Policy title	Category
Raffles and Small Lotteries	Student Involvement Student Life
Owner	**Approved by**
Ad Council	Sarah Kelen, VPSL

Purpose of this policy

To ensure compliance with relevant local laws.

Policy statement

Raffles/small lotteries

Any student organization must receive approval from the Center for Student Involvement for any fundraiser, including small lotteries and raffles before any printing or distribution of tickets. The organization is responsible for complying with Nebraska State law when engaging in these activities. Detailed procedures are available in the Center for Student Involvement and includes these steps:

1. Register your raffle with Center for Student Involvement and the Business Office.
2. Make sure that the proceeds will not exceed $5,000 and will be used for charitable or community betterment purposes.
3. Determine that sales tax on the prizes has been or will be paid.
4. Print tickets that are validated; sequentially numbered; and the same size, shape, and weight.
5. Bring raffle tickets to the Business Office for an audit before you begin to sell the tickets.
6. Bring raffle ticket stubs, any remaining tickets, and all money collected to the Business Office for an audit after you have finished selling the tickets, but before the drawing.
7. If proceeds are expected to exceed $5,000, please contact the Business Office regarding the appropriate procedure.

Last revised date
September 1, 2021