



### Conduct of Raffles Under a Class A License

#### General Class A Guidelines: (563.93 The conduct of raffles under a Class A license.)

- An organization may conduct single container raffles, a calendar raffle, or plastic rubber duck race raffles. See definition on page 2.
- Some or all of the tickets must be sold on days other than the date of the drawing.
- Tickets must be preprinted with all required information. See Class A ticket requirements and sample below.
- Provide the purchaser with their portion of the ticket prior to the drawing.
- Renewals are to be filed each year, with \$50 and information regarding raffles held during the previous license year.
- A raffle ticket may not be resold.

#### • **Progressive raffles are not legal.**

#### Class A Ticket Requirements: (563.93(1m))

- All tickets and calendars must be identical in form and include:
  - The organization's raffle license number.
  - The name and address of the licensed organization.
  - The price of the ticket or calendar, including the discounted price; 1 ticket for \$5, 4 for \$15, or 8 for \$30.
  - A perforated stub for the purchaser to enter their name, address, and phone number.
  - The date, time, and location of the drawing, including address.
  - Consecutive numbering is required on all tickets or calendars. Ticket and stubs must have matching numbers.
  - Must list prizes with a fair market value of \$1,000 or more.

Ticket Cost	Name & Address of Licensed Organization Conducting Raffle	Consecutive Numbering	Stub for Purchaser's Name, Address & Phone
Ticket Cost: \$1.00 each or 6 for \$5.00	Licensed Organization Address City, State, Zip	0001 0001	
	Grand Prize: \$1,000		
Raffle Drawing: July, 1, 2015 7:00 PM at Location of Drawing		License No. R000999A-99999	NAME ADDRESS CITY/STATE PHONE
Date, Time & Location, with address where drawing will be held	List of Prizes with a Fair Market Value of \$1,000 or more	Raffle License Number	

### **Calendar Raffles:**

- A Class A raffle is when you sell some or all of the tickets in advance of the date of the drawing. The tickets are pre-printed and consecutively numbered with the required information under 563.93. A winner need not be present to win. You may conduct single-container raffles, a calendar raffle, and/or rubber duck races.
- Calendar raffle tickets need review by our office, prior to printing, to ensure compliance with statutes and license alignment. The information may be found on our website below under Calendar Raffle Requirements.

### **Other Important Information:**

- You may not require the purchaser to be present to win. You may not offer a secondary prize if the winner is present. The prize listed is the prize that is given to the winner.
- Raffle tickets are not tax deductible, and the purchase price of a raffle ticket is not a donation.
- “Early Bird” drawings are not legal. A raffle ticket allows you entry into one single drawing – offering discounted tickets based on purchase date is not legal.
- All drawings must be held in public. You cannot require an entry fee into an event for a purchaser to witness a drawing.
- Prizes with legal restrictions require a disclaimer regarding age and/or felony convictions. (563.93(2g)(a))
- A Class A raffle license is only valid for Class A raffles; if you wish to conduct Class B raffles you will need to file an Original Raffle license application requesting a Class B raffle license.
- Raffle license numbers are not given out over the phone for printing raffle tickets or for filing renewals. It is the responsibility of the organization to keep track of their raffle license.
- A raffle license is issued for the exclusive use of a qualified organization. All raffles conducted under their license are their responsibility.
- All profits raised are required to be used for the licensed organization’s purpose in Wisconsin.
- An organization may not loan their license to an individual or business.

### **Duplicate Raffle License & Name Changes:**

- If you lose your raffle license, you may request a duplicate license by completing the “Duplicate Raffle License” form found on our website and sending it in with the \$5 fee.
- To change the name of the designated member, prior to the renewal date, file a “Change Designated Member” form. If you would like a copy of the license with the change, submit \$5.
- To file an organization name change, include the new name and other new information on the next renewal application, or in a memo/letter to our office. This information must be either mailed in with a renewal or can be emailed if a new copy of the license is not needed. You will need to submit the official name change documentation that was filed with the State of Wisconsin. There is no need to request a name change prior to renewal.

Records and reporting requirements have changed. Please see the “Recordkeeping and Reporting Requirements” informational sheet for specific information.

**STATE OF WISCONSIN  
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<https://doa.wi.gov/Pages/LicensesHearings/Office-of-Charitable-Gaming.aspx>

**For complete information on the Statutes, please visit our website.**