

## Office of Student Leadership and Engagement

# A Student's Guide to Raffles

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This reference sheet provides required steps for registered student organizations that wish to sponsor a raffle.

- ☐ Review the *Hofstra University Raffle Policy* and the *Undergraduate Student Organization Fundraising Guidelines*, which can be found on the Hofstra website.
- ☐ Verify that proposed fundraising activity is a raffle and not a door prize. A door prize or a chance to win a prize just for attending an event is not considered a raffle and does not need to be approved by the Office of Legal Affairs.
- ☐ Submit a *Student Organization Fundraising Form* through GetInvolvedHu and meet with your organization's administrative advisor to discuss details. The Associate Dean of Students will review the submitted fundraising form and reply.
- ☐ Once the raffle is tentatively approved by OSLE, complete a *Hofstra University Raffle Registration Form* and submit it to your organization's administrative advisor. The administrative advisor will forward the form to the Office of General Counsel. This form needs to be submitted to the Office of General Counsel at least 30 days prior to the date of the raffle drawing and before any advertisement of the raffle is issued.
- ☐ The Office of General Counsel will notify the administrative advisor if the raffle is approved. Administrative advisor requests a new agency account be created by the Office of Financial Affairs. Once the new agency account is created, the administrative advisor will notify the student organization that the raffle is approved. All associated charges for the raffle will be billed to this new agency account. If funds were allocated by SGA or from student organization income to support the raffle, then those funds need to be transferred to the new agency account.
- ☐ Advertisement of the raffle may begin.
- ☐ Create a raffle ticket per the guidelines found in the *Hofstra University Raffle Policy*. A raffle ticket template can be found on the OSLE Policies & Procedures page of the Hofstra website. Raffle tickets must be approved by the administrative advisor.

- ❑ Complete raffle as planned. Collect names, addresses, student ID numbers, and prize amounts for all winners. For prizes with value of \$600 or more, the winner(s) will need to complete a W9.
- ❑ All raffle proceeds must be deposited with the appropriate office as soon as possible after the conclusion of the activity/event. During normal business hours (9:00 am - 4:30 pm), any cash or checks collected must be deposited with the Office of Student Leadership and Engagement. For after-hours and weekend raffles, a Money Drop procedure must be completed. All funds collected from the proceeds of raffle tickets need to be deposited into the designated agency account for recordkeeping.
- ❑ Student organizations are required to submit names, addresses, student ID numbers, and prize amounts for all winners of the raffle prizes for reconciliation. The names should be sent to the organization's administrative advisor for forwarding to the Assistant Controller for Gifts and Endowments. This information must be received within one business day following the completion of the raffle.
- ❑ Student organizations provides the administrative advisor with instructions on how the remaining proceeds of the raffle are to be distributed.
- ❑ Raffle agency accounts need to be closed as soon as all revenue and expenses have posted and not more than 90 days from the raffle date. The administrative advisor is responsible for facilitating the transfer of funds from raffle agency accounts to other operating accounts and for closing the agency account with support from the Associate Dean of Students.

Related Resources located on the OSLE Policies & Procedures page of the Hofstra website

- Hofstra University Raffle Policy
- Undergraduate Student Organization Fundraising Guidelines
- Raffle Ticket Guidelines

Failure to abide by fundraising guidelines and other applicable University policies can result in a student organization losing future fundraising privileges or losing registered student organization status.

Questions about raffles or other fundraising guidelines can be directed to the student organization administrative advisor or the Associate Dean of Students.