**Arkansas Extension Homemakers**

**Request to Conduct Raffle**

*Submit at least 30 days prior to start of raffle.*

1. Who is conducting the raffle? (Example: Name of Council or Club and County of residence)
2. When is the raffle to be held – when will the tickets be sold and when will the drawing be conducted?
3. What item is being raffled?
4. How is the item to be raffled being acquired, i.e. purchased, donated, constructed, etc.?
5. How will be proceeds of the raffle be used

**Rules:**

1. All raffle tickets must be sequentially numbered, and a log must be kept of the number of ticket sold at each raffle and the ticket numbers used.
2. No person may be compensated for organizing, promoting, conducting, or otherwise administering a charitable raffle event. All of these functions shall be performed by members of the Council/Club, who are volunteers.
3. No person under the age of eighteen (18) years of age may participate in raffles.
4. No EHC raffles are to be held using the Extension license.
5. All expenses and receipts must be reported. All receipts and other documentation must be maintained with the State Secretary for four years after the raffle.
6. A Financial Disclosure Schedules on Raffles – your county report is due to Department of Finance and Administration by June 1.

I understand that the financial aspects of this raffle will be reported to the Department of Finance and Administration no later than June 1. I further understand that failure to do so may result in the inability of my county club and/or council to conduct raffles in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council/Club President Date