

SHAWNEE STATE UNIVERSITY RAFFLE and FUNDRAISING POLICY

1. All raffles and fundraising activities must be sponsored by student organizations, recognized under SSU Policy 3.18; any University division or department with prior approval of the Vice President or his/her designee; the University's self-governance bodies; or the Development Office.
2. Organizers and ticket sellers must understand the nature of raffles and/or games of chance in Ohio, i.e., they are illegal unless all proceeds, less necessary expenses including prizes, are donated to a 501 (c) (3) organization. The Shawnee State University Development Foundation is so designated and therefore, raffles must be held under its auspices.
3. All Student Government Association recognized student clubs/organizations will be permitted to conduct a maximum of three (3) fundraising activities per semester.
4. Athletic teams may have raffles with recurring events e.g., every varsity basketball game.
5. Student organizations must provide documentation to the Executive Director Development or his/her designee they have the approval of their president and their advisor to conduct fundraising activities.
6. Fundraising / raffle activities must be approved by the Executive Director of Development, per Board of Trustees policy 3.18, section 5.1.
7. Applicants must submit their request to the Development Office a minimum of two business weeks in advance of the intended start date of any fundraising activity.
8. Fundraising / raffle activities may be conducted for a maximum of two weeks from their start date.
9. Numbered raffle tickets will be available at the Office of Student Activities but will not be issued to any organization without verification that permission has been granted from the Executive Director of Development. Verification is in the form of a signed copy of this document.
10. Prior to advertising the raffle in any media, the Executive Director must approve the ad.
11. Raffles should not be unreasonably expensive or overly generous with prizes. Raffles charging more than \$10 per ticket or awarding any single prize valued at more than \$500 will only be approved in unusual circumstances and after consultation with the President.
12. Be advised, and advise your participants, that any prize of \$6,000 or more will have income taxes deducted prior to the award. A W2-G form will be mailed to the winner.
13. For purposes of reconciliation, all monies received and all remaining raffle tickets are to be returned to the Office of Student Activities within two (2) business days of the conclusion of the event. Monies received will be counted by a representative of the sponsoring organization and a representative of the Office of Student Activities. A receipt confirming the agreed upon amount will be issued to the organization representative. All funds raised will be deposited to the SSUDF account established in the name of the respective club/organization and will, upon formal request, be issued for its use.

Club / Organization _____ Date _____

Signature _____ President _____

Signature _____ Advisor _____

Executive Director of SSU Development Foundation _____