



POLICY NUMBER

130.100

TITLE

RAFFLE POLICY

EFFECTIVE
DATE:

May 1, 2013

AUTHORITY:

General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as Department, to manage and direct the Department, RCW 43.60A.040, .050, and .060.

PURPOSE:

To provide guidelines for raffles conducted by DVA Employees.

APPLICABILITY:

All DVA employees

DEFINITIONS:

None

POLICY:

I. What is a raffle?

A. An event where a group of employees sells tickets and awards prizes based on a drawing conducted by the group of employees. All net proceeds from a raffle must be used for the group of employees' stated purposes.

B. Raffles conducted by WDVA employees, under certain conditions, are permitted as unlicensed, "member-only" raffles under the Gambling Act. Raffles conducted by WDVA employees must meet, among other requirements, the following criteria:

1. Tickets are sold only by WDVA employees to other WDVA employees, age 18 or older.
2. Prizes are awarded only to WDVA employees.
3. Unopened containers of alcoholic beverages may be awarded as a prize if a special permit is obtained from the Liquor and Cannabis Board.

C. WDVA may authorize an unlimited number of members-only raffles; however, the combined gross revenue (money taken in) from the members-only raffles may not exceed \$5,000 during a calendar year.

II. What type of raffle can a group of WDVA employees

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propose?

A. Raffle proposals should take into consideration the Mission and Vision of WDVA and have a relationship to serving veterans and their families or furthering the organizational effectiveness of WDVA.

B. Raffles may only be conducted to raise funds for:

1. The combined fund drive;
2. An entity approved to receive funds under the combined fund drive; or
3. A charitable or benevolent entity.

III. How does a group of WDVA employees request permission to conduct a raffle?

A. A group of employees shall first make a recommendation to their Superintendent or Department Head to conduct a raffle.

B. If the Superintendent or Department Head approves the recommendation, the group of employees forwards the request to the WDVA Director or designee for approval.

The WDVA Director may revoke the raffle approval.

IV. What must a group of WDVA employees include in their raffle request?

A. The raffle recommendation shall include at least the following:

1. Timeline for raffle to be conducted. For example:
 - a) Collecting raffle gifts / grants / donations May 1 – 10;
 - b) Printing raffle announcements and notification of all DVA staff May 11-12;
 - c) Raffle May 20
 - d) Notification to all DVA staff of raffle winners and amount of funds raised May 21
 - e) Proceeds of Raffle sent to beneficiary organization May 22.
2. Amount of compensated work time the group of employees expects to spend on the raffle.
3. How employees will be notified about the raffle. (For example, the employee group expects to print 20 posters to display and send 2 e-mail messages to all DVA staff prior to the raffle and 1 e-mail message to all DVA staff to notify raffle winners.)
4. The method that will be used to choose the winning tickets.

V. Solicitation of donations / gifts / grants for raffles:

A. WDVA employees may solicit donations, gifts, and grants to support authorized raffles. The donations, gifts,

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and grants may only be solicited from state employees or businesses, organizations or individuals that have no business dealings with the employee's agency.

B. "Business dealings" includes being subject to regulation by or having a contractual relationship with the agency and purchasing goods or services from the agency.

C. Solicitation of donations or ticket sales requests shall not interfere with the successful performance of employee's essential job duties and shall be limited to the amount of compensated work time approved by the Director or designee.

D. Participation in the raffle or donation of prizes by WDVA employees shall be strictly voluntary and no negative consequences will result from an employee's choice not to participate.

VI. What type of records must the group of WDVA employees keep?

A. The employee group shall promptly provide information about their receipts, expenditures, and other activities, when requested by the Director or designee.

B. Records relating to the raffle must be kept by the employee group for at least one year. For example:

1. Number of tickets originally available;
2. Number of tickets sold;
3. Remaining number of tickets;
4. Remaining stock of tickets;
5. Cost of each ticket;
6. Amount of money raised;
7. Information on when the money was provided to the beneficiary; and
8. List of prize winners and with their initials acknowledging receipt of their prize.

C. At the conclusion of the raffle, the employee group shall notify the Director or designee of the total amount of money raised to ensure WDVA does not exceed \$5,000 for members-only raffles.

VII. What other rules or restrictions does the Gambling Commission or WDVA place on members-only raffles?

A. Maximum price per ticket is \$25;

B. No free tickets or tickets as gifts;

C. Tickets can not be sold on credit;

D. Prizes must be owned by the WDVA Employee Group prior to the drawing;

E. Records must be kept at least one year; and

F. WDVA Employees cannot be paid for managing or operating the activity.

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G. WDVA employees who are managing or operating the activity are not eligible to win prizes.

H. The method of choosing the winning ticket(s) shall be random and provide an equal chance for each ticket to be chosen. The drawing of the winning tickets should be done with at least one other WDVA employee chosen by the Director or designee who is not involved in the raffle's organization or management.

VIII. The following information shall be clearly printed on each raffle ticket or available in writing at each ticket sales point.

A. Cost per chance (\$25 maximum per ticket);

B. Consecutively printed number of the ticket;

C. Date, time, and location of the drawing;

D. Name of the sponsoring organization;

E. Whether or not the winner must be present for the drawing; and

F. Description of all prizes to be awarded. If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed.

REVIEW:

This policy shall be reviewed every five years and updated as needed.

REFERENCES:

RCW 9.46.0209, 9.46.0277, 9.46.0315, and Chapter 42.52 RCW.
Washington State Gambling Commission

SUPERSESSSION

DVA Policy 130.100 dated August 31, 2007

ATTACHMENTS:

None

Lourdes E. Alvarado-Ramos, Director

Date

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