

# 2025 Holding a Raffle in Wisconsin on behalf of United Way of Portage County

Thank you for your interest in running a raffle to benefit United Way of Portage County. We know that raffles make great special events. Raffles conducted to benefit United Way of Portage County must be pre-approved as these raffles are sponsored by United Way of Portage County. United Way is the exclusive holder of the Class A and Class B raffle licenses through the State of Wisconsin - Department of Administration - Division of Gaming.

**IMPORTANT:** Raffles are highly regulated by the State of Wisconsin, so please read this document to familiarize yourself with all raffle regulations and guidelines as set forth by the Wisconsin Division of Gaming- Office of Charitable Gaming. Wisconsin law provides that only charitable organizations can obtain a raffle license in Wisconsin. Individuals and businesses do not qualify for a raffle license.

**NOTE:** Prior to running a raffle to benefit United Way of Portage County, please review the United Way Raffle Agreement, below. If you have questions or concerns, please contact Laura (laura@unitedwaypoco.org) or Katie (katie@unitedway.org) or the United Way office at 715-341-6740.

## WHAT IS A RAFFLE?

A raffle is a game of chance in which tickets are sold and one or more drawings for prizes are held. Winners are drawn at random from a container holding an organization's raffle ticket portion of all raffle tickets purchased. All tickets must have an equal opportunity to win.

PLEASE NOTE: A raffle is **NOT** a sweepstakes or lottery involving random numbers to determine a winner. Purchasing a raffle ticket(s) does not guarantee a return and the cost of a raffle ticket(s) is **NOT** tax deductible. There are basically two types of raffle licenses in Wisconsin:

1) **Class A Raffle License (See pages 2 & 3)**

When some or all of the tickets are sold in advance of the date of the drawing such as single container drawings, rubber duck races, and calendar raffles.\*

2) **Class B Raffle License (See pages 4 & 5)**

When all tickets are sold at the event in which the drawing will take place such as multi-container or bucket raffles and 50/50 raffles.

\*A **Calendar Raffle** is a raffle for which a drawing is held, and a prize awarded on each date specified on a calendar. Unfortunately, registered 501(c)(3) non-profits that possess a Class A Raffle license are only allowed to hold one calendar raffle in a calendar year. Contact United Way for more details.

## Class A Raffle Guidelines:

### Advanced Ticket Sale Raffle(s)

- Requires a Class A Raffle License#. Raffle tickets are pre-printed, must be identical in form, and include all nine (9) required components:

<p>001 <b>2</b></p> <p>Name: _____</p> <p>Phone #: _____</p> <p>Address: _____</p> <p>City/State: _____</p>	<p><b>1</b> United Way of Portage County 2081 Hoover Rd. Unit 2 Stevens Point, WI 54481</p> <p><b>3</b> License #: X0000000X-00000</p> <p><b>2</b> 001</p> <p><b>9</b> \$1000 Grand Prize</p> <p><b>ABC Company</b> 555 Main St Stevens Point, WI September 1, 2008 12:30 pm</p> <p><b>4</b> TICKET COST: \$1.00</p>
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- 1** Name and Address of Licensed/Sponsoring Organization – United Way of Portage County
  - 2** Consecutive Numbering on both portions of the ticket
  - 3** License Number – This number changes from year to year. Contact United Way for most current license information
  - 4** Cost of Ticket; must include discount pricing for multiple tickets, if applicable (i.e. 1 for \$%, 3 for \$10)
  - 5** Location of Raffle Drawing including Company Name and Address
  - 6** Date of Raffle Drawing
  - 7** Time of Raffle Drawing
  - 8** Space for Raffle Ticket Purchaser's Name, Phone & Address - an address for each ticket sold is required whether you are selling tickets internally or externally
  - 9** Any prize(s) with a retail value of \$1,000 or more must be listed on the Raffle Ticket
- After review of the United Way Raffle Guidelines, you must submit a sample of a Class A Raffle Ticket to United Way prior to conducting your raffle. United Way will verify that all 9 required components are correct and accounted for.
  - SOLD Class A raffle tickets must be retained for one year after the date on which the drawing is held.** Organizations running raffles are required to retain your organization's portion of each ticket or calendar sold for one year after the date on which the drawing is held and provide any of these portions to the State of Wisconsin - Department of Administration - Division of Gaming upon request.
  - Tickets cannot be sold more than 365 days prior to the drawing.**
  - No raffle ticket may exceed \$100 in cost.**
  - Raffle tickets must be sold face-to-face with purchaser,** phone, internet, mail or any other form of non, face-to-face sales of raffle tickets are prohibited by both federal and state law.
  - Ticket purchasers must complete the ticket stub face-to-face,** providing, name, address, and phone number. Ticket purchaser must be given their receipt portion of the ticket at time of payment.
  - Winners do not need to be present to win.**
  - Raffle drawings must be held in public.**
  - If the raffle is canceled,** the organization must refund the money to ticket purchasers. **P**

