

## Erb Memorial Union

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## Raffle Criteria for Student Organizations

- Complete a **FUND RAISING APPLICATION**, have the **ASUO** seal placed on the form, and submit the form to the **UO Scheduling & Event Services** office fifteen (15) working days prior to the date the raffle is to start.
- **A RAFFLE MAY NOT EXCEED \$2000.**
- All tickets must be brought into the Ticket Office prior to beginning the raffle **SO THAT THE BEGINNING AND ENDING NUMBERS CAN BE RECORDED FOR AUDITING AT THE CONCLUSION OF THE RAFFLE.**

The tickets should be *consecutively numbered* and must contain the following information:

Sponsoring Organization name  
Name of the event  
Date, Time, and Place of drawing  
Raffle Ticket  
\$ \_\_\_\_\_ Donation Requested

If roll tickets are used, each person receiving a ticket must be given the information listed above along with the ticket.

- At the conclusion of the raffle **ALL REMAINING TICKETS WHICH WERE NOT GIVEN OUT AND ALL CASH COLLECTED MUST BE RETURNED TO THE TICKET OFFICE TO BE AUDITED BEFORE 5PM ON THE LAST DAY THE RAFFLE IS HELD.**

Arrangements may be made with the Ticket Office for money to be turned in on a daily basis where it will be held until the conclusion of the raffle. After the tickets and cash have been audited, a deposit will be made to the account listed on the Fund Raising Application.

- If a person wants to have a ticket and does not wish to give the donation, you must keep track of the ticket number as a "no donation received" and relay this information to the Ticket Office when the tickets and cash are returned.