion Form** should be submitted on the day of the event.

### **Raffles (Basket)**

#### **RAFFLE FEE:**

A \$25 raffle fee (separate from SGC participation fee) is due Big E for each approved raffle/date, regardless of whether one to three prizes.

Once a raffle is approved and required documentation received including receipts, the TEAM will be responsible for the ticket printing fees.

o LIMIT: ONE raffle, with no more than 3 prizes, will be approved for each TEAM per calendar year at this time. All prizes must be awarded or winners chosen on the same date.

#### **PROCEEDS:**

Raffle profits directly benefit each TEAM (these are simply additional options to earn \$ if interested). 10% of net SALES PROFITS shall be transferred to Big E to offset year-end tax expenses associated with SGC, and team expenses. The TEAM account holding the raffle will receive 90% of the sales profits submitted.

#### **PERMISSION/APPROVAL PROCESS:**

The Parent Rep should request to conduct a raffle by completing the Raffle Request Form (linked on the school website). This approval request form should be completed as soon as possible within your season to allow sufficient time for approval to be obtained, raffle tickets to be created and then printed, and your TEAM to purchase prizes or collect donations, approximately a month prior to your sales period. In addition to collecting important information regarding your raffle which will be printed on your TEAM's raffle tickets (IT IS IMPORTANT INFORMATION IS SUBMITTED CORRECTLY), this will acknowledge the \$25 raffle fee to be transferred to Big E from their TEAM account. After submitting the form, you will receive a copy in your email as well as an approval with additional instructions provided including that items may be purchased or collected. Photos of associated prize receipts, the prizes, and FMV of donations must be submitted for documentation before printed raffle tickets can be picked up, as will be explained in your approval email.

Additionally, ALL raffle prizes, whether purchased or donated, must abide by school district rules and handbook: No items that include or promote alcohol, tobacco, politics or a political leader, gambling, derogatory language, profanity, etc.

Example: A TEAM wants to hold a raffle on their last home game of their season. They would like to have 3 separate prizes/drawings for that raffle. The TEAM would submit the Raffle Request Form and await approval and further instructions. Once received, they would begin purchasing or collecting items for their prizes. In the interim, your TEAM's raffle tickets will be created and a draft copy sent for approval before printing occurs. The TEAM is responsible for all ticket fees when they indicate their approval. Once ready, the TEAM will be notified and provided further instructions.

ALL prizes must be fully documented and submitted for documentation whether paid for or donated. This is a requirement of the state of PA for every small games of chance license to be retained, with tax documents. Once ALL items are purchased or received by the team, a photo of the receipts along with the prize(s) must be sent before tickets will be distributed. Also, if items were donated, you must state the FMV for that prize in the same email. All items being offered must be notated. You will use the approval email to reply and send all correspondence pertaining to your TEAM's raffle.

NOTE: The photo of receipts for prizes purchased should all be submitted together in one email per raffle. We cannot receive 5 different email attachments for each team for different raffles and various prizes and be piecing them together so collect and submit all of your prize receipts together.

- o You can attach a photo of all receipts for each prize category as well as the products that match those receipts. The receipts must match the prizes which are shown and indicated on your submitted Raffle Request Form. Ex. Ipad with the receipt in one photo under Prize 1 within your email.
- o Check Request Forms for prize purchase reimbursements should be submitted separately from the Treasurer.

#### **FREQUENCY:**

Since there is only ONE raffle permitted per calendar year, at present time, it must be held on the calendar date your TEAM provides.

#### **LOCATIONS:**

Raffles should typically be conducted on school premises or grounds leased by the school for EASD home athletic events, which can include tournaments through EASD. For any unique situations, we recommend the process be videotaped for your protection until prizes are claimed.

#### **TICKETS:**

TICKETS for raffles will be created by Big E only based upon the Raffle Request Form submitted. It is recommended the form be submitted a month prior to your sales window to allow sufficient time for approval, purchasing of items, submittance of photos (receipts and prizes), and for the creation and printing of your tickets. Each TEAM is responsible for the approval of the information on their ticket before it is sent to be printed. Once approved, no changes. Additionally, each TEAM is responsible for ALL printing costs. Instructions will be provided within your raffle email correspondence regarding the printing process.

