

OREGON DEPARTMENT OF JUSTICE

Raffle Receipt Record

This record must be maintained with your official raffle records for a period of three (3) years.
This record must be completed in non-erasable ink.

Licensee: Eastern Oregon University Raffle License #: R-4966
Date of Raffle Drawing: _____ Time: _____
Location of Drawing: _____

TICKET SALES INFORMATION

Maximum number of tickets to be sold: _____ Ticket price: \$ _____
Beginning ticket number: _____ Ending ticket number: _____
Starting date for sales: _____ Ending date of sales: _____ Total sales: \$ _____
Total Expenses (other than prizes): \$ _____ (must be itemized on back of this page)
Total Expenses (of noncash prizes): \$ _____ (must be itemized on back of this page)
Total amount of cash prizes awarded: \$ _____ (cannot exceed \$1500)

Attach a complete voided sample ticket to this sheet

PRIZE INFORMATION

Attach a copy of your completed raffle notice for this raffle to this sheet. If you added any additional prizes to the raffle since the raffle notice was filed, describe each prize and list its retail value on a separate sheet and attach.

SPECIAL PRIZE RECEIPTS

You must obtain and attach a receipt from the seller, distributor, or contributor of each prize with retail value of \$500 or more. Attach the receipts to this sheet.

RESPONSIBLE OFFICIALS

Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____
Name: _____ Telephone: _____
Address: _____

WINNER INFORMATION List all winners of prizes valued at \$100 or more.
--

1. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
2. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
3. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
4. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
5. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
6. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____
7. Print winner's full name: _____
Address: _____
City: _____ State: _____ Zip: _____
Prize Won: _____ Retail Value: \$ _____
Winner's identification (signature) _____

RETURNED PRIZES

Did any prize winner donate his/her prize back to the raffle licensee? Yes_____ No_____

If yes, name the prize winner and indicate the disposition of the donated prize:

UNCLAIMED PRIZES

List any unclaimed prizes here. All unclaimed prizes must be held for a period of one year. See OAR 137-25-290(5).

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes_____ No_____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes_____ No_____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes_____ No_____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes_____ No_____

Prize: _____

Winning Ticket Stub Number: _____ Retail Value: \$ _____

Winner's Name/Address if known: _____

Did you attempt to contact winner? Yes_____ No_____

TICKET STUBS

You must retain the winning ticket stubs from each raffle, regardless of the value of the prize. Attach the winning stubs to this sheet.

CERTIFICATION

I certify that the raffle described herein was conducted in compliance with the administrative rules governing the conduct of raffles, OAR 137-25-200 et. seq. I further certify that the information contained herein is true and accurate.

Responsible Official's Signature: _____

Title: _____ Date: _____

RAFFLE GUIDELINES

Eastern Oregon University has a Class B state raffle license, however, many regulations apply. Raffles, like all fund-raising events require approval prior to conducting them.

According to Oregon Administrative Rule 137-25-310, the following information must be printed upon each ticket sold or shall be otherwise provided to each purchaser at the time of ticket sale (via handout):

- A. The date and time of the drawing
- B. The location of the drawing
- C. The name of the organization conducting the raffle
- D. The price of the chance
- E. A full and fair description of the prize or prizes to be awarded
- F. The retail market value of each prize to be awarded, and
- G. The total number of tickets that may be sold

Since most clubs do not print special raffle tickets, it is required that you have on hand at all ticket sale locations a flyer/poster listing the required information. The Center for Student Involvement can assist you in developing and printing custom raffle tickets.

According to Oregon Administrative Rule 137-25-240, a report must be submitted after the raffle. The raffle report form will include:

- A. The total amount of proceeds received from the sale of tickets for each raffle
- B. All expenses relating to the conduct of each raffle game (other than prizes)
- C. Total amount of cash prizes awarded (cannot exceed \$1500 per raffle)
- D. Total cost of non-cash prizes awarded
- E. The winning ticket stubs

Please provide the names, addresses, and signatures of the winners of the first three prizes. Also, all prizes valued at \$100 or more, the name, address and signature of the prize-winner must be obtained.

Any club found in violation of the aforementioned rules will be financially responsible for fines incurred. Neither the Center for Student Involvement nor the Administrative Affairs Office will be responsible for the fine.

The information on the raffle report is very simple and basic, and very necessary if we are to maintain our ability to conduct raffles. If your club is planning to conduct a raffle, please contact the Center for Student Involvement for the required forms and assistance.