

Raffle Receipt Summary Record

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

Your name:

Department:

Email address:

Phone number:

Event name:

Event (drawing) date:

All publicity for your raffle 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.

1. Include a copy of your publicity when submitting this form.

Describe your publicity for this raffle:

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.

How many tickets were sold, and at what price?

_____ tickets at _____ (ex. \$1 = 1 ticket)

_____ tickets at _____ (ex. \$5 = 6 tickets)

_____ total amount raised (handle) ~this should be in bold and as big as possible!

2. Include a sample ticket when submitting this form.

Tell us about 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 at over \$100, list the recipient, their email and phone number.