



Raffle Guidelines

1. Raffle tickets shall be prenumbered in sequential order and shall contain at least the following information.
 - a. Organization name
 - b. Organization license number
 - c. Date, time, and location of the raffle
 - d. Prizes to be given away and their value
 - e. Cost of ticket or chance to participate
2. Pursuant to LAC 42:I.1721 (A)(3), no raffles shall be conducted where the winner must be present during a drawing to win, unless so stated on the ticket.
3. Pursuant to LAC 42:I.1721 (A)(5), the sponsoring organization shall take necessary steps to insure that each ticket purchased has a chance to be selected as the prize winner and that the prize winner is selected in a random manner.
4. Organizations shall use the form Office of Charitable Gaming Raffle Accountability Sheet for each raffle conducted. These must be maintained by the organization for a period of three years. Copies of the raffle accountability sheet can be obtained by contacting the office.
5. Pursuant to La. R.S. 4:715, only organization members or members from another licensed organization shall sell raffle tickets.
6. A raffle and a bingo game can be conducted during the same gaming session. The cost of the prize given away in conjunction with a raffle does not count towards the forty-five hundred dollar limit in accordance with La. R.S. 4:714.B.



Raffle Accountability

This form is to be maintained by the organization for 3 years in accordance with LAC 42:I.1731.

Organization Name	State License Number
Name of Member:	Phone Number:
Ticket Sequence Issued:	Date of Raffle:
Date Tickets Checked out to Member:	Date Tickets Returned to Organization:

Accountability:

1. Number of Tickets Issued: _____
Less: _____
2. Number of Tickets Unsold: < > _____
Equal: _____
3. Number of Tickets Sold: _____
4. Number of Ticket Stubs Returned: _____
(By Member)
(Lines 3 and 4 should equal)
5. Price paid per Ticket: \$ _____
6. Total Amount Due: \$ _____
(Multiply Line 3 by Line 5)
7. Amount Submitted By Member:
 - Checks: \$ _____
 - Cash: \$ _____
 - TOTAL \$ _____
 - Over / Short: \$ _____

(Subtract Line 7 Total From Line 6 If the amount is more than 0, the amount is a shortage. If the amount is less than 0, the amount is an overage.)

I hereby certify that all information provided above is true and correct to the best of my knowledge. I hereby understand that by providing false and/or incorrect information to the Office of Charitable Gaming may subject me to penalties in accordance with LA R.S. 14:133 and LA R.S. 4:735.	
Signature of Member:	Date:
Signature of Member in Charge:	Date: