



# Holding a Raffle to Benefit United Way

United Way of Marathon County holds two Wisconsin Raffle Licenses that are renewed annually, and we are required to provide documentation and report for every raffle held under our licenses. We have been audited in the past and would very much appreciate your help in providing the necessary documentation going forward. We realize that these rules may be confusing and we're here to help you. Please reach out to Melissa or Amanda for more information or with questions:

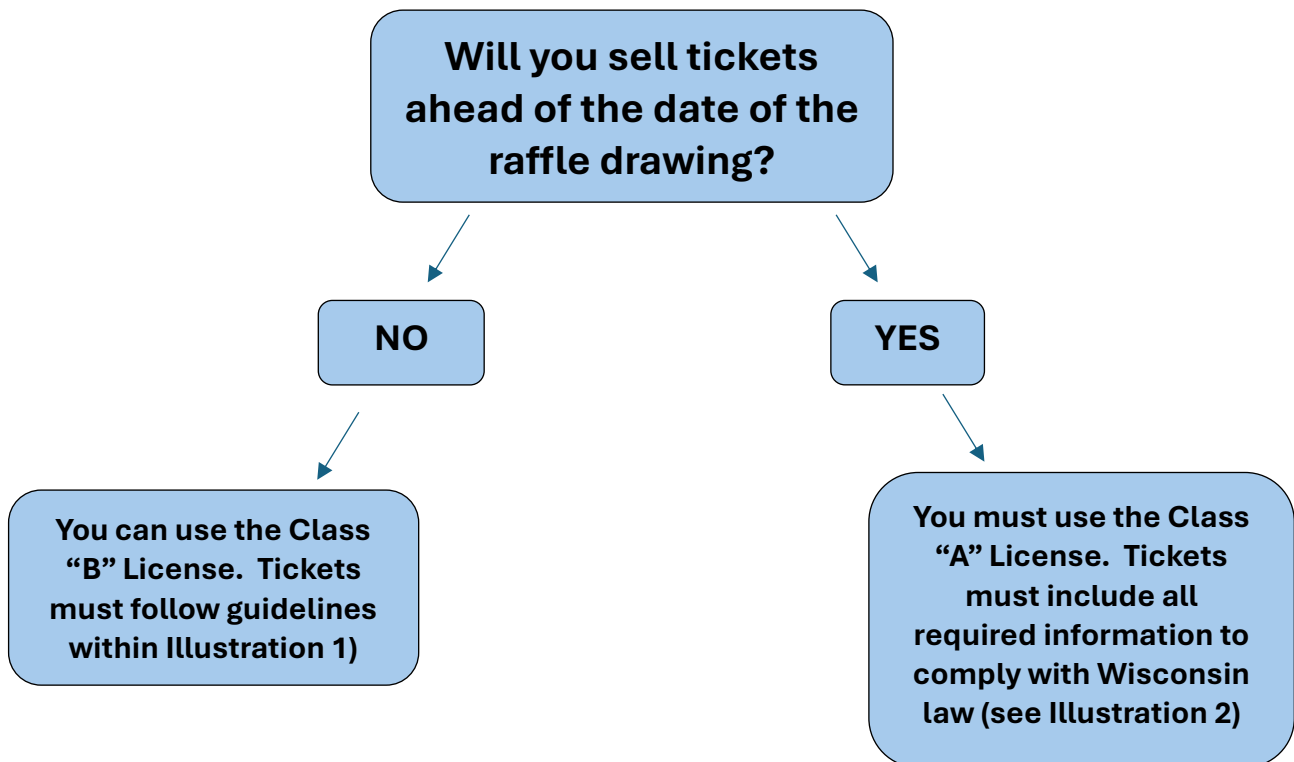
**Melissa Beese**  
Director of Finance & Administration  
[mbeese@unitedwaymc.org](mailto:mbeese@unitedwaymc.org)  
715-298-5702

**Amanda Flannery**  
Director of Resource Development  
[aflannery@unitedwaymc.org](mailto:aflannery@unitedwaymc.org)  
715-298-5706

## Steps to Holding a Raffle

1. Determine which type of raffle you will run (See below chart)
2. Run your raffle according to the state requirements provided in this document
3. Report your results/winners to United Way using the Raffle Summary Form on pages 3-5
4. Return raffle proceeds and all forms or documents listed within requirements to United Way of Marathon County

