

CONDUCTING A RAFFLE AT SHSU

POLICY

Only a Sam Houston State University registered organization that is also a qualified organization under the Charitable Raffle Enabling Act (Tex. Occ. Code Ann. § 2002) may conduct raffles. Student organization representatives shall contact the SHSU Department of Student Activities to complete the necessary form(s) [[download request here](#)] and verify eligibility before conducting a raffle.

PROCEDURES

1. Before a raffle is held on SHSU's campus, the Department of Student Activities must approve the registered organization to hold a raffle. The approval request must include:
 - a. the time, place, and manner of the sale;
 - b. a copy of the raffle ticket that plans to be sold;
 - c. the date of the last two raffles, if any, held by the requesting organization;
 - d. proof the requesting organization is an active SHSU registered organization,
 - i. a SHSU registered organization is an organization that is established separate from SHSU, but is authorized by SHSU to operate and hold events on SHSU's campus; and
 - e. proof the requesting organization is a qualified organization under the Charitable Raffle Enabling Act.
2. Persons that sell or offer tickets to the raffle must be current members of the registered organization.
3. The registered organization must conduct a raffle in accordance with the Charitable Raffle Enabling Act.
4. The failure to follow this policy and procedure will result in the registered organization being required to cease a raffle on SHSU's campus.

Reviewed by: Frank Parker, Vice President for Student Services, September 2011
Next Review: September 2012