



YCTC Raffle Rules & Procedures

A donation receipt must be obtained for all non-cash prizes awarded with a \$500 or more retail value.

Records required to be kept for all raffles:

- Total Amount of proceeds from ticket sales
- Expenses related to each raffle.
- The winning ticket stub

A record shall be prepared by program director or other designee for each winner of a prize with a retail value of \$100 or more, which shall include:

- Name of organization
- Date of drawing
- Description of prize
- Name & Address of prize winner
- Signature of prize winner

The following information must be printed on each ticket sold or shall be otherwise provided to each purchaser at the time of the sale.

- Date & Time of the drawing
- Location of the drawing
- Name of organization conducting the raffle (YCTC)
- The price of chance
- Full & Fair description of prizes or prize
- Retail market value of each prize
- Total # of tickets which may be sold

Rules:

No person shall be required to be present at the raffle drawing in order to receive a prize. Tickets can only be sold within 12 months of the drawing.