## Which raffle license should I use?



## ILLUSTRATION 1



### Class “B” Raffle Requirements

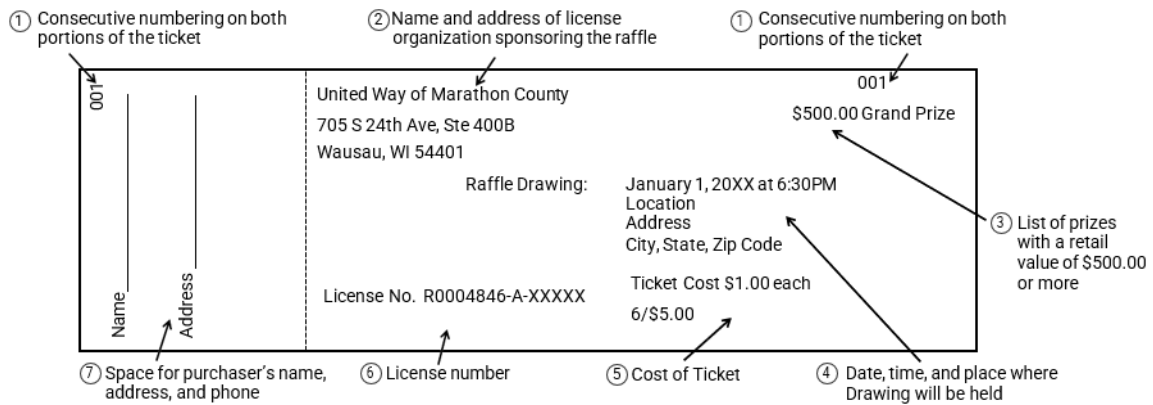
The ticket pictured to the left is a sample of a legal raffle ticket for raffles for which all of the tickets are sold on the day of the drawing. In order for your raffle to be in compliance with Wisconsin law, all tickets must be two parts with identical numbers and must be the same paper weight and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

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

## ILLUSTRATION 2

### Class “A” Raffle Requirements

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.**



- Winning ticket stubs must be attached to the list of winner’s names and addresses
- **ALL non-winning ticket stubs and unsold tickets must also 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” to show the expense

# UNITED WAY OF MARATHON COUNTY ORGANIZATION RAFFLE SUMMARY FORM

Please complete one report for each raffle held.

Return to United Way of Marathon County, 705 S 24<sup>th</sup> Ave Ste 400B, Wausau WI 54401

Company Name \_\_\_\_\_ Raffle Drawing Date \_\_\_\_\_

Company Contact \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Type of Raffle Held \_\_\_\_\_  
*50/50, Baskets, Etc*

**Record your tickets:**

If using multiple rolls of tickets for Class “B” Raffles, list start and end ticket numbers for all rolls.

Starting Ticket # <i>(First Ticket Sold)</i>		Ending Ticket # <i>(Last Ticket Sold)</i>	
Starting Ticket # <i>(First Ticket Sold)</i>		Ending Ticket # <i>(Last Ticket Sold)</i>	
Starting Ticket # <i>(First Ticket Sold)</i>		Ending Ticket # <i>(Last Ticket Sold)</i>	
Starting Ticket # <i>(First Ticket Sold)</i>		Ending Ticket # <i>(Last Ticket Sold)</i>	

Complete the information below with the winner(s)’ name, address, prize, and value. Secure the winning ticket stub to each prize line. Attach additional pages if needed.

**\*\*Winner(s) must complete and sign a form W-9 for any prize valued at \$2,000 or more and return it with these documents.\*\*** United Way of Marathon County will issue the winner(s) a 1099-MISC by January 31 of the following year. A W-9 can be downloaded from the IRS website at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Winner Name	Address	Prize	Value** (Purchase price or value if donated)	Winning Ticket Stub (please attach)

Winner Name	Address	Prize	Value** (Purchase price or value if donated)	Winning Ticket Stub (please attach)

## INCOME AND EXPENSE SUMMARY

Total # of Tickets Sold: \_\_\_\_\_

**Ticket Sale Price(s):**

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

Your Raffle	
# of Tickets	Price

**A. Gross Ticket Sales:**     \$ \_\_\_\_\_  
*Total money received for raffle*

**B. Ticket Cost**     \$ \_\_\_\_\_  
*Cost of printing or purchasing tickets,  
 enter zero if donated*

**C. Prizes**     \$ \_\_\_\_\_  
*Purchase price, enter zero if donated*

**D. Starting Cash**     \$ \_\_\_\_\_  
*List starting cash/petty cash for ticket  
 sales if amount was included in Line A*

**E. Total Expenses**     \$ \_\_\_\_\_  
*Sum of Lines B, C, and D*

**F. Net Revenue**     \$ \_\_\_\_\_  
*Subtract Line E from Line A*