



## Raffle Information Sheet

**Instructions:** This document must be completed for all raffles conducted on behalf of LCSC per Idaho Code 67-7710. The LCSC Controller's Office must be notified of all upcoming raffles prior to advertising or selling tickets to ensure that we are in compliance and to prevent violations/penalties. Please review the information below and direct any questions or concerns to the Controller's Office.

1. Raffle ticket sales and raffle drawings must be conducted within the State of Idaho.
2. As a higher education institution, we are not limited to the number of raffles we can conduct annually.
3. Maximum aggregate value of cash prize(s) per raffle may not exceed \$1,000.
4. No maximum limit of value per raffle applies for merchandise prize(s) that are not redeemable for cash.
5. Raffle Information records must be retained for a period of 5 years.
6. A list of raffles must be provided to the Idaho State Lottery (ISL) annually.
7. If annual gross raffle revenues exceed \$200,000, an annual audit report performed by a CPA must be submitted to the ISL within 90 days of the license year expiration.
8. At least 80% of raffle proceeds must be used for charitable, educational or civic purposes.
9. If more than one prize is offered to the same pool of entries, the aggregate value of those prize(s) must be used and is considered one raffle.

**If your raffle is approved, this form must be completed and returned to the Controller's Office within 3 business days following the raffle date.**

Dept/Division: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Raffle Date: \_\_\_\_\_ Raffle Location (City): \_\_\_\_\_ Date(s) Tickets Sold: \_\_\_\_\_ - \_\_\_\_\_

Ticket Price(s): \_\_\_\_\_ Value Cash Prize(s): \$ \_\_\_\_\_ Value Merchandise Prize(s): \$ \_\_\_\_\_

List all Cash Prize(s): \_\_\_\_\_

List all Merchandise Prize(s): \_\_\_\_\_

List Merchandise Prize(s) redeemable for cash: \_\_\_\_\_

Tickets Sold: # \_\_\_\_\_ \$ \_\_\_\_\_ Actual Cost for all Prize(s) not including donated items: \$ \_\_\_\_\_

Other Expenses: \$ \_\_\_\_\_ Explanation of Other Expenses: \_\_\_\_\_

Proceeds from this raffle will be used for: \_\_\_\_\_

List name, address and prize(s) won for each winner of this raffle. Attach a separate sheet if more space is needed.

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