RCCD RIVERSIDE COMMUNITY

COLLEGE DISTRICT

OFFICE OF THE CHANCELLOR
MORENO VALLEY COLLEGE I NORCO COLLEGE I RIVERSIDE CITY COLLEGE

December 14, 2011

TO: All Management Employees

FROM: Ruth W. Adams, General Counsel

SUBJECT: Conducting Raffles at Riverside Community College District

Background

Conducting raffles in the State of California is governed by Penal Code Sections 319-
329. Raffles are considered a Ts8etin7-l8f3.488 0 Td (are)Tj 2 0.0087 Tc 4.855 0 Td (with)Tj 0.0214 Tc

organization, department or athletic team must
go through the Foundation and receive pre-approval to hold the raffle. Once pre-
approved and the raffle is conducted, the entity who conducted the raffle will be required
to complete a form which details income and expenses.

By September 1 of each year, the Foundation is required to file a report with the State
detailing all raffles conducted f34C8onf 0 >>BD7c 1.6551 (with)Tj -0.010 >>BD7c 1 nith Raffle

1. Obtain pre-approval from the RCCD Foundation, which requires meeting the
following criteria:

../ Each ticket sold must have a detachable coupon or stub - both being
marked with a matching identifier/number;
../ Winners of the prizes are determined by a draw of the stubs that have
been detached from all tickets sold;
../ Individual conducting the raffle must be over the age of 18
../ 90°/o of the gross receipts generated from the sale of raffle tickets for any raffle must be used to benefit or provide support for the club, organization, department or athletic team. The remaining 1 0°/o may be used for administrative fees and costs .
../ Any checks received in payment for raffle tickets must be made out to RCCD Foundation.

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(951) 222-8800
Fax (951) 682-5339
www.rccd.edu

2. After the raffle has taken place, complete the form provided by the RCCD Foundation and turn in your

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION REQUEST FOR PRE-APPROVAL TO HOLD RAFFLE
(Please complete

5. Funds raised cannot be provided to an officer, director or member of the organization conducting the raffle. No person involved in or connected with conducting the raffle can be compensated from raffle proceeds by the
organization conducting the raffle;
6. It is the responsibility of the departmenUteam/club to keep track of all income and expenses related to the raffle, and that a Raffle Report will have to be completed by the close of business the next business day following the raffle
7. Checks received for the raffle must be made out to the RCCD Foundation;
8. After the raffle has taken place, a form provided by the RCCD Foundation must be completed and raffle proceeds must be turned in to the Auxiliary Business Services/Cashier by the end of business the next working day;
9. If the raffle is going to be advertised over the District/College interne, the only items that may be communicated over the internet is a list, description, photo or video of the raffle prizes, rules of the raffle, frequently asked questions about the raffle, entry forms which may be downloaded and used by the purchaser but not submitted through the internet, raffle contact information, and a list of the prize winners and I do understand that raffle tickets may NOT be sold over the
internet;
10. That it is illegal to offer individual raffle tickets for one price and give a discount for the purchase of several tickets (i.e. 1 ticket for $1, or 6