

Raffle Protocol:

1. Secure & Finalize raffle details:
 - a. Before applying for the gaming license you will need to have the details of the raffle prize finalized. This includes:
 - i. The prize
 - ii. Who donated the prize
 - iii. The value of the prize
 - iv. Account code for raffle is 906005-900000-705011-999999
2. Obtain Gaming License:
 - a. Apply for Class B raffle license- regular ticket
 - i. More information: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/class-b>
 - ii. Use license in O:drive from 2019 as example.
 - b. Link to apply for license:
<https://www.gaming.gov.bc.ca/gaming/common/Welcome.do?start=true>
 - i. Our L & G file to log in is 110230. You can also search by entering “Thompson Rivers University Foundation” into the search bar.
 - c. Terms and Conditions:
<https://www.gaming.gov.bc.ca/gaming/common/Welcome.do?start=true>
3. Set up online form for ticket purchase:
 - a. Duplicate from previous year.
 - b. Be sure to include gaming box on the online form and on the ticket. Find examples in 2019 raffle folder in O:Drive
4. Promote raffle sales in advance:
 - a. Send email through campaigner to attendees and previous donors.
 - b. Post on staff list
 - c. Note: ticket must be purchased in BC.
 - d. Post on foundation Facebook page
5. Raffle at the Event:
 - a. Tickets are sold during event.
 - b. Tickets must be secured in draw barrel
 - c. Ensure there is signage to promote raffle at event. See example is 2019 raffle folder in O:Drive.
 - d. Raffle table requires:
 - i. POS machine- there is one specifically used to gaming. Janet knows which to use.
 - ii. Tickets
 - iii. Draw barrel
 - iv. Cash box and float
 - v. Signage to promote raffle
 - vi. Pens
6. Raffle Draw:

- a. Raffle cannot be pre-drawn.
 - b. Must have a witness
 - c. Winner must be immediately announced
 - d. All stubs must be secured
7. Post event:
- a. All stubs from purchased tickets must be kept.
 - b. Winner of the raffle must be publicly announced.
8. Reporting:
- a. All purchased tickets must be accounted for and recorded in an excel sheet. (Janet has processed in the past).
 - b. The license and recorded purchases must be sent to finance. They will then complete the appropriate reporting for the gaming office.
 - c. Link for reporting: <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/form-event-revenue-rpt.pdf>