**FYI** - Companies have used Dolce Printing in Park Ridge (715 345-2650) to print Class A tickets. A cost estimate is below.

**RAFFLE TICKETS**  
**Dolce Printing Cost Estimate 9/2023**  
(Contact Dolce as costs fluctuate)

Prints: Black Ink - 1/Side  
Stock: Cover Stock – Choice of Color  
Size: 7.5 X 2.75  
Bindery: Numbered 2/Places & Perf  
Amount: 1,000  
**Total Cost Per 1,000: \$65.00**  
**Typeset Cost if Needed: \$15.00 To \$20.00**

# Class A Raffle Record Keeping

## CLASS A RAFFLE DETAILS

With completion of this information, you agree to have read the raffle guidelines and agree to follow ALL rules and regulations as outlined by the State of Wisconsin Department of Administration Division of Gaming. It is your organization's intent to hold a raffle to benefit the United Way of Portage County. **\*Organizations running multiple raffles - please enter a unique name for each raffle.**

\*Raffle Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Raffle Coordinator Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

☐ I agree to include all 9 required components on the Class A raffle ticket; submit a sample raffle ticket, the raffle record keeping form, and all proceeds to the United Way via campaign envelope; and RETAIN ALL sold Class A tickets for ONE year.

Ticket Sales **START** Date \_\_\_\_\_ Ticket Sales **END** Date \_\_\_\_\_

### Class A Raffle Ticket Information:

**COST** per Raffle Ticket: (Included discount for multiple tickets) \_\_\_\_\_

**DATE** of Raffle Prize Drawing: \_\_\_\_\_

**TIME** of Raffle Prize Drawing: \_\_\_\_\_

**LOCATION** of Raffle Prize Drawing: (Include physical address) \_\_\_\_\_

## CLASS A RAFFLE RESULTS:

Total # of tickets SOLD \_\_\_\_\_

**GROSS \$ Raised - raffle ticket sales** \$ \_\_\_\_\_

**Raffle Expenses** (ie. Ticket Printing, 50/50 winnings, Purchased Prizes) \$ \_\_\_\_\_

**NET Raffle Profits** (Gross \$ minus Raffle Expenses) \$ \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **Date** \_\_\_\_\_

## PRIZES VALUED FROM \$100 to \$599.99

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name Address, City, State, Zip

## PRIZES VALUED FROM \$600 or MORE (Winners will receive Form 1099)

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security #

Use Page 6 for Additional Prizes - MUST include Organization / Raffle Name

Email to: [katie@unitedwaypoco.org](mailto:katie@unitedwaypoco.org) or [laura@unitedwaypoco.org](mailto:laura@unitedwaypoco.org)

