

# 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.