



United Way Fox Cities

Wisconsin law provides that only charitable organizations can obtain a raffle license in Wisconsin. As such, United Way Fox Cities qualifies and is able to legally conduct raffles as both a Class A and Class B license are held by the organization. Individuals from Companies/organizations may act as volunteers on behalf of United Way Fox Cities, conducting raffles in coordination with United Way Fox Cities staff. All proceeds must be directed to United Way Fox Cities.

United Way Fox Cities retains records and is responsible for reporting raffle information annually. The following information is retained by United Way Fox Cities and must be provided to United Way Fox Cities by any individuals who conduct raffles on behalf of United Way Fox Cities:

1. A list of the names and addresses of all persons winning prizes with a fair market value of \$600 or more, and the prizes won, for at least 12 months after each raffle is conducted. The State of Wisconsin recommends retaining a list of all winners in case of dispute.
2. A copy of any Class A tickets or calendars to be retained by United Way Fox Cities for one year after the date on which the drawing is held.
3. A report containing the following information in writing regarding raffles conducted during the previous 12 months:
 - a. The number and dates of raffles conducted.
 - b. The receipts.
 - c. The amount of prizes paid.
 - d. The net profit or loss.
 - e. For Duck Races, an accounting of all sold and unsold tickets for each raffle.

Please see attached documentation that includes guidance for conducting both Class A and Class B raffles. For more information regarding raffles, please visit the State of Wisconsin's Division of Gaming's Office of Charitable Gaming [website](#).

To conduct a raffle on United Way Fox Cities' behalf, please contact United Way Fox Cities prior to conducting said raffle to receive copies of United Way Fox Cities' Class A and Class B licenses. To do so, please contact your United Way Fox Cities representative or call 920-954-7210.

Attachments:

How to Conduct Raffles Under a Class A License

How to Conduct Raffles Under a Class B License



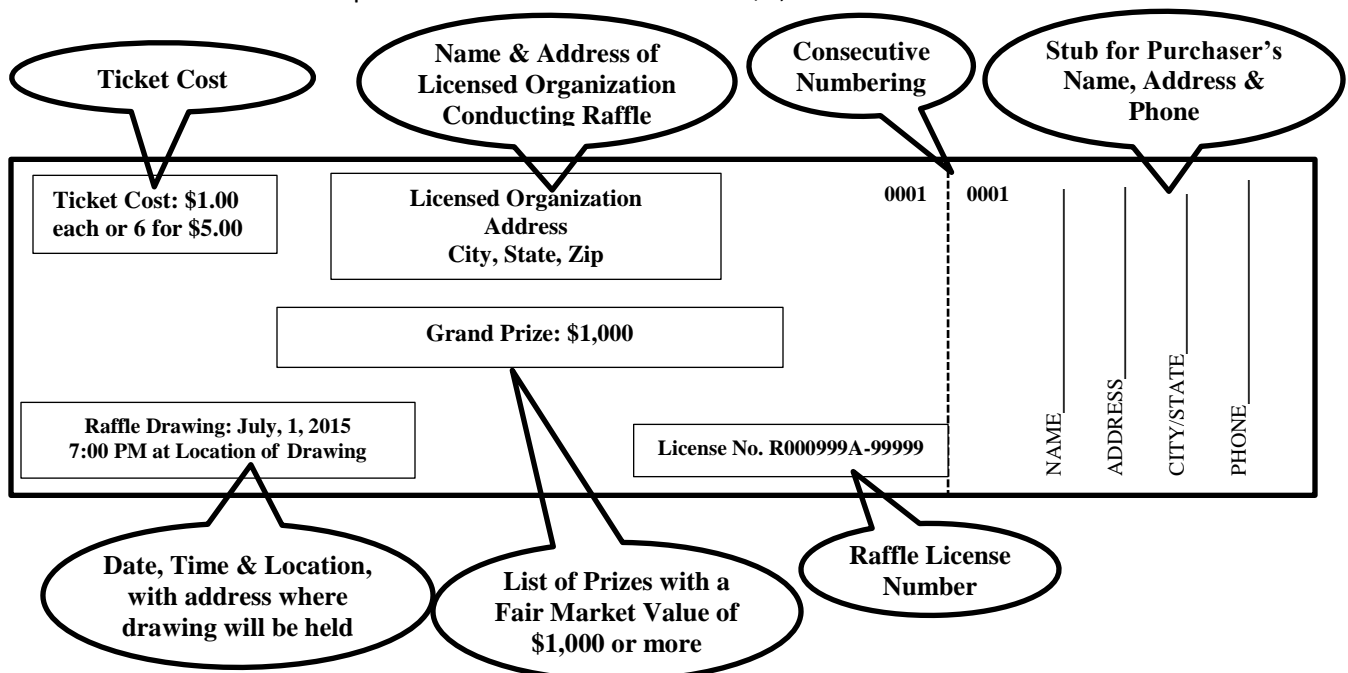
The Conduct of Raffles Under a Class A License

General Class A Guidelines: (563.93 The conduct of raffles under a Class A license.)

- An organization may conduct single container raffles, a calendar raffle, or plastic rubber duck race raffles.
- Some or all of the tickets must be sold on days other than the date of the drawing.
- Tickets must be preprinted with all required information. See Class A ticket requirements and sample below.
- Provide the purchaser with their portion of the ticket prior to the drawing.
- Renewals are to be filed each year, with \$25 and information regarding raffles held during the previous license year.
- A raffle ticket may not be resold.

