Raffles

Policy Statement

Adelphi University must coordinate all raffles on campus to ensure compliance with state laws and integrations with the University’s comprehensive annual events. The Office of the Vice President of University Advancement is responsible for this coordination.

Reason for Policy

This policy outlines the guidelines relating to the University conducting raffles as fundraising events.

Who is Governed by this Policy

Staff

Policy

I. The University may conduct raffles as a fundraising event with the following policies:

   A. The Office of the Vice President of University Advancement will conduct all raffles for University departments, affiliates or any other organization within the institution, to comply with the rules established by New York.

   B. The cost of raffle tickets is not tax deductible to the purchaser.

   C. All printed material and tickets will clearly state that the raffle donation is not tax deductible.

   D. University staff and family members are not eligible for prizes.
E. All auctions are conducted with the purpose of maximizing auction proceeds.

F. Raffle winnings of $600 or more must be reported on IRS Form W-2G. In addition, raffle winnings of $5,000 or more are subject to withholding at a 28% rate.

II. The University will not release raffle-winning items with a value in excess of $600 until they have obtained the winner's social security # and address.

A. Under no circumstances will the University mail or deliver the winning items using the United States Postal Service.

III. Gifts of Merchandise for Raffles will be accepted under the following conditions:

A. The donor must complete IRS Form 8283 if the fair market value exceeds $500.

B. The donor, at their expense, must provide a written appraisal by a qualified appraiser on all gifts in excess of $5,000.

IV. All items will remain the property of the University and will be sold within three years.

V. Door prizes at events with paid admission are considered raffles and all rules for raffles apply.

Definitions

RAFFLE

A game in which a prize is won by random drawing of the name or number of one or more persons purchasing chances.

Forms

This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.
Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

Name: Brady Crook

Phone Number: 516.877.3258

Secondary Contacts

This section should include the name, phone number and email address of one or more individuals who can answer questions about the policy.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Walsh</td>
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Document History

This section must contain the following dates or placeholders for future dates:

- Last Reviewed Date: 12.31.17
- Last Revised Date: 12.31.17
- Policy Origination Date: Unknown

Who Approved This Policy

Brady Crook, Vice President, University Advancement

Tags

Advancement, staff