CONDUCTING A RAFFLE AT SHSU

Only a Sam Houston State University registered student organization that is also a qualified organization under the Charitable Raffle Enabling Act (Tex. Occ. Code Ann. § 2002) may conduct raffles.

This form must be completed with all signatures and submitted to the Department of Student Activities at least five business days in advance of the scheduled raffle date. Registered organizations must receive approval from Student Activities before raffle may occur and will receive confirmation of approval/denial via email or phone.

QUALIFICATIONS FOR CHARITABLE RAFFLE ENABLING ACT

To qualify as an organization that can legally conduct a raffle under the Charitable Raffle Enabling Act, groups must meet one of the following categories:

**CATEGORY 1**
- Is an unincorporated nonprofit organization;
- Is not distributing any income to members or officers;
- Has for the 3 years preceding the proposed raffle either had officers elected by membership or is affiliated with a state or national organization that is organized to perform the same purposes;
- Does not participate or intervene in any political campaign on behalf of any candidate for public office in any manner;
- Does qualify for and has obtained an exemption from federal income tax under Section 501(c), Internal Revenue Code of 1986.

**CATEGORY 2**
- Is incorporated under the Texas Non-Profit Corporation Act or is a formally recognized local chapter or affiliate of a parent organization that is incorporated under the Texas Non-Profit Corporation Act or is a formally recognized local chapter or affiliate of a parent organization that has received a certificate of authority from the State of Texas; (This will apply to most Greek organizations)
- Is not distributing any income to members or officers;
- Has existed for 3 years before the raffle and elected officers by the membership or formally recognize them as a local chapter.
- Does not participate or intervene in any political campaign on behalf of any candidate for public office in any manner;
- Has nationally or locally obtained an exemption from federal income tax under Section 501(c), Internal Revenue Code of 1986.

**CATEGORY 3**
- Is a qualified religious society that has been in existence for 10 years and distributes no income to its members;
- Is a qualified volunteer emergency medical service
  Or
  - Is a qualified volunteer fire department

If your organization does not meet all the criteria in one of the above categories, it is illegal to conduct a raffle. Student organizations may not advertise raffles on the Internet. Facebook and Twitter, for example, may not be used for promotion.

RAFFLE DETAILS

| ORGANIZATION NAME |
| STUDENT CONTACT NAME | BEST METHOD OF CONTACT (EMAIL AND/OR PHONE) |
| RAFFLE DATE(S) | RAFFLE TIME(S) |
| RAFFLE LOCATION | RESERVED/CONFIRMED? |

MANNER OF SALE/RAFFLE METHOD

__________________________________________________________
__________________________________________________________

LIST ALL PRIZES AND THEIR VALUE

__________________________________________________________________________________
__________________________________________________________________________________

A COPY OF THE RAFFLE TICKET (to be used in this raffle) MUST BE ATTACHED AND SUBMITTED WITH FORM.
ORGANIZATION MUST POSSESS OR HOLD IN BOND ALL THE PRIZES LISTED ABOVE.*

TICKET COPY ATTACHED? ☐ YES ☐ NO

POSSESS/HOLD PRIZES? ☐ YES ☐ NO
OTHER DETAILS

DATE(S) OF LAST TWO RAFFLES HELD BY REQUESTING ORGANIZATION

PROOF OF ACTIVE REGISTRATION STATUS
ORGLink Registration Date: _____/_____/__________ Verification Letter: □ YES □ NO

PROOF OF CHARITABLE RAFFLE ENABLING ACT QUALIFICATION

SIGNATURES

ORGANIZATION PRESIDENT [PRINT] ORGANIZATION PRESIDENT [SIGN] DATE

ORGANIZATION ADVISOR [PRINT] ORGANIZATION ADVISOR [SIGN] DATE

LIST ORGANIZATION MEMBERS WHO ARE AUTHORIZED TO SELL OR OFFER TICKETS VERIFIED ON ORGLink

□ YES □ NO

□ YES □ NO

□ YES □ NO

□ YES □ NO

FOR OFFICE USE ONLY

DATE SUBMITTED ALL REQUIRED MATERIALS INCLUDED?
□ YES □ NO

STUDENT ACTIVITIES STAFF [PRINT] STUDENT ACTIVITIES STAFF [SIGN] DATE

□ APPROVED □ DENIED

REVIEW

This request form shall be reviewed annually in alignment with the Student Services Raffle Policy & Procedures. Questions/complaints (in regards to requirements) should be kept on file until review unless request can be met before that time. Review committee shall consist of the following people:

Director of Leadership Initiatives  
Executive Director of Campus Activities & Leadership Initiatives  
Director of Student Services Finance & Budget

Any changes shall be listed on the Student Activities website and emailed to all student organization contacts within 5 business days of review.

*The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed $50,000. The following must be printed on each raffle ticket sold or offered for sale:

a. The name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;

b. The price of the ticket;

c. A general description of each prize that has a value of more than $10 and is to be awarded in the raffle; and

d. The date on which the raffle prize(s) will be awarded.