



## **Bellin Health Guidelines for Class A Raffle**

The Bellin Foundation's raffle license permits the conduct of raffles to be used by Bellin Health (Hospital, BPC, BMG, BCON, Bel-Regional).

The following guidelines must be followed in connection with using the raffle license.

1. Approval must be obtained by The Bellin Foundation to hold a raffle within the health system. Contact The Bellin Foundation office at (920) 433-3731 to express your interest in selling tickets for a raffle at least 7 weeks in advance of your raffle start date.
2. All raffles will be conducted with The Bellin Foundation logo and raffle license number, which cannot be loaned or transferred. Other logos may be used in conjunction with the Foundation logo.
3. The Bellin Foundation must approve all costs associated with the raffle such as the cost of prizes purchased and printing costs incurred to ensure all federal and state raffle license laws are followed.
4. A mock-up of a raffle ticket for printing is included. Raffle tickets are available for duplicating. All raffle tickets must comply with state and federal raffle laws and federal tax laws. Raffle tickets must include the following:
  - a. Consecutive numbering on both ticket portions
  - b. The name and address of the organization sponsoring the raffle, as follows:

The Bellin Foundation + other department  
PO Box 23400  
Green Bay, WI 54304-3500
  - c. The raffle license number
  - d. Listing of prizes if over \$500 in value
  - e. Date, time and place of drawing
  - f. Price of a single ticket and discounted multiple tickets price, if any (Tickets \$1 each or 3 for \$5)
  - g. Space for purchaser's name, address and phone number
  - h. For raffles with prizes valued at less than \$5,000 or more, a statement on the ticket that all taxes are the responsibility of the winner.
5. Raffle tickets may be sold up to 270 days before the raffle drawing. All prizes must be awarded, and the purchaser of the raffle ticket need not be present at the drawing to win a

prize. In the event the raffle drawing is cancelled, all receipts must be returned to the ticket purchasers.

6. The Bellin Foundation must be made aware of the date and time of drawing. The first or grand prize has to be drawn first, but may be disclosed after 2<sup>nd</sup> and 3<sup>rd</sup> prizes. A representative of the Foundation must be present if the raffle drawing is held off site and not at one of the Bellin Health facilities.
7. All departments selling raffle tickets and providing volunteer services to sell raffle tickets must cooperate with the Foundation to complete the annual raffle report to the State of Wisconsin. Information required to be reported includes all expenses and gross receipts generated by the raffle, the names and addresses of all persons winning prizes with a value of \$100 or more, and the prize won.
8. The Bellin Foundation will furnish a list of prize winners to each ticket holder who requests the list and provides the Foundation with a self-addressed, stamped envelope.

**I have read the above guidelines as the organizer of the raffle. I will comply with all guidelines including generating a report to the Foundation within 10 days of the drawing.**

\_\_\_\_\_ **Bellin Health Representative**

\_\_\_\_\_ **Phone Number and Department**

\_\_\_\_\_ **Type of Raffle (Employee, Patient, Community)**

\_\_\_\_\_ **Date or Timing of Raffle**

001	Name _____	Address _____	City _____	State/Zip _____	Phone _____	Bellin Health PO Box 23400 Green Bay WI 54305-3400	001 \$500.00 Grand Price
						Raffle Drawing: (Date & Time) Location of Drawing Address of Drawing Premises	
						License No. R9999A-00200	Ticket Cost: \$1.00

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**For Office Use Only:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
 Michael G. Frohna, President  
 The Bellin Foundation

\_\_\_\_\_  
 Date

Follow Up Information:

Expenses and Gross Receipts Generated: \_\_\_\_\_

Names/Addresses of persons winning prizes of \$100 or more:

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