



# SHSU RAFFLE REQUEST

## CONDUCTING A RAFFLE AT SHSU

Only a Sam Houston State University recognized student organization *that is also a qualified organization under the Charitable Raffle Enabling Act* (Tex. Occ. Code Ann. § 2002) may conduct raffles. A raffle is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. Any student organizations that also report to Fraternity and Sorority Life must send their request that office to the Fraternity and Sorority Office for approval.

**This form must be completed with all signatures and submitted to the Department of Student Involvement: Leadership & Service at least five business days in advance of the scheduled raffle date.** Recognized organizations must receive approval from Leadership Initiatives 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 and must provide documentation:**

<b>CATEGORY 1</b> - 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.
<b>CATEGORY 2***</b> - 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.	- 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.
<b>CATEGORY 3</b> - Is a qualified religious society that has been in existence in Texas for at least 10 years and distributes no income to its members; Or	- 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 are not allowed to conduct two raffles at one time.

*\*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.*

## RAFFLE DETAILS

ORGANIZATION NAME	
STUDENT CONTACT NAME	EMAIL
RAFFLE DATE(S)	RAFFLE TIME(S)
RAFFLE LOCATION	RESERVED/CONFIRMED?



MANNER OF SALE/RAFFLE METHOD
LIST ALL PRIZES AND THEIR VALUE
<p><b>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.*</b></p> <p>TICKET COPY ATTACHED?   <input type="checkbox"/> <b>YES</b>   <input type="checkbox"/> <b>NO</b>      POSSESS/HOLD PRIZES?   <input type="checkbox"/> <b>YES</b>   <input type="checkbox"/> <b>NO</b></p>

**SIGNATURES**

ORGANIZATION PRESIDENT [PRINT]	ORGANIZATION PRESIDENT [SIGN]	DATE
ORGANIZATION ADVISOR [PRINT]	ORGANIZATION ADVISOR [SIGN]	DATE
<b>LIST ORGANIZATION LEADERS WHO ARE AUTHORIZED TO SELL OR OFFER TICKETS</b>		<b>VERIFIED ON OrgLINK</b>
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

**FOR OFFICE USE ONLY**

DATE(S) OF LAST TWO RAFFLES HELD BY REQUESTING ORGANIZATION:	PROOF OF CHARITABLE RAFFLE ENABLING ACT QUALIFICATION:	
PROOF OF ACTIVE REGISTRATION STATUS: OrgLINK Registration Date: ____/____/_____ Verified: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE RAFFLE SUBMITTED:	
OrgLINK members verified? <input type="checkbox"/> YES <input type="checkbox"/> NO	ALL REQUIRED MATERIALS INCLUDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STUDENT INVOLVEMENT STAFF [PRINT]	STUDENT INVOLVEMENT STAFF [SIGN]	DATE
<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>		

**REVIEW**

This request form shall be reviewed annually in alignment with the Student Affairs Raffle Policies & 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 the Department of Student Involvement: Leadership & Service
- Program Specialist of the Department of Student Involvement: Leadership & Service
- Director of Student Affairs Finance & Budget

Any changes shall be listed on the Student Involvement: Leadership & Service website and emailed to all student organization contacts within 5 business days of review.