

PLANNING A RAFFLE

Do it legally by following the guidelines...



Licensing Division Colorado
Secretary of State 1700
Broadway, Ste. 550
Denver, Colorado 80290
(303) 894-2200 ext 6410
www.coloradosos.gov

WHO CAN HOLD A RAFFLE?

ONLY a licensed organization may hold a raffle. The only organizations qualified to be licensed are: bona-fide religious, charitable, labor, fraternal, educational, voluntary firemen's or veterans' organizations, and only if they:

- have an organization in Colorado
- operate without profit to their members
- have been in continuous existence for 5 years immediately prior to the application for a license
- have a membership engaged in carrying out the purposes of the organization during the entire 5-year period
- have at least one member who is currently certified or will be certified as a games manager at the time of the issuance of the license

OBTAINING A LICENSE

A qualified organization may be granted a license by:

1. Obtaining and completing a license application form. Forms are available from the Charitable Gaming Section of the Secretary of State's office, 1700 Broadway, Ste. 550, Denver, CO 80290 or from the Secretary of State's website at www.sos.state.co.us
2. Enclosing proof of the organization's continuous existence for the 5 years preceding the date of the application and providing a roster of members who will be responsible for selling raffle tickets and conducting the raffle.
3. Enclosing a check for the license fee payable to the Colorado Secretary of State.

Please allow one to six weeks for processing the application. The amount of time required is dependent on the completeness of the application and the submission of required supporting documentation.

HOLDING YOUR RAFFLE

1. You must have been granted a license before you can print or sell tickets.
2. File a voided raffle ticket with the Secretary of State prior to each raffle if the total value of prizes offered exceeds \$1,000.00.
3. Ensure that only members of the organization sell the raffle tickets.
4. Establish date(s) and time(s) for the raffle(s) to be conducted. If the total value of prizes exceeds \$1,000.00, you must print a special type of raffle ticket. Please see the sample enclosed in this brochure.
5. If the raffle location is not the location listed on the license application, file a change of address notification with the Charitable Gaming Section.
6. Print or acquire tickets if paper tickets are to be used. Other objects may be used in lieu of paper tickets. See the Rules Covering Bingo and Raffles for further information. All raffle tickets or other objects must be discrete from every other ticket or object sold by having a different number, color, symbol or shape.
7. All receipts from any raffle must be placed in a separate bank account from the organization's general bank account.
8. Net proceeds from the sale of raffle tickets may only be used to further the lawful purposes of the organization, as specified in its charter, by-laws or other document.
9. If the organization needs to cancel a raffle for whatever reason, consult the Rules Covering Bingo and Raffles.

POST RAFFLE PROCEDURES

- Report all receipts, expenses and uses of funds to the Secretary of State on quarterly report forms provided by the Secretary of State. All receipts from the sale of raffle tickets must be reported in the quarter in which the tickets were sold. All expenses for conducting the raffle must be reported in the quarter in which they were incurred.
- The fee on gross receipts must be paid to the Secretary of State at the time of filing a quarterly report in which gross receipts were reported.
- If no sales of raffle tickets were made during a quarter, and no expenses were incurred, the organization must file a quarterly report but mark "No Activity" across the front of the report.

- If an organization only conducts one raffle per calendar year, it may relieve itself of the requirement to file quarterly reports by filing a final report showing all gross receipts and expenses and the distribution of all funds in the separate charitable gaming account, and surrendering the license. The organization may submit a request to hold the funds for a period longer than one year. Such request must be addressed to the Charitable Gaming Section.

IMPORTANT REMINDERS

Do NOT conduct a raffle without first obtaining a charitable gaming license.

Read the Bingo and Raffles law and the Rules Covering Bingo and Raffles thoroughly, prior to conducting a raffle

Contact the Charitable Gaming Section at the Secretary of State's office if you have questions.

It is the duty of all sheriffs and police officers to enforce the raffles law. The local district attorney may file charges against any organization that conducts an illegal raffle.

SAMPLE RAFFLE TICKET	
RAFFLE	
Name of Licensee	License No. _____
PRIZE(S): _____	

Ticket Price: \$ _____	Drawing Date: _____
Drawing Location: _____	
Ticket No. _____	Winner Must be/Need not be present to win

Ticket	No.
Name: _____	
Address: _____	
Telephone: () _____	