

# STUDENT ORGANIZATION RAFFLE

**HOW TO COMPLETE REQUIRED FORM**  
**Center for Student Involvement & Leadership**  
**Student Union Memorial Center, Room 404**  
**621-6853**  
**uaorgs@email.arizona.edu**

## **FORM MUST BE APPROVED 2 WEEKS PRIOR TO RAFFLE**

- **Please read the Raffle Policy** in the Student Organization Handbook. Student organizations conducting raffles **MUST HAVE AN APPROVED Raffle Form** on file in the Center for Student Involvement & Leadership, Student Union Memorial Center 404, **PRIOR** to selling tickets.
- **Describe your raffle** on the form. Include the prizes, price of the raffle tickets, where and when the tickets will be sold.
- **Attach a copy of your raffle ticket** and publicity flyer to your required form.
- **All publicity MUST clearly state** that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- **Two weeks PRIOR** to the raffle bring the form to the Center for Student Involvement & Leadership. The form will be approved and you will receive a copy, the original goes in your club file.
- **No later than FIVE days after the raffle**, you **MUST** provide the Center for Student Involvement & Leadership, Student Organization Recognition Services, with a list of all prize winners.
- **Funds collected** **MUST** be used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- **No organization should make representations with regard to the taxable status** of money paid for the purchase of raffle tickets. Tell customers to check with their accountant.
- Only University students who are bona fide local members of the organization may participate directly or indirectly in the management, sales or operation of the raffle.

Any questions concerning the Raffle Policy should be directed to Center for Student Involvement & Leadership, 621-8046.

## Application to Conduct a Raffle

For approval take form to: Center for Student Involvement & Leadership  
Student Union Memorial Center, Room 404  
621-6853      [uaorgs@email.arizona.edu](mailto:uaorgs@email.arizona.edu)

For Office Use	
Approval:	Date _____
	Initials _____

THIS FORM MUST BE APPROVED 2 WEEKS PRIOR TO THE RAFFLE DATE

Student Organization Name: \_\_\_\_\_

Name of Student submitting form: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address and Zip: \_\_\_\_\_

1. Please describe your raffle. Include the prizes, and price of raffle tickets.
2. Date and place of raffle sales:  
Date, place and time of drawing: \_\_\_\_\_
3. Check all that apply: Funds collected are to be used to benefit:  
\_\_\_\_\_(a) the group's programming budget;  
\_\_\_\_\_(b) service to the University community; and/or  
\_\_\_\_\_(c) philanthropic endeavors.
4. How will the winner be notified and when will the prizes be awarded?
5. Required attachments to this form:
  - a) roster of all student organization members who will sell tickets or manage operation of the raffle
  - b) copy of publicity flyer
  - c) copy of raffle ticket
6. The signature of the student organization president and advisor are required indicating they have read the policies regarding raffles, see (Student Leader Organization Handbook) and will conduct the activity accordingly. The advisor's signature is required, as proof that the advisor is aware of the raffle, his/her signature does not imply the advisor's endorsement, sponsorship or financial obligation.
7. You must provide the Center for Student Involvement & Leadership, Student Organization Recognition Services, with **a list of all prize winners no later than five days after the drawing.**

\_\_\_\_\_  
Student Organization President (print/ type)

\_\_\_\_\_  
Student Organization Advisor (print/ type)

\_\_\_\_\_  
Student Organization President Signature      date

\_\_\_\_\_  
Student Organization Advisor Signature      date