DIVISION OF GAMING
Office of Charitable Gaming
3319 W. Beltline Hwy., 1st Floor
Post Office Box 8979
Madison, WI 53708-8979
DOADOGCharitableGaming@wisconsin.gov
Raffle (608) 270-2552 or (800) 791-6973
Bingo (608) 270-2530 or (800) 791-6970
Fax (608) 270-2564

Postponed and Canceled Raffles – COVID-19

During the COVID-19 public health emergency declared pursuant to Executive Order #72, the following guidance applies until further notice for postponed and canceled raffles. Please check back regularly as these procedures may change as the pandemic continues to evolve.

Postponed Events/Raffles – If your entire event is postponed and/or your raffle is postponed.

1. **Suspend all sales.** When you know you are postponing your event, you should stop all sales.

2. **Advertise as widely as practical that the event is being postponed.** Advertising of the postponement should be at least as wide as the original advertising for the event or raffle. The goal is to get notice of your postponement to all individuals who purchased raffle tickets. Advertising could include on websites, Facebook pages, email, mail, newspaper, etc.

3. **Reschedule your event to a new date as soon as possible.** We ask that you attempt to select a new date that is within six months or 180 days of the original event date. We realize that this may not be possible and, if this is a concern, we will work with you to determine what best fits your situation. Please contact us if this timeframe will be problematic for you.

4. **Notify all purchasers of the new date, time and location.** As the licensed organization, the onus is on you to inform all ticket purchasers of the changes to the raffle they purchased tickets for. You should take at least the following steps:
    a. Create a written notice to attach to unsold tickets. The notice should clearly state the new date, time, and location.
    b. If you know the email or street addresses of purchasers, you should email or mail these same notices to all existing purchasers.
    c. Post the new event information in the same locations where you advertised the postponement.

5. **Resume ticket sales.** Once you have the new event information, in writing to attach/distribute with unsold tickets and to disseminate to purchasers, you can resume all ticket sales and sell up through the new drawing date.

6. **Refunds.** If a purchaser no longer wants to participate, for any reason, you will need to refund the full amount that was paid for the tickets. Be sure to keep the refunded ticket stub, with the purchaser's information, and the canceled check for recordkeeping and proof of refund for one year after the drawing occurs.

7. **All prizes must be awarded.** All prizes for rescheduled raffles need to be awarded and not rolled into another fundraising activity.

8. **Deceased winners.** If a winner has passed away, the prize will need to be awarded to the decedent's estate or whomever oversees the estate.

Important Notes:

1. If you intend to postpone your event, you must announce the postponement as soon as practical.
2. Ticket sales cannot occur more than one year prior to the event. For example, if you began selling tickets on September 1, 2019 for an event originally scheduled for April 18, 2020, you should reschedule the event to occur before September 1, 2020.
3. Your raffle license must be valid the entire duration of the raffle. Make sure to file your renewal, prior to the expiration date, to ensure your license does not lapse.

Canceled Events – **If your event is canceled but you still wish to hold your original raffle drawing.**

A. **Same location.** If you decide to draw at the same location, date, and time listed on the ticket (despite the cancellation of the event) there is no need to take further action.

Different location. If you change the location of your drawing, but are drawing on the same date and time, then take the following steps:

1. Advertise the fact that the location as changed. Advertising of the change of location should be at least as wide as the original advertising for the event or raffle. The goal is to get notice of your location change to all individuals who purchased raffle tickets. Advertising could include on websites, Facebook pages, email, mail, newspaper, etc.
2. On the date of the event at the original location, post flyers regarding the change of drawing location.

B. **Large Events.** With large events that need additional time to get all sold tickets turned in, take the following steps:

1. If a large event, like an expo, is a canceled you will need to do one of the following:
   - Conduct the drawing at a different location.
   - Conduct the drawing on a different date, time and location.
   - Cancel the drawing altogether. If you cancel, you must refund all money. You may not convert it to a donation by the purchaser.
2. In all instances, you must advertise any event cancellation, postponement, or change of location. Advertising should be at least as wide as the original advertising for the event. The goal is to get notice of your location change to all individuals who purchased raffle tickets. Advertising could include on websites, Facebook pages, email, mail, newspaper, etc.
3. If you cancel the drawing, you will need to follow the cancellation procedures noted at the at the end of this document.

Important Note: No tickets may be sold after the date and time of the listed drawing.

Canceled Raffle/Drawing – **The entire raffle is being canceled.**

1. You will need to follow the procedures to cancel the drawing, set forth on page 4 of this document. You must refund all money. You may not convert it to a donation by the purchaser.

Information You Must Submit to the Division of Gaming

Due to the unusual circumstances of this situation, we would like you to submit the following information to our office regarding your event, to ensure these procedures are followed. You may submit them via fax or email to the phone number and email address set forth at the bottom of this page, or mail them to the address listed at the top of page 1 of this document.

Postponed Events

Please submit:

1. Date, time and location of original event.
2. Date postponement determined and date sales are suspended.
3. New date, time and location the event is scheduled for.
4. Date ticket sales for the original event started.
5. Copy of information regarding new date, time and location.
6. Proof the drawing occurred and all prizes were awarded, winner's list.

Canceled Events

Large Events

Conduct drawing on different date, time and location, please submit:

1. Date, time and location of original event.
2. Copy of information regarding new date, time and location.
3. A signed statement that the drawing occurred and that all prizes were awarded.
4. A winner's list.

Canceled Raffles

1. Follow procedures on next page.
2. You must refund all money. You may not convert it to a donation by the purchaser.

Please email or fax the information or questions to
DOADOGCharitableGaming@wisconsin.gov
Fax (608) 270-2564

Additional information can be found on our website at
https://doa.wi.gov/Pages/LicensesHearings/RaffleLicense.aspx

RAFFLE CANCELLATION PROCEDURES

Wisconsin Statutes sec. 563.93 (2g) (f) - "Refund the drawing receipts to the ticket or calendar purchasers if a drawing is canceled. The organization may not deduct from the refund a handling charge or other amount relating to the expense incurred in the sale of a ticket or calendar. The organization may not reclaim any prize awarded in a drawing that has already been held at the time a calendar raffle is canceled."

If, for any reason, a licensed raffle organization cancels a raffle drawing event, that organization must submit the following information to the Office of Charitable Gaming:

1. A copy of the letter sent to each ticket holder advising him or her of the raffle cancellation and explaining how their ticket monies will be returned.

2. A list containing the name of every ticket purchaser, his or her address, ticket number(s), and total dollar amount returned.

3. A photocopy of the canceled check (both sides required) issued to each ticket holder, proving that the refund has been completed.

4. The licensee has no option but to refund the entry monies; the ticket purchase cannot revert to a "donation" to the group.

The information may be mailed to:

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