

## UNIVERSITY POLICIES & PROCEDURES

<b>POLICY NAME: RAFFLES</b>	<b>TEMPORARY REVIEW NUMBER:</b>
<b>CLASSIFICATION: UNIVERSITY</b>	<b>SUPERSEDES:</b>
<b>AUTHOR: STUDENT AFFAIRS</b>	<b>LAST REVIEW:</b>
<b>AUTHORITY: VICE PRESIDENT FOR STUDENT AFFAIRS</b>	<b>NEXT REVIEW: SEPTEMBER 2010</b>
<b>APPLICATION:</b> <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	<b>EFFECTIVE DATE: SEPTEMBER 2000</b>
<b>DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURES WEB SITE</b>	<b>CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>

**POLICY STATEMENT:**

Raffles, as defined by Minnesota State Law and Mankato City Ordinance, are a form of gambling, and organizations must apply for and obtain a license through the State Charitable Gambling Control Board, 100 Freeman Dr., St. Peter, MN 56082, telephone number 507-931-5112. Only organizations in existence for at least three (3) years with at least 15 active members may apply.

Certain student organizations may be exempted from obtaining a license. Raffles may be conducted by a fraternal, religious, veterans or other non-profit organization without licensing if the total value of all prizes awarded does not exceed \$750.00 in a calendar year.

Each organization is responsible for determining if it needs a license, for obtaining such license, and for following the provisions of the law and/or ordinance.

Raffle tickets or advertising/promotion must not use the University's name or imply University sponsorship in any way.

Prizes should be quality items of a non-alcoholic nature.

Only raffles conducted by University recognized student organizations may be held on campus.

Ticket sales should generally be limited to campus locations in the Centennial Student Union and residence halls.

Proceeds from such events should immediately be deposited into the organization's bank account, or if a University account is maintained, with the University cashier. A record of the income, expenses and disposition of the money should be available for examination.