

## POLICY ON RAFFLES

### Policy Statement

It is the policy of Seattle University to comply with the Washington State Gambling Act of 1973 ([RCW 9.46](#)) and the Washington State Gambling Commission (“WSGC”) rules ([WAC 230-11](#)) governing raffles.

### Purpose of Raffle Policy

To comply with city and state laws and regulations which regulate gambling activities, including raffles, and to protect the University from imposition of penalties.

### Procedures and Guidelines

Raffles are considered a gambling activity under the Washington State Gambling Act. As a bona fide nonprofit organization, Seattle University is permitted to conduct raffles consistent with city and state laws and regulations.

The University offers the following guidelines to assist the University community in conducting raffles to raise funds for the University and comply with the city and state laws and regulations.

1. **Raffle Rules:** Review the WSGC raffle rules ([WAC 230-11](#)).
2. **Notify Police:**
  - a. Notify the Seattle Police Department in writing at least five (5) days before selling raffle tickets by emailing the date and location of the raffle to the sergeant of the East Precinct’s Community Policing Team. To find the email address of the current sergeant, search the East Precinct [contacts webpage](#).
3. **Raffle License:** Prominently display a copy of the University’s raffle license at the site and time of the raffle drawing. A copy of the University’s raffle license is posted online at: <https://www.seattleu.edu/policies/raffles>.
4. **Raffle Tickets:**
  - a. Maximum price per ticket is \$100.
  - b. Tickets must be consecutively numbered or printed with letters or symbols that do not repeat.
  - c. Individuals must be 18 years or older to purchase tickets.
5. **Rules of Play:** Print the following information on each raffle ticket or on a handout that is distributed or displayed at the event:
  - a. Cost per chance (\$100 maximum).
  - b. Date, time and location of the drawing.
  - c. Seattle University and the name of the sponsoring University department, club or organization.
  - d. Whether or not winners must be present for the drawing.

- e. Description of all prizes to be awarded. If the prize is a percentage of raffle gross receipts, a minimum prize must be disclosed.
6. **Determining Winners:** Ticket stubs from all raffle sales must be placed into a receptacle and selected randomly to allow an equal chance of winning.
  7. **Prizes:** All prizes must be owned by the University before they are awarded to raffle winners. If the retail value of a prize is more than \$40,000, or if you will give away more than \$300,000 in prizes during the year, you must get prior approval from the WSGC. Please contact the Office of University Counsel at (206) 296-2043 for guidance and assistance.
  8. **Accounting and Local Taxes:** Raffle receipts must be separately identified in the general ledger with appropriate coding so the University can comply with local tax requirements. Raffle receipts should be coded using the general ledger object “4903036 Fundraising Bingo & Raffle.” After coding receipts to this object, the sponsoring University department should notify the Controller’s Office and provide an expense account code where the related taxes can be charged. The current tax rate for Seattle taxes is 5%.
  9. **Filing Requirements and Schedule:** After the raffle, provide a copy of the completed [WSGC Raffle Recordkeeping Packet](#) to the Office of the Executive Vice President based on the filing schedule listed below. The University is required to submit quarterly reports to the WSGC for all raffles that were conducted and pay corresponding state licensing fees and local taxes on revenue generated from the raffles.

**Filing Schedule**

Date of Raffle	Deadline to Submit Raffle Recordkeeping Packet to EVP
July 1 – September 30	October 10
October 1 – December 31	January 10
January 1 – March 31	April 10
April 1 – June 30	July 10

**Additional Information and Resources**

- [Seattle University Raffle Resources and FAQ](#)
- [Washington State Gambling Commission](#)
- [WSGC Raffle Educational Resources](#)

**Questions?** Please keep in mind that these guidelines do not address every situation. If you have any questions about raffles, please contact the Office of University Counsel at (206) 296-2043. Your cooperation is both necessary and appreciated.