

December 14, 2011

TO: All Management Employees

FROM: Ruth W. Adams, General Counsel



SUBJECT: Conducting Raffles at Riverside Community College District

### **Background**

Conducting raffles in the State of California is governed by Penal Code Sections 319-329. Raffles are considered a lottery and are not allowed unless the organization is registered with the State of California and it has obtained a specific Raffle Permit from the State. Within the RCCD family, the only eligible organization that can obtain a permit is the RCCD Foundation and they have done so. Therefore, all raffles to be conducted by any District/College club, organization, department or athletic team must go through the Foundation and receive pre-approval to hold the raffle. Once pre-approved and the raffle is conducted, the entity who conducted the raffle will be required to complete a form which details income and expenses.

By September 1 of each year, the Foundation is required to file a report with the State detailing all raffles conducted for the previous 12 months. Not providing this detailed information could result in the Foundation losing the raffle permit, which would mean no group in this District would be allowed to conduct a raffle.

### **Criteria for Conducting a Raffle**

1. Obtain pre-approval from the RCCD Foundation, which requires meeting the following criteria:
  - ✓ Each ticket sold must have a detachable coupon or stub – both being marked with a matching identifier/number;
  - ✓ Winners of the prizes are determined by a draw of the stubs that have been detached from all tickets sold;
  - ✓ Individual conducting the raffle must be over the age of 18
  - ✓ 90% of the gross receipts generated from the sale of raffle tickets for any raffle must be used to benefit or provide support for the club, organization, department or athletic team. The remaining 10% may be used for administrative fees and costs.
  - ✓ Any checks received in payment for raffle tickets must be made out to RCCD Foundation.

2. After the raffle has taken place, complete the form provided by the RCCD Foundation and turn in your raffle proceeds to the Auxiliary Business Services/Cashier at the appropriate College.

**WARNING: ANY DISTRICT/COLLEGE CLUB, ORGANIZATION, DEPARTMENT OR ATHLETIC TEAM FOUND TO BE CONDUCTING A RAFFLE WITHOUT APPROVAL OF THE RCCD FOUNDATION MAY FORFEIT THE RIGHT TO HOLD RAFFLES IN THE FUTURE.**

### **Activities That are Prohibited**

The following raffle-type activities are prohibited:

- **Internet Sales** – Raffle tickets may NOT be sold over the internet. The only information about a raffle that may be communicated via the internet is as follows: a list, description, photo or video of the raffle prizes; rules of the raffle; frequently asked questions about the raffle; entry forms which may be downloaded and used by the purchaser, but not submitted through the internet; raffle contact information; and, a list of the prize winners.
- **50/50 raffles** – holding what is commonly called a 50/50 raffle, where the prize is 50% of the money collected, is illegal and will not be permitted in the District.
- **Multiple Ticket Discounts** – It is illegal to offer individual raffle tickets for one price and give a discount for the purchase of several tickets (i.e. 1 ticket for \$1, or 6 tickets for \$5). The legislature sees the receipt of the 6<sup>th</sup> ticket as an unfair advantage to the purchaser who, in effect, did not pay for it but has an additional chance to win the prize.

**NOTE:** Raffles where no money is required to receive a raffle ticket for a chance at winning the prize are allowed and do not require approval from the Foundation. Also, “passing the hat” at an athletic event seeking donations to support the team is allowed as long as the individuals giving the donation are aware they are receiving nothing in return but the satisfaction of supporting the team. Any such monies collected must be deposited into the team’s ASRCC trust account.

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**REQUEST FOR PRE-APPROVAL TO HOLD RAFFLE**

(Please complete the following information and turn it in to the RCCD Foundation, Attn: Nancy Melendez, at least 10 working days before the proposed raffle date.)

