BROWN UNIVERSITY RAFFLE PROPOSAL FORM

To be submitted to: Accounts_Payable@Brown.edu

Name/Raffle Host (must be Brown employee): _____

Cost Center: _____

Contact Telephone: _____ Contact Email: _____
Proposed Raffle Start Date: _____ End Date: _____

Raffle Purpose: _____

_____
_____
_____
_____

Detailed description of prize(s) and estimated retail value: _____
_____
_____
_____

If the prize(s) will be purchased, what is the source of the funds, and who at Brown has approved the purchase: _____

If the prize(s) will be donated, who is donating the prize (provide person/entity name and address):_____
_____
_____

Please check each item below to acknowledge your understanding and agreement:

Raffle Host Responsibilities:

- Only persons 18 or older will be permitted to sell or purchase raffle tickets.
- Raffle tickets may not be sold more than 90 days prior to the drawing.
- The winner(s) will not be required to be present at the drawing.
- The entire proceeds from the raffle will be used for the charitable purpose stated on this form.
- No real estate, alcohol or weapon is being raffled.

- Any non-cash prizes must be valued less than $5,000.
- I will deposit all proceeds to the appropriate account and adhere to the Cash handling policies of the University.
- Copy of Raffle Application and Final Expense Report shall be provided to the Controller's Office

Controller's Office Responsibilities:

- For any prize of $2,00 or more, the winner(s) will be required to complete a W-9 form or W-8BEN for any foreign national winner.
- For any prize of $5,000 or more, taxes will be withheld.
- Prizes may not be purchased with P-cards and must be purchased through Procurement.

PLEASE PREPARE AND ATTACH PROPOSED RULES TO BE POSTED/DISTRIBUTED TO THE ENTRANTS, INCLUDING THE FOLLOWING:

- Any entrance eligibility requirements
- Price of entry/ticket
- Date by which entries must be received and date when winner(s) will be selected
- Accurate description of the prize and the approximate retail value
- Statement: "Ticket holders need not be present to win."
- Statement: "Taxes are the responsibility of the winner."
- Statement regarding what will be done with any unclaimed prizes.
- Statement: "All products raffled off are provided "as is" without any warranties or representations. All services raffled off are the sole obligation of the third-party provider"
- If the Prize is a trip: 1) the rules need to specify what is and is not included in the prize; and 2) OGC will prepare a release form to be signed by the winner and any travel companion.

Raffle Host Signature: _____ ***Date:*** _____

Department Manager Signature: _____ ***Date:*** _____

Controller Signature: _____ ***Date:*** _____