

Raffle & Bingo Receipt Summary Record

Complete this document, include supplemental materials and send to University Events within one month of completing your event.

Your name	
Department	
Email address	
Phone number	
Event name	
Event date or drawing date	

Describe the publicity for the raffle/bingo game.

Include a copy of your publicity when submitting this form.

All publicity for your raffle/bingo game must indicate that this activity is operated through Oregon State University. Consider submitting your publicity in draft, in advance, for approval from shelly.signs@oregonstate.edu.

How many tickets/bingo cards were sold, and at what price?

_____ tickets/bingo cards sold at \$ _____
Number Price

_____ tickets/bingo cards sold at \$ _____
Number Price

TOTAL AMOUNT RAISED (handle/gross sales): \$ _____

Include a sample ticket when submitting this form.

Tickets should include information about the ticket cost, prize, date of the drawing and indicate that it is part of an OSU sponsored activity if custom printed. If using generic ticket rolls this information must be available at the point of sale.

Describe your sales process including how money was handled, how tickets were kept secure, who sold tickets and how the drawing selection took place.

Describe the prize: _____

If any prizes were valued over \$100, list the recipient, their email address and phone number.

Winner's name	
Email address	
Phone number	