

FAYETTEVILLE STATE UNIVERSITY

RAFFLES

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	University-Wide
Applies to:	● Administrators ● Faculty ● Staff ● Students
History:	Approved – September 17, 2010 First issued - September 20, 2010
Related Policies:	<i>North Carolina General Statute 14-309.15</i>
Contact for Info:	Division of Student Affairs (910) 672-1201 Division of Institutional Advancement (910) 672-1661 Office of Legal Affairs (910) 672-1145

I. PURPOSE

According to North Carolina law, a non-profit organization (or any bona fide branch, chapter, office, department, committee or other affiliate of such organization) recognized by the North Carolina Department of Revenue as tax-exempt, and a government entity within the State of North Carolina may conduct raffles in accordance with such law. Fayetteville State University (University) is responsible for controlling the timing, scope and nature of any raffles conducted on its behalf or on its premises. The purpose of this policy is to ensure that raffles conducted on University premises or by University affiliated entities are authorized and approved by the University and in compliance with North Carolina law.

II. DEFINITIONS

The following definitions shall apply to this *Policy*:

- A. **Associated Entity shall mean** any foundation, association, corporation, LLC, or other nonprofit entity that was established by officers of the University, that is controlled by the University, that raises funds in the name of the University, that has a primary purpose of providing services or conducting activities in furtherance of the University's mission pursuant to an agreement with the University, or that has a tax exempt status that is based on being a support organization for the University.
- B. **Net Proceeds of a raffle** shall mean the receipts less the cost of prizes awarded.
- C. **Raffle** shall mean a game in which a prize is won by random drawing of the name or number of one or more persons purchasing chances.
- D. **Student organization** shall mean a student organization that has received official recognition by the University's Division of Student Affairs.

E. **University premises** shall mean land and/or buildings owned or leased by the University.

III. **RAFFLES**

Raffles shall be conducted on University premises or by the University or its associated entities only after evidence of the following has been presented to the appropriate University official and the appropriate authorization has been granted.

A. **Raffles Sponsored by the University**

No raffle may be conducted on behalf of the University, its units or by any of its associated entities unless the raffle has been authorized in writing by the Vice Chancellor for Institutional Advancement. No ticket sales shall be made prior to such authorization being granted.

B. **Raffles Sponsored by Student Organizations**

These regulations apply to student organizations that exist independent of the University. (Student organizations that are part of the University such as official athletics teams or the Student Government Association **may not** conduct raffles.)

Since a student organization is not automatically considered a non-profit organization recognized by the North Carolina Department of Revenue as tax-exempt, a student organization interested in conducting a raffle on University premises shall obtain a letter from the North Carolina Department of Revenue which recognizes the student organization's tax-exempt status and present such letter to the Vice Chancellor for Student Affairs as part of its request to hold a raffle.

All raffles sponsored by student organizations must be approved, in advance of ticket sales, by the Vice Chancellor for Student Affairs or designee. The Vice Chancellor for Student Affairs or designee shall consult with the Division of Institutional Advancement in an effort to ensure that such activities do not conflict with other planned fund-raising activities by the University.

C. **Raffle Tickets**

All raffle tickets shall be identical in form and include the following:

- The name and address of the sponsoring organization.
- The exact cost of a ticket. No raffle ticket may exceed the cost approved by the Vice Chancellor for Student Affairs or the Vice Chancellor for Institutional Advancement.
- The price of the ticket and the discounted price, if any, applicable to multiple ticket purchases.
- A place for the purchaser to enter his or her name and contact information.
- The date, time and place of the drawing or drawings.
- A list of each prize to be awarded which has a retail value of \$500 or more.

- A statement that “all prizes shall be awarded” and that “the purchaser of a ticket is not required to be present at the drawing to win a prize.”

D. Other Requirements

Approved raffles shall be conducted as follows:

1. Tickets for an approved raffle may not be offered for sale more than 180 days before the raffle drawing.
2. All raffle drawings shall be held in public.
3. The organization holding a raffle drawing shall furnish a list of prize winners to each ticket holder who provides the organization with a self-addressed stamped envelope and provides a written request for the list.
4. No less than ninety percent (90%) of the net proceeds of a raffle shall be used by an organization approved by the University to conduct a raffle on the University’s premises or to conduct a raffle on behalf of the University for the purpose for which the organization was established. None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted.
5. If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.
6. Raffles must comply in all respects with North Carolina law.