

Raffles are a common and fun way to raise funds at events. San Mateo County Community Colleges Foundation (SMCCCF) is here to help you make your College fundraising activities successful.

Unless it is a free raffle (no money exchanged for a chance to win something), **only** private, nonprofit organizations can conduct raffles **and** so long as the raffles are for the charitable purposes of the nonprofit organization conducting the raffle or for the purposes of another private nonprofit organization. Campus raffles must be held under SMCCCF's auspices as a private nonprofit organization in order for campus raffles to be considered legal. Additionally, SMCCCF is required by law to follow certain guidelines to ensure raffles are not handled in such a way that they could be deemed as a 'lottery', which would be illegal for us to conduct.

Following the simple steps below will help ensure your raffle is considered legal:

1. The raffle must involve the distribution of prizes by chance among persons who have paid money for paper tickets that provide the opportunity to win prizes.
2. Each ticket must be sold with a detachable coupon or stub and both the ticket and its associated stub or coupon or stub must be marked with unique and matching identifiers (i.e.: matching numbers, entrants name, phone number, e-mail, mailing address, etc.).
3. Winners of prizes must be determined by draw.
4. The draw must be done under the supervision of a person age 18 or older.
5. At least 90% of the gross receipts generated from the sale of the raffle tickets must go to a beneficial or charitable purpose or to support another qualifying private, nonprofit organization that performs beneficial or charitable purposes.
6. Raffles may not be advertised, operated or conducted over the internet. However, it is permissible to include the announcement of a raffle on the website of the organization responsible for conducting the raffle.
7. No gaming machine, apparatus or device may be used.
8. The private, nonprofit organization (San Mateo County Community Colleges Foundation) must register annually with the CA Department of Justice **and** the organization must file an annual report setting forth financial and other information regarding **each raffle held**. A sample of the form is attached as a guide for what the campus/whoever is in charge of the raffle should be keeping track of in order for the required nonprofit raffle report to be accurate and complete.
 - a. Some information the colleges should be tracking and required for reporting are:
 - i. Total **funds received** from sale of raffle tickets.
 - ii. Total **expenses for conducting** the raffle.
 - iii. **If funds from sources other than ticket sales were used to pay for the administration or other costs of conducting the raffle, how much money** from those sources was spent and what was/were **the sources** of those monies?

Whoever on the campus is administering the raffle is to contact Roxanne Brewer at brewer@smccd.edu or 650-358-6849 to advise SMCCCF of the raffle and for any necessary guidance.