All tickets must be one designated price, which your TEAM sets. You will indicate this on your **Raffle Request Form**. NO changes to the price once tickets are created and NO discount on raffle tickets for any reason, regardless of quantity purchased. All tickets will be consecutively numbered. To have a fair raffle, **all ticket stubs and unsold tickets must be accounted for in total based on your print invoice(s)**. Additionally, your anticipated deposit should be the price of your tickets times the number of sold ticket stubs you have, or number of tickets sold. (ie. If you sold 59 tickets at \$10, your proceeds would be \$590.

#### **SALES:**

TWO person(s) preferably from different households should be appointed to be in charge of your TEAM raffle. These persons are responsible for collecting all completed ticket stubs, all unsold tickets, reconciling those tickets to your printed invoices, verifying all sales funds received match your anticipated deposit based on ticket price and ticket stubs, as well as preparing your deposit. Additionally, these persons are responsible for drawing the winning tickets, announcing and contacting winners. These persons should be responsible for selecting and contacting the winner(s) - typically one of those person(s) can reach in to select winner and one holds the tickets. It is recommended that one of the persons be the Parent Rep, but it is not mandatory, and the process be completed in front of an audience or videotaped.

- o No minors or current EASD can participate in sales or purchasing raffle tickets.
- o No discount or variance of stated raffle ticket prices.
- o Ensure the purchaser completely fills out the required information on the ticket stub including contact name, address, phone and email and that it is legible for purposes of announcing the winner. These also must be retained and handed in.
- o All unsold tickets must be collected and turned in with raffle proceeds!! **Each ticket is worth the face value of that ticket.**
- o Total number of tickets sold and all numbers of tickets (ie. 95 tickets sold at \$20 each = \$1900; ticket numbers “”)

We recommend your sales period end a week before your raffle date to allow the responsible persons to collect all sales proceeds, ticket stubs and unsold tickets, and prepare their deposit.

Both raffle volunteers should verify sales funds collected match their ticket stub quantity and place funds in a cash transmittal deposit bag. Seal the bag, indicate the sports TEAM, RAFFLE - DATE, deposit amount, and both persons must sign. Place the deposit bag and unsold verified tickets in a large envelope until your raffle is completed.

Then prepare all ticket stubs in preparation for the drawing/pull date. Both persons must be present for the conduct of game and ticket pull(s)/announcement.

#### **COMPLETION OF EACH DRAWING:**

Winners should be contacted via the information provided to obtain their prize. Document attempts to contact winner(s) and dates prizes obtained, saving any emails, in the unlikely event that a prize is unclaimed. If a winner does not respond after 3 contact attempts and/or 20 days, it is the responsibility of the parent representatives to notify/email Big E for further instructions as to the process at bigesgc167@gmail.com.

Once raffle is conducted and raffle winners announced, complete the [Raffle Completion Form](#) (linked on the school website) to document all required information. Before submitting, you will receive a raffle ID which you will indicate on your envelope and sealed cash transmittal deposit bag. The name, address, and phone number of all winners must be recorded in the event winnings exceed \$600 within a calendar year and an INT-1099 is required to be issued. Once submitted, you will also receive a copy of the form.

#### **SUBMISSION OF DEPOSIT ENVELOPE FOR RAFFLES:**

Ensure you have completed the [Raffle Completion Form](#) and properly prepared your raffle envelope containing unsold tickets, sold ticket stubs and your raffle cash transmittal deposit bag, which should be sealed, signed, and appropriately labeled with your raffle ID.

- o Provide all items within one raffle envelope without delay to either Fiona Van Winkle, VP and SGC Chair, or Matt Gerber, Treasurer, who will verify contents.

### **Violation Penalties**

If a TEAM or any volunteer for that team is found to have violated SGC rules (ie. held a game without prior approval, sold tickets that were not issued and purchased from Big E, not reported or submitted all game proceeds, not properly documented all required information for a game including winners info, etc.), the TEAM will not be able to participate or hold any small games of chance for one full calendar year from the date of violation. SGC participation fees will not be refunded.

- o The TEAM is responsible for any and all lost collection fees that were not paid to Big E, if determined to have not been properly reported or turned in. (For example, if a 50-50 drawing was held, and the winner provided \$100 or half of the proceeds, but the remaining \$100 was not deposited by the team, the \$50 in profit that Big E should have received will be transferred from your account).
- o NOTE: It is essential that only responsible persons be permitted to collect monies for small games of chance and that you have a chairperson, whether the parent representative or otherwise, responsible for ensuring all proper documentation.