

Raffles

- There are legal requirements that need to be followed when conducting raffles at the school sites so they are not considered a form of gambling
 - Each ticket is sold with a detachable coupon or stub
 - Winners of the prizes are determined by draw
 - If the monetary prize or value of the prize is more than \$600.00
 - ▶ A W-9 is required and a 1099 form will be issued
 - ▶ If the prize is donated and the value is more than \$600.00 a W-9 is required and a 1099 form will be issued
 - As a rule of thumb, no more than 50% of the total ticket sales should be used for monetary prizes
 - Must be pre-approved by the Principal and the Cluster Director
 - A raffle closure form should be completed