

Mary Bridge Brigade Raffle Activity Report

Drawing Date: _____, 20____ Guild: _____

Contact person: _____ Phone: _____

Raffle Type: Use the worksheet on the back of this page to determine the type of raffle.

- Check one: Members Only
 Public

Raffle Ticket Information:

Record the first and last raffle ticket numbers from each group of tickets sold.

Calculate the total number of raffle tickets sold.

(Last raffle ticket # minus First raffle ticket # plus 1 equals the Total Number of Raffle Tickets Sold).

_____ Last raffle ticket # sold
- _____ First raffle ticket # sold
=
+ _____ 1
= _____ Total Number of Raffle Tickets Sold

Winning Raffle Ticket # _____

Record the winning raffle ticket number. Keep the winning ticket to send in with this report. Dispose of all other raffle tickets.

Raffle Prizes Awarded: General description of prizes: _____

Round to the nearest whole dollar. Example: Use \$1 for \$1.49 or less; use \$2 for \$1.50 or more.

\$_____ .00 cash prize
+ \$_____ .00 donated prizes (fair market value)
+ \$_____ .00 purchased prizes Include copies of receipts.
= \$_____ .00 **Total Prizes Awarded**

Raffle Funds Information: Raffle Ticket Price: _____

Round to the nearest whole dollar. Example: Use \$1 for \$1.49 or less; use \$2 for \$1.50 or more.

\$_____ .00 **Raffle Money Collected**

Record the amount of raffle money that you actually collected.
Deposit these raffle funds into your Guild bank account separately
from other fundraising income.

- \$_____ .00 **Total Raffle Ticket Receipts**

Calculate the amount of raffle money that you should have collected.
(Raffle Ticket Price x Total Number of Raffle Tickets Sold)

= \$_____ .00 **Over / Short (+ or -)**

Subtract the raffle ticket receipts from the raffle money collected. This
amount will be zero, unless you collected more or less than the Total
Raffle Ticket Receipts.

Mary Bridge Brigade Raffles

- The Washington State Gambling Commission has specific recordkeeping requirements for raffles. Following these requirements ensures that Mary Bridge Brigade maintains its non-profit status.
- A copy of the gambling regulations is available in the Mary Bridge Brigade Office.

Raffle Rules:

1. Complete a *Guild Event Information Form*, indicating that you will hold a raffle, and send it to the Mary Bridge Brigade Office.
2. The Office will send you a copy of the **current raffle license** to display when you draw the winning ticket and a *Raffle Activity Report* to complete when your raffle is complete.
3. Keep cash/checks from raffle ticket sales separate from other fundraising income. Deposit these raffle funds into your Guild's bank account immediately.
4. Write a check from your Guild's checkbook (payable to Mary Bridge Brigade) in the same dollar amount as the raffle funds deposit.
5. Deliver or mail the raffle **check**, completed *Raffle Activity Report*, and the **winning ticket** to the Mary Bridge Brigade Office within two weeks of your drawing date. If you have any questions, call 253-403-1427, or email marybridgebrigade@multicare.org.
Mary Bridge Brigade
MS: 311-1-MBB
PO Box 5299
Tacoma, WA 98415-0299
6. The Mary Bridge Brigade Office will keep monthly detailed raffle records for three years and report to the Gambling Commission annually.

Raffle Type Worksheet: To determine whether your raffle is a members-only or public raffle, use these formulas and definitions.

Raffle Participants:

_____ Mary Bridge Brigade members + _____ Guests = _____ Total participants

_____ Guests ÷ _____ Total participants = _____ %

Members-only raffle – Ticket sales and drawing must be held at the event, only.

Raffle tickets are sold only to Mary Bridge Brigade members and a limited number of guests.

The number of guests **must not exceed** 25% of the total number of participants.

Public raffle – Tickets may be sold over a period of time and the drawing held on a specified date.

Raffle tickets are sold to Mary Bridge Brigade members and non-members. The number of guests **exceeds** 25% of the total number of participants.