# Request to Conduct Raffle

***Submit at least 10 business days prior to start of raffle.***

1. Who is conducting the raffle? (Example: Shooting Stars 4-H Club, County 76 Master Gardeners, etc.)
2. When is the raffle to be held? When will the tickets be sold? When will the drawing be conducted?
3. What item is being raffled?
4. How is the raffled item being acquired, i.e. purchased, donated, constructed, etc.?
5. In what account will the proceeds be deposited (county depository, club account, etc.)?
6. How will the proceeds of the raffle be used?

## Rules:

1. All raffle tickets must be sequentially numbered, and a log must be kept of the number of tickets sold at each raffle and the ticket numbers used.
2. No person may be compensated for organizing, promoting, conducting, or otherwise administering a charitable raffle event. All of these functions shall be performed by Extension employees and/or volunteers. No raffle ticket may be sold through the mail, Internet, Fax, email, phone, or any other remote or electronic means.
3. No person under the age of eighteen (18) years of age may *purchase* a raffle ticket.
4. No EHC raffles are to be held using the Extension license.
5. All expenses and receipts must be reported. All receipts and other documentation must be maintained in the county office for four years after the raffle.
6. The Annual Raffle Report for the financial disclosure schedule is required by each county that has conducted any raffles. It is due to the office of the Associate Vice President for Finance and Administration by **May 15**, so a statewide report can be sent to the Arkansas Department of Finance and Administration by June 1.

I understand that the financial aspects of this raffle will be reported to the Associate Vice President for Finance and Administration no later than May 15th. I further understand that failure to do so may result in the inability of my county clubs and/or office to conduct raffles in the future.

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Staff Chair / Unit Supervisor Date

Approved:

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Associate Vice President for Finance and Administration Date