

Example Ticket Design for Raffles

↓ Ticket Info Side (Purchaser Keeps)

↓ Stub (Organization Keeps)

Clarion Students' Association, Permit #260 [Organization Name]: [Event Name]	[Ticket #]
Winners Determined at... [Month Date, Year]: [Time] at [location]	
[Price] Per Ticket	[Ticket #]
Prizes:	
★ [Basket/etc]: \$[Value]	
★ [Basket/etc]: \$[Value]	
Name: _____	
Address: _____	
Phone Number: _____	
Seller's name: _____	

Guidelines

1. Tickets must be pre-printed, sequentially numbered and have a detachable stub with the same number (ticket rolls cannot be used for raffles). A copy of the ticket design must accompany the fundraising form.
2. Tickets must have the name of the licensee (Clarion Students' Association), the organization's name, ticket number, the date, time and location of the drawing, the license number (93), the cost of the ticket and the available prize(s) (with the value of each prize) printed on the **ticket side**.
3. Event name, purchaser's information (name, address and phone number), seller's name, CSA license number, and the matching ticket number must be on the **detachable part of the ticket**.
4. All tickets must be brought to the CSA Office (278 Gemmell) PRIOR to distribution to members to sell. The CSA staff will work with the organization to **create a log sheet which must be completed and returned to the CSA Office immediately following the conclusion of the raffle**. If the group plans to sell raffle tickets outside of Clarion County, they need to notify the CSA Office so it can be noted on the log sheet for auditing purposes.
5. The drawing must be conducted in plain view of players present and winners need not be present. If the raffle is held during an event, a copy of the CSA Small Games of Chance permit must be displayed (a copy of the permit can be obtained from the CSA Office). **If the drawing is not being held during an event, it must take place in the CSA Office**, during regular business hours (8:30 a.m.-4 p.m.).
6. The value of the raffle **prize cannot exceed \$2,000**. If a raffle prize exceeds this single chance amount, a special permit must be obtained by CSA and requires 30 day advanced notification for the permit to be ordered. The organization requesting the special permit will also be responsible for the \$25 special permit fee, which must be paid in advance of the order.
7. **The group must turn in all monies raised, the log sheet, all sold ticket stubs/unsold tickets and the winning ticket to the CSA Office and complete a fundraiser summary report form** within two business days following the event. Groups failing to turn this documentation into CSA will be prohibited from conducting future raffles.
8. Proceeds will be deposited into a separate designated raffle account. Transfers of funds will then be made to CSA self-support organizations, or in the case of an organization not holding a CSA self-support account, a check will be issued directly to the organization minus the cost of ticket printing.

**Additional Information may be found at the following link: [CSA FUNDRAISING](#)
Please contact CSA@clarion.edu with any questions.**