Class A Ticket Requirements: (563.93(1m))

- All tickets and calendars must be identical in form and include:
 - The organization’s raffle license number.
 - The name and address of the licensed organization.
 - The price of the ticket or calendar, including the discounted price; 1 ticket for \$5, 4 for \$15, or 8 for \$30.
 - A place for the purchaser to enter their name, address, and phone number.
 - The date, time, and location of the drawing, including address.
 - Consecutive numbering is required on all tickets or calendars. Ticket and stubs must have matching numbers.
 - Must list prizes with a fair market value of \$1,000 or more.



Calendar Raffles:

- Calendar raffles require approval from our office prior to printing as the requirements are much more specific than a standard Class A raffle ticket. The information may be found on our website below or by calling the number listed below.

Other Important Information:

- You may not require the purchaser to be present to win. You may not offer a secondary prize if the winner is present. The prize listed is the prize that is given to the winner.
- Raffle tickets are not tax deductible and the purchase price of a raffle ticket is not a donation.
- “Early Bird” drawings are not legal. A raffle ticket allows you entry into one single drawing.
- Progressive raffles are not legal.
- All drawings must be held in public. You cannot require an entry fee into an event for a purchaser to witness a drawing.
- Prizes with legal restrictions require a disclaimer regarding age and/or felony convictions. (563.93(2g)(a))
- A Class A raffle license is only valid for Class A raffles; if you wish to conduct Class B raffles you will need to file an Original Raffle license application requesting a Class B raffle license.
- Raffle license numbers are not given out over the phone for printing raffle tickets or for filing renewals. It is the responsibility of the organization to keep track of their raffle license.
- A raffle license is issued for the exclusive use of a qualified organization. All raffles conducted under their license are their responsibility.
- All profits raised are required to be used for the licensed organization’s purpose in Wisconsin.
- An organization may not loan their license to an individual or business.

Duplicate Raffle License & Name Changes:

- If you lose your raffle license, you may request a duplicate license by completing the “Duplicate Raffle License” form found on our website and sending it in with the \$5 fee.
- To change the name of the designated member, file a renewal application and complete sections A and B. If you would like a copy of the license with the change, submit \$5.
- To file an organization name change, include the new name and other new information on the next renewal application. You will need to submit the name change documentation that was filed with the State of Wisconsin. There is no need to request a name change prior to renewal.

Records and reporting requirements have changed. Please see the “Recordkeeping and Reporting Requirements” informational sheet for specific information.

**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF GAMING
P.O. BOX 8979
MADISON, WI 53708-8979
(608) 270-2552
(800) 791-6973
(608) 270-2564 FAX**

www.doa.wi.gov/divisions/gaming/charitable-gaming

For complete information on the Statutes, please visit our website.

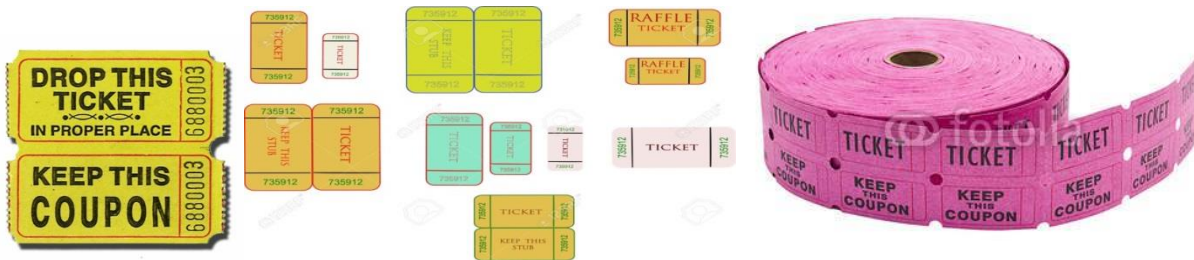


The Conduct of Raffles Under a Class B License

General Class B Guidelines: (563.935 The conduct of raffles under a Class B license.)

- An organization may conduct multiple-container raffles, single-container raffles, or plastic rubber duck races.
- Sell tickets the day of the drawing.
- Sell tickets on more than one day but you may not give the purchaser their portion until the event.
- All tickets must be identical in form (same color, size, shape). See Class B ticket sample below.
- Tickets need to be numbered but do not need to be consecutively numbered.
- Renewals are to be filed each year, with \$25 and information regarding raffles held during the previous license year.
- A raffle ticket may not be resold.
- Up to 365 raffles may be conducted during one license year.

Class B Ticket Samples: (563.935)



Other Important Information:

- All drawings must be held in public.
- The date, time, and place of each drawing shall be posted or announced prior to each drawing.
- The prizes to be awarded and/or the methodology used to determine the prize amount shall be posted or announced prior to each drawing.
- All prizes must be awarded.
- If state or federal law places any restrictions on who may possess any prize in the raffle, the organization must display this information where tickets are sold.
- Raffle tickets are not tax deductible and the purchase price of a raffle ticket is not a donation.
- “Early Bird” raffles are not legal. A raffle ticket allows you entry into one single drawing.
- Progressive raffles are not legal.
- Prizes with legal restrictions require a disclaimer regarding age and/or felony convictions. (563.935(1m))
- A Class B raffle license is only valid for Class B raffles; if you wish to conduct Class A raffles you will need to file an Original Raffle license application requesting a Class A raffle license.

- A raffle license is issued for the exclusive use of a qualified organization. All raffles conducted under their license are their responsibility.
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