

University Policies

Policy Name: Raffles	Effective Date: July 1, 2011
Custodian of Policy: Associate Vice President for Student Affairs and Enrollment Management	Last Review: Unknown
	Next Review: September 2018

Policy

Student organizations, campus departments and affiliated organizations may use raffles to raise funds in support of university related activities. These groups must ensure that such fundraising activities conform to Minnesota State Colleges and Universities (MnSCU) Board of Trustees' policy and Minnesota Statutes.

Procedures

1. Raffles as defined by Minnesota State Law are a form of gambling and organizations must apply for and obtain a license through the State Charitable Gambling Control Board (<http://www.gcb.state.mn.us/>).
2. Certain student organizations and non-profit entities 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 \$1,500 in a calendar year (Minnesota Statute 2010: 349.166).
3. Raffles must comply with MnSCU Board of Trustees Policy 5.15 (Fund Raising) and Minnesota Statute 349.166
4. Proceeds from such events should be deposited into the organization's bank account, or if a University account is maintained, with the University cashier immediately after the event. This provides a level of accountability for the funds raised
5. In order to comply with all reporting requirements, student organizations, campus departments and others shall complete a fund raising form two weeks prior to engaging in any fund raising activities if they intend to use the University's name or facilities.
 - a. Each organization is responsible for determining if it needs a license, for obtaining that license and for following the provisions of law.
 - b. Recognized Student Organizations must not use the University's name or imply University sponsorship in any way. If the group's name includes the name of the university, a disclaimer must be included on the face of the ticket.
 - c. Prizes should be quality items of a non-alcoholic nature.
 - d. Organizations should retain a record of income, expenses and disposition of the money raised for a period of 3 1/2 years after the event. (Minnesota Statute 2010: 349.166 Subd. 1, 2d)

Rationale

Student Organizations and other campus related groups often consider raffles as a means to raise funds to support university related activities. The intent of this policy is to insure compliance with Minnesota State Statute and MnSCU policy and to ensure that fundraising is done in a transparent manner that reflects university values and standards

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Formal Review Process	Date Submitted	Date Reviewed
MSUAASF Meet and Confer	February 17, 2011	April 14, 2011
Faculty Association Meet and Confer	February 17, 2011	April 14, 2011
Classified Meet and Confer	February 17, 2011	April 14, 2011
MSSA Meet and Confer	February 17, 2011	April 14, 2011
✓ Vice President's Recommendation		Date
✓ President's Approval		Date