

**University of West Florida
University Commons and Student Activities
The Big Book: Policy and Procedure Manual**

**Topic: Student Organization “Raffle Rule” - Procedure for Promotional Give-Away Activities
Updated: January 6, 2006**

According to Florida Statute 849.0935, drawing by chance (raffles) are limited to organizations which are exempt from federal income taxation pursuant to 26 U.S.C. x. 501(c)(3), (4), (7), (8), (10), (19), and which have a current determination letter from the Internal Revenue Service.

However, as provided in Florida Statute 849.094, any person, firm, corporation, or association or agent or employee thereof may (under specific criteria) promote, operate and/or conduct a game promotion in connection with the sale of consumer products or services. A game promotion is defined by statute as a contest, game of chance, or gift enterprise in which the elements of chance and prizes are present (i.e., drawing a winning number, etc.).

To operate a promotional give-away within the parameters of state law and the practices of the University, the following requirements must be met:

1. Must be limited to student organizations and their bona fide fund raising activities and must be registered as an event with the University Commons and Student Activities department.
2. Results of the game may not be manipulated in any manner.
3. Officers and members of sponsoring organization may not be eligible to win.
4. May not arbitrarily remove, disqualify, disallow, or reject any entry.
5. Must award prizes offered.
6. May not print, publish or circulate false, deceptive or misleading information regarding the promotion.
7. May not require an entry fee, payment or proof of purchase as a condition of entering a game promotion. (“NO PURCHASE REQUIRED”)
8. Must publish and prominently display the game rules which, as a minimum, must include the following:
 - A. NO PURCHASE REQUIRED (may reasonably limit number of free entries daily at any single location).
 - B. List of prizes (include any restrictions or limitations - i.e., “free meal, good only on weekdays”).
 - C. Method of determining winner, including whether they must be present to win, and procedure for awarding unclaimed prizes.
 - D. State what the proceeds of the sales activity will benefit.
9. Any promotion with prizes totaling over \$5,000.00 must be registered with the Florida Department of Agriculture and Consumer Services as per s.849.094.
10. Any such promotional event is subject to the approval of the University Commons and Student Activities department through the Event Registration process