



**Oregon High School Equestrian Teams, Inc.
District & Team Raffles
Standard Operating Guidelines**

Regardless of where the funds are kept, the Fundraising form which can be found on the website under Resources/Forms needs to be completed and forwarded to the State treasurer. Also, the State treasurer can approve the raffles not just state chair/vice chair. There are several things that must happen with any raffle.

50/50 Raffles:

This is for same day 50/50 raffles. They need to have signage that depicts what the raffle is for, the State treasurer needs a copy scanned to him/her for retention; tickets must be numbered; winning ticket along with name & mailing address needs to be mailed to State treasurer once the raffle is completed; the treasurer will also need to know the total amount of the raffle and the amount of the winnings. The winner needs to know that they are responsible for any taxes incurred by winning the raffle.

Other Raffles:

These types of raffles for merchandise, trips, long term 50/50 raffles etc. need to be handled in the same manner as the State Vacation annual raffle. Signage must include amount of prize, number of tickets to be sold, and the date, time and place of drawing; the State treasurer needs a copy of the signage for record retention. A log needs to be kept of all the tickets showing: ticket number, sold, lost or returned. Lost tickets are like cash and should have payment made just as if they were sold. All tickets sold/unsold need to be retained per the retention schedule and should be stored in the State files. The winning ticket along with name & mailing address needs to be mailed to the State treasurer once the raffle is completed along with a copy of the raffle log. The winner needs to know that they are responsible for any taxes incurred by winning the raffle.