

# BROWN UNIVERSITY RAFFLE PROPOSAL FORM

To be submitted to: [Accounts\\_Payable@Brown.edu](mailto:Accounts_Payable@Brown.edu)

Name/Raffle Host (must be Brown employee): \_\_\_\_\_

Cost Center: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Proposed Raffle Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Raffle Purpose: \_\_\_\_\_

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Detailed description of prize(s) and estimated retail value: \_\_\_\_\_

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If the prize(s) will be purchased, what is the source of the funds, and who at Brown has approved the purchase: \_\_\_\_\_

If the prize(s) will be [donated](#), who is donating the prize (provide person/entity name and address): \_\_\_\_\_

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Please check each item below to acknowledge your understanding and agreement:

**Raffle Host Responsibilities:**

Only persons [18 or older](#) will be permitted to sell or purchase raffle tickets.

Raffle tickets may not be sold more than 90 days prior to the drawing.

The winner(s) will not be required to be present at the drawing.

The entire proceeds from the raffle will be used for the charitable purpose stated on this form.

No real estate, alcohol or weapon is being raffled.

\_\_\_ Any non-cash prizes must be valued less than \$5,000.

\_\_\_ I will deposit all proceeds to the appropriate account and adhere to the [Cash handling](#) policies of the University.

\_\_\_ Copy of Raffle Application and Final Expense Report shall be provided to the Controller's Office

**Controller's Office Responsibilities:**

\_\_\_ For any prize of \$600 or more, the winner(s) will be required to complete a W-9 form or W-8BEN for any foreign national winner.

\_\_\_ For any prize of \$5,000 or more, taxes will be withheld.

\_\_\_ Prizes may not be purchased with P-cards, and must be purchased through Procurement.

**PLEASE PREPARE AND ATTACH PROPOSED RULES TO BE POSTED/DISTRIBUTED TO THE ENTRANTS, INCLUDING THE FOLLOWING:**

- Any entrance eligibility requirements
- Price of entry/ticket
- Date by which entries must be received and date when winner(s) will be selected
- Accurate description of the prize and the approximate retail value
- Statement: "Ticket holders need not be present to win."
- Statement: "Taxes are the responsibility of the winner."
- Statement regarding what will be done with any unclaimed prizes.
- Statement: "All products raffled off are provided "as is" without any warranties or representations. All services raffled off are the sole obligation of the third party provider"
- If the Prize is a trip: 1) the rules need to specify what is and is not included in the prize; and 2) OGC will prepare a release form to be signed by the winner and any travel companion.

**Raffle Host Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Controller Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Last Updated: October 19, 2021