

## INSTRUCTIONS

### ANNUAL RAFFLE REPORT

1. The Annual Raffle Report must be completed by all licensed organizations within 30 days after the expiration of the license year, i.e. if the license expires on June 30, 2012 the Annual Raffle Report must be submitted no later than July 30, 2012.
2. Organizations that submit their Annual Raffle Report later than 30 days after the expiration of their license are subject to a penalty in the amount of \$100.00, for the first offense.
3. If a licensed organization does not hold any raffles during the license year, they must still complete an Annual Raffle Report and indicate “No Raffles Held”
4. Failure to submit the Annual Raffle Report could result in the suspension or revocation of a current license and/or the denial of a future license.
5. Line F of Annual Raffle Report – report all costs incurred by your organization to acquire prizes to be raffled. If “cash” prizes are awarded, include the amount of the cash prizes. If prizes are donated, do **not** include the value of donated prizes in this figure.
6. Line I of Annual Raffle Report – report expenses associated with the raffle(s) **other than prizes**, i.e. printing of tickets, advertising, etc. If the raffle(s) was held in conjunction with an event, i.e. a dinner, a carnival, etc. the expenses for the raffle must be kept separate from the other expenses for the event.
7. By statute, 80% of the net proceeds (line H) must be used for charitable purposes and only 20% of the net proceeds can be used for Other Expenses (Line I). Failure to comply with these statutory requirements could result in license suspension or revocation and/or denial of future licenses.
8. Please submit your Annual Raffle Report to:

Idaho Lottery Enforcement Division  
Charitable Gaming  
P.O. Box 6537  
Boise, ID 83707-6537  
Fax: 208-334-2391

9. If you need assistance in completing your Annual Raffle Report please contact Angie Vitek, Charitable Gaming Coordinator, 208-334-2277

## ANNUAL RAFFLE REPORT

**This form shall be completed and filed by the licensee not later than 30 days after the end of the license year.**

Organization Name		License Number
Address (number & street)		Telephone Number
City	State	Zip

- Reporting period (license year) From \_\_\_\_\_ To \_\_\_\_\_
- Number of raffle games held during the license year: \_\_\_\_\_

Complete the following for each raffle event conducted during the Reporting Period (license year). If more than 3 raffles were held, please make copies of this form:

Please provide all information		Raffle #1	Raffle #2	Raffle #3	Grand Totals
<b>A.</b>	<b>Date of drawing</b>				
<b>B.</b>	<b>Location (city)</b>				
<b>C.</b>	<b>Number of Raffle Tickets Sold</b>				
<b>D.</b>	<b>Cost per raffle ticket</b>				
<b>E.</b>	<b>Total Raffle Sales</b>				
<b>F.</b>	<b>Total Cost Incurred By Organization to Acquire Prizes to be Ruffled</b> <b>(do not include value of donated items)</b>				
<b>G.</b>	<b><i>For Duck Races Only – Cost of Duck Rental</i></b>				
<b>H.</b>	<b>Net proceeds (Line E minus Lines F and G)</b>				
<b>I.</b>	<b>Total Expenses <i>other than cost of prizes in "F" above</i></b>				
<b>J.</b>	<b>Total amount given to charitable organization</b>				

**Please provide name and address of the top prize winner for each raffle. Attach a separate sheet if more space is needed.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

I hereby certify that the above information is true and correct to the best of my knowledge.

Signature of Officer Preparing Report

Print Name and Title

Telephone Number

\_\_\_\_\_  
Date

## Charitable Contribution Acknowledgment Report Form

### Include with annual report

\*This form is to report the total amount raised from the raffle and used for a charitable purpose.  
The amount on this form should reflect the amount filled in on line J. on the Annual Report.

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Name of organization **providing** the donation

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Name of person or organization **receiving** the donation (Please print)

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Mailing address of person or organization **receiving** the donation

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Name of contact person **and** phone number

\$

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Amount of donation

Date donation **received**

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Purpose of donation (Example: scholarship, playground equipment etc.)

**Under regulation of the Idaho Gaming Rule 52.01.02.010.08, by receiving the funds and signing this form, the person or organization receiving the donation understands that upon request, they will provide any and all information to the Idaho Lottery Security Division to verify the donation is used for charitable purposes.**

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Signature of person or Officer of organization receiving the donation

Date