Department/Club/Organization/Team Name:

\_\_\_\_\_

Dept. Manager/Director, Coach, or Club Advisor Name, Phone and E-Mail:

\_\_\_\_\_

Date Raffle to be Held: \_\_\_\_\_

Location of Raffle: \_\_\_\_\_

Name of Individual(s) Who Will be Conducting the Raffle: \_\_\_\_\_

\_\_\_\_\_

Purpose of Raffle (who does it benefit/what will the proceeds go toward):

\_\_\_\_\_

Items to be Raffle Off: \_\_\_\_\_

\_\_\_\_\_

Will the Raffle be advertised over the District/College internet?  Yes  No

Do you have an account set up with the RCCD Foundation?  Yes  No

(NOTE – if you do not have one, the Foundation will see that one is set up for you.)

By requesting pre-approval for the above-stated raffle, the undersigned states, agrees and understands that:

1. Each ticket sold must have a detachable coupon or stub – both being marked with a matching identifier/number;
2. Winners of the prizes are to be determined by a draw of the stubs that have been detached from the ticket;
3. The person actually conducting the raffle must be over the age of 18;
4. 90% of the gross receipts generated from the sale of raffle tickets for the raffle must be used to benefit or provide support for the club, organization, department or athletic team. The remaining 10% may be used for administrative fees and costs. For example, if ticket sales are \$2,000 then no more than \$200 can be spent on expenses.

5. Funds raised cannot be provided to an officer, director or member of the organization conducting the raffle. No person involved in or connected with conducting the raffle can be compensated from raffle proceeds by the organization conducting the raffle;
6. It is the responsibility of the department/team/club to keep track of all income and expenses related to the raffle, and that a Raffle Report will have to be completed by the close of business the next business day following the raffle
7. Checks received for the raffle must be made out to the RCCD Foundation;
8. After the raffle has taken place, a form provided by the RCCD Foundation must be completed and raffle proceeds must be turned in to the Auxiliary Business Services/Cashier by the end of business the next working day;
9. If the raffle is going to be advertised over the District/College internet, the only items that may be communicated over the internet is a list, description, photo or video of the raffle prizes, rules of the raffle, frequently asked questions about the raffle, entry forms which may be downloaded and used by the purchaser but not submitted through the internet, raffle contact information, and a list of the prize winners and I do understand that raffle tickets may NOT be sold over the internet;
10. That it is illegal to offer individual raffle tickets for one price and give a discount for the purchase of several tickets (i.e. 1 ticket for \$1, or 6 tickets for \$5).

Form read and completed by:

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_

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**For Foundation Use Only:**

\_\_\_ Raffle Approved    \_\_\_ Raffle Denied

RCCD Foundation Account No.: \_\_\_\_\_

Date: \_\_\_\_\_ Notification Sent on: \_\_\_\_\_

By: \_\_\_\_\_  
 (Name/Signature)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION**  
**RAFFLE REPORT**

**(Note:** This report is to be completed by the end of business the next working day after a raffle has taken place. All cash and any checks received from the raffle are to be deposited with the Auxiliary Business Services/Cashier by the end of business the next working day after a raffle has taken place, along with a copy of this report. A copy of this report is to be emailed to [nancy.melendez@rccd.edu](mailto:nancy.melendez@rccd.edu) at the time that proceeds are deposited with ABS/Cashier.

Department /Club/Organization/Team Name: \_\_\_\_\_

Name, phone and email of person submitting report: \_\_\_\_\_

Date(s) Tickets Sold: \_\_\_\_\_

Location of Raffle: \_\_\_\_\_

Date Raffle Drawing Held: \_\_\_\_\_

Total funds received from sale of raffle tickets: \$ \_\_\_\_\_

Total cash received: \$ \_\_\_\_\_ Total checks received: \$ \_\_\_\_\_

Expenses for conducting raffle: \$ \_\_\_\_\_ (please provide details and receipts of all expenses, including the purchase of any raffle prizes or receipts for any out-of-pocket expenses)

Were any administration or other costs of conducting the raffle paid from funds received from the sale of raffle tickets: \_\_\_ Yes \_\_\_ No. If yes, how much money was spent on administration or other costs?

How much money from sources other than tickets sales was spent for the administration or other costs of conducting the raffle: \$ \_\_\_\_\_

What was the source of the money? \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Completing This Form

\_\_\_\_\_  
Date