

GAMBLING

This policy covers the conduct of gambling activities by the Associated Students programs or organizations. These activities may be conducted as fund-raisers or event programs in accordance with the laws and policies of the State of Washington.

A. GENERAL

1. Associated Students programs or organizations shall be authorized to conduct raffles, bingos, and amusement games that do not require a license from the Washington State Gambling Commission in accordance with The Revised Code of Washington (RCW 9.46) and The Washington Administrative Code (WAC 230).
2. An organization may sponsor no more than two (2) gambling events within any one calendar year or raise revenues exceeding \$5,000.00 from gambling activities within the same period.

B. OPERATIONAL PROCEDURES

- a. Only members of the sponsoring organization shall be authorized to administrate or sell tickets for the raffle. The raffle coordinator and ticket sellers shall not receive any free tickets or other incentives for their participation, except as noted. The raffle coordinator and ticket sellers are not eligible to enter the raffle or win any prizes. The organization may choose to hold a closed raffle for coordinators and staff as an incentive.
- b. Tickets may be sold only **on-campus** to members of the campus community (e.g. students, faculty, staff, guests at events). Tickets sold to guests at events cannot exceed 25