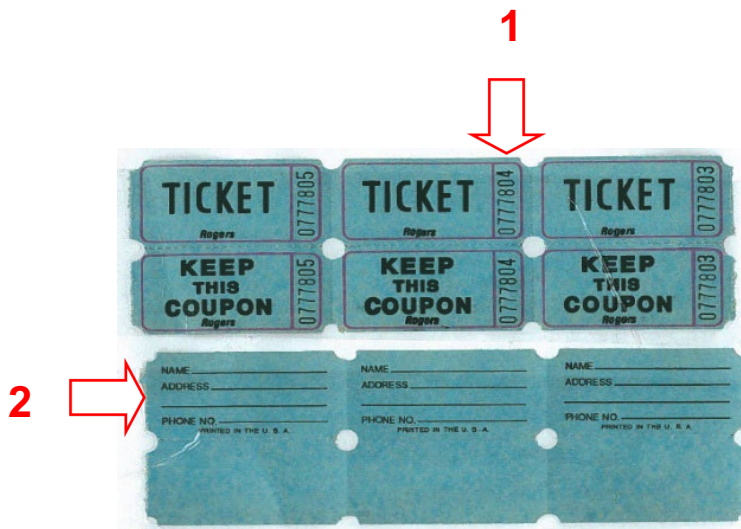
Phone: 715-341-6740

or include in Campaign Envelope

## Class B Raffle Guidelines:

### Same Day/Event Ticket Sale Raffle(s)

- Requires a Class B Raffle License #. All raffle tickets must be identical in form (same color, size, shape).
  - Tickets do not need to be numbered consecutively. However, both portions of a ticket must have a matching number.
  - These tickets can be purchased at office supply stores.
- Raffle tickets may be sold at discounted rates.
  - A discounted price may be applied to multiple ticket purchases. For example: 1 ticket for \$5.00, 3 tickets for \$10.
- Must be present to win.
  - Any organization conducting a raffle may determine the purchaser of a ticket need not be present to win a prize.
  - A ticket purchaser can give the ticket to another person who may claim the prize on behalf of the purchaser but only if that other person is present at the drawing.
- Raffle drawings shall be held in public.
  - The time of the drawing and prizes to be awarded must be posted prior to the drawing the time of the drawing.
- If the raffle is canceled, the organization must refund the money to ticket purchasers.
- Required components of Class B Raffle Ticket:
  - 1** Matched numbering on both portions of the ticket
  - 2** Space for Ticket Purchasers Name, Address and Phonenumber



# Class B Raffle Record Keeping

## CLASS B RAFFLE DETAILS

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\*Raffle Name:

Business:

Raffle Coordinator Name:

Work Phone:

Work Email:

☐ I agree to submit Raffle Record Keeping forms to United Way at the close of our campaign and remit all raffle proceeds with our campaign envelope.

**COST** per Raffle Ticket: (Include discount for multiple tickets)

**DATE** of Raffle Prize Drawing:

**TIME** of Raffle Prize Drawing:

**LOCATION** of Raffle Prize Drawing: (Include physical address)

## CLASS B RAFFLE RESULTS:

Total # of tickets SOLD

**GROSS \$ Raised - raffle ticket sales**

**Raffle Expenses** (Ticket Printing, 50/50 winnings)

**NET Raffle Profits** (Gross \$ minus Raffle Expenses)

Signed

\$

\$

\$

Date

## PRIZES VALUED FROM \$100 to \$599.99

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name Address, City, State, Zip

## PRIZES VALUED FROM \$600 or MORE (Winners will receive Form 1099)

Prize	\$ Value	Winning Ticket #	Prize Winner's First & Last Name, Address, City, State, Zip	Prize Winner's Social Security #

Use Page 6 for Additional Prizes - MUST include Organization/ Raffle Name

Email to: [katie@unitedwaypoco.org](mailto:katie@unitedwaypoco.org) or [laura@unitedwaypoco.org](mailto:laura@unitedwaypoco.org)

Phone: 715-341-6740

or include in Campaign Envelope

[illegible]

**Use this page for ADDITIONAL prizes ONLY - MUST accompany  
a Class A or B Record Keeping Form**