



Raffle Policy and Guidelines

- Any group conducting the raffle must first submit an application. No group will have consecutive years, unless there is only one group that applies.
- All raffle tickets must be pre-printed with a numbering system, e.g., 001 to 1,000. No hand numbering of tickets is allowed.
- All raffle tickets must have a pre-numbered ticket stub and matching ticket number. Tickets may be perforated, so the stub may be separated easily from the ticket. The ticket must be given to the purchaser at the time of sale. Stub will be retained for the drawing.
- The group conducting the raffle must be a La Verne organization and have a non-profit status.
- Groups must specify in the application the primary purpose/how the money will be used.
- Selected group will provide their own cash box with startup monies. One person designated to account for all monies.
- Selected group will provide 5-8 Gift Baskets as prizes.
- Selected group will provide 10-15 people to walk around the venue selling tickets. Minors will be accompanied with an adult at all times.
- Selected group will provide Large signage, with Title of Group and price for tickets
- Selected group will provide a report of their financial revenue from their raffle, to the Friends of the 4th of July committee
- Suggested price of tickets, keep it as simple as possible.
 - * 1 ticket for \$1.00
 - * 6 tickets for \$5.00

Raffle Application

Deadline is May 23, 2019

Name of organization: _____

Primary contact Name of coordinator: _____

Address: _____

Phone number: _____ Email address: _____

Primary purpose for the raffle: _____

Print name of applicant

Signature of applicant

FOR OFFICE USE ONLY:

Date Received Application: _____

Staff Initials: _____