

Holding a Raffle to Benefit United Way

United Way of Marathon County holds two Wisconsin Raffle Licenses and we are required to provide documentation for every raffle where the proceeds are donated to our organization. We were audited this year and would very much appreciate your help in providing the necessary information going forward. We realize that these rules may be confusing and we're here to help you. Please call Sue or Tiffany at 715-848-2927 for more information or with questions.

5 Easy Steps to Holding a Raffle

1. Determine which type of raffle you will run (See page 2 for details and options).
2. Run your raffle according to the raffle requirements provided in this document.
3. Report your results to United Way using the Raffle Summary form on page 3.
4. Record raffle winner information on page 4 of this document.
5. Return Raffle Proceeds, Summary Form, Raffle Winners Form, ticket stubs and any other documents listed in the raffle requirements to United Way of Marathon County.

**United Way
of Marathon County**
UnitedWayMC.org

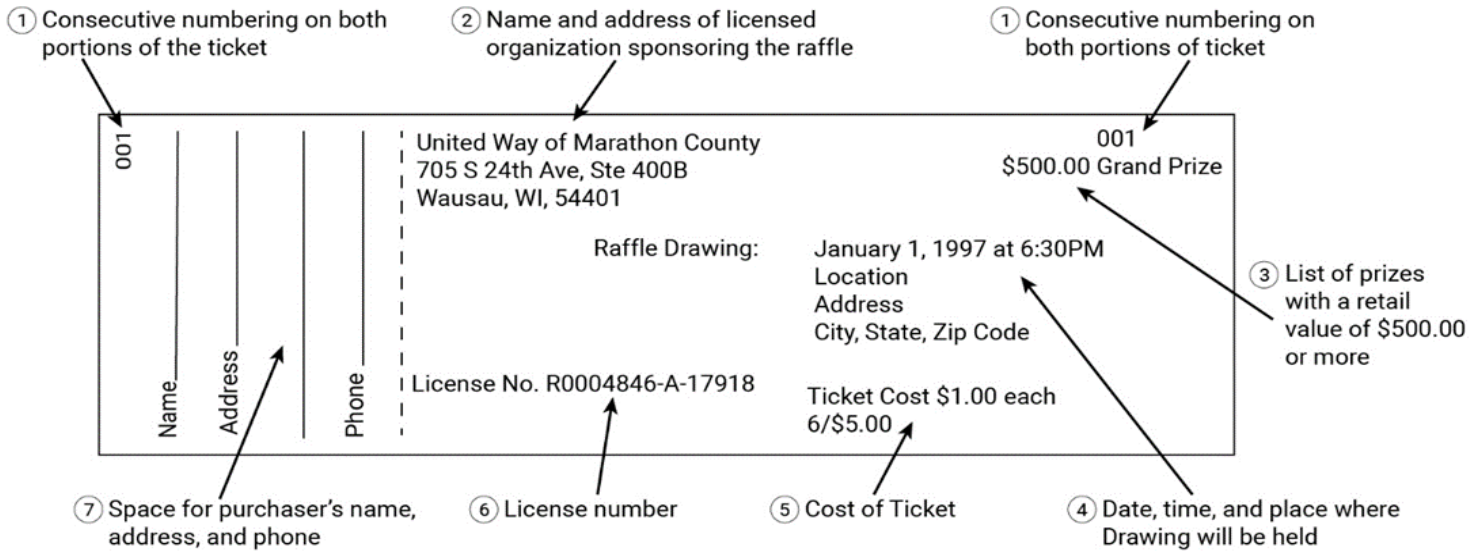


Wisconsin Raffle Basics

There are two types of raffles in Wisconsin, Class A Raffles and Class B Raffles. Each have different license and reporting requirements.

CLASS 'A' RAFFLE:

The ticket illustrated below is a sample of a legal raffle ticket for raffles for which some or all of the tickets are sold on days prior to the event date of the drawing. Carefully review all the information that is listed on this ticket. In order for your raffle to be in compliance with Wisconsin law, you must include all information listed below.



Other CLASS 'A' RAFFLE Requirements:

- Winning ticket stubs must be attached to the list of winners names and addresses on the "Raffle Summary Form." (last page of this document)
- **ALL non-winning ticket stubs and unsold tickets** must be returned to United Way of Marathon County.
- An invoice for the cost of printing tickets (unless donated) must be attached to the "Raffle Summary Form."

CLASS 'B' RAFFLE:



The ticket illustrated below is a sample of a legal raffle ticket for raffles for which all of the tickets are sold on the day of the drawing. In order for your raffle to be in compliance with Wisconsin law, all tickets must be two parts with identical numbers and must be the same paper weight and color. The purchaser must present the "coupon" portion of the ticket to redeem their prize.

Other Class B Raffle Requirements:

- **Winning ticket stubs**, along with a list of names and addresses of winners must be submitted to United Way of Marathon County.

Raffle Summary Form

Company Name _____ Raffle Drawing Date _____

Start Ticket # _____ End Ticket # _____

If using multiple rolls of tickets for Class B Raffles, list start and end number of all rolls

Start Ticket # _____ End Ticket Number _____

Start Ticket # _____ End Ticket Number _____

Start Ticket # _____ End Ticket Number _____

Total # Tickets Sold _____

Ticket Sale Price(s):

Example:

# of Tickets	Price
1	\$1
6	\$5
12	\$10

Your Raffle:

# of Tickets	Price

Total Ticket Sales

\$ _____

Expenses:

Tickets \$ _____

(cost of printing or purchasing; enter "0" if donated)

Prizes \$ _____

(Purchase price; enter "0" if donated)

Total Expenses \$ (_____)

Total Net Revenue

\$ _____

(Must match line 4 on Campaign Report Form)

Complete reverse with winner's names/addresses/prize, and attach winning ticket stub(s). Please make additional copies if needed.

Return to United Way of Marathon County

Name	Address	Prize	Value** (Purchase price or value if donated)	Stub attached
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

****Please obtain a W9 form signed by the winner(s) for any prize valued at more than \$600 and return it with this form. United Way of Marathon County will provide the winner(s) with a 1099 form by January 31. A W9 form can be downloaded from our website at <http://www.unitedwaymc.org/give/for-the-workplace/campaign-resources/>**