# Steps in the Raffle Process

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Please note that raffles are a State of Wisconsin licensed activity. Following the procedural steps helps ensure raffle activities remain legally compliant.

Failure to comply may result in the authorized group representative becoming personally responsible for illegal activities and loss of raffle privileges.

# Step #1 – Does this raffle qualify?

- Does the School District of Holmen control the proceeds from the raffle?
  - Meaning, the proceeds of the raffle will be recorded directly to a School District of Holmen account (general, activity, food services, etc.).
- Is there a student activity account set up for this organization?
  - Meaning, does the District (School Board or Principal) have authority over the activity? Are the activities covered by District policies?
- Is the person submitting the request a District employee?
  - Additionally, will this person have oversight responsibility for the group sponsoring the event?
- Is the membership in this group covered by the District's volunteer policy?
- Parent groups are not part of the tax-supported school district and would have to stand on their own.
  - Ex: PTOs and PTAs cannot use the District's license because they are a separate entity not supported by the tax base. They would need their own license.
- Rule of Thumb: If a group would not exist outside of the District umbrella (Holmen HS Pom-Poms would not exist without the high school), it would be able to utilize the District's license.

# Step #2 – Raffle License Number Use Authorization and Indemnification Agreement

- Review raffle materials provided on the District webpage.
- Populate the Raffle License Number Use Agreement form.
    1. Review the document and determine what type of raffle you are holding. Should you have questions, please reach out to Wendy McCoy for clarification.
        - On Side 1: Check the appropriate boxes, provide your program name, and the date(s).
        - On Side 2: Provide your printed name, signature, date, and phone.
            - Please ensure this is done with adequate processing time before your event date.
- Scan and send the completed Agreement **Form** via email to Wendy McCoy for review.
- Wendy McCoy will review, provide the appropriate current raffle license number, authorize it with a signature, and return it to your attention.
    - This will include: the Administrator of the building where the event is to be held, the Administrator overseeing the net profits, and the Facility Use Coordinator.

# Step #3 – Prepare for Raffle Event

- If this is a Class A Raffle, you should have followed The Conduct of Raffles Under a Class A License guideline document. (These are tickets sold in advance over a period of time).
- If this is a Class B Raffle, you should have followed The Conduct of Raffles Under a Class B License guideline document. (These are the tear-off type tickets sold ONLY on the same day as the drawing).

- Any expenses incurred (printing, purchasing tickets, prizes, etc.) should be recorded.

# Step #4 – Proceed with Raffle Event

- Best of luck with your fundraising efforts!
- In the event someone requests a copy of the current raffle license from you, please reach out to Wendy McCoy to obtain.



# Step #5 – Report Raffle Results

- Calculate the:
  - "Gross Receipts" (total dollar amount)
  - "Expenses" (cost of printing tickets, purchasing tickets, or prizes)
  - "Net Profits" (this is the difference between Gross Receipts and Expenses)
- Complete the "After Raffle Date" section on the Raffle License Number Use Agreement form. Send to Wendy McCoy for reporting purposes.
- Send the Net Profits, along with the written and signed record of the amount to the building admin assistant immediately following the raffle. Net Profits will be deposited into the designated District account by the receiving building admin assistant. All activities must comply with School Board Policy 6630 – Cash Handling and Deposits.

# Step #6 – Reconcile and Keep Record

- Raffle Representative should:
  - Create proper documentation of raffle awards and properly secure all records as required by state law and required by the District. Refer to Record Keeping and Reporting Requirements for Raffles document.
- Wendy McCoy will:
  - Review the populated/submitted Raffle License Number Use Agreement document. Should there be any need for clarification, she will reach out to the individual listed as the Raffle Representative.
  - Send a copy of the verified Raffle License Number Use Agreement to the Administrator of the building where the event is to be held, the Administrator overseeing the net profits, and the Facility Use Coordinator.
- Building Administrator should:
  - Reconcile, or assign the task to Admin Asst, the net raffle amount shown to the amount received from the raffle group. Report any discrepancies to the Business Office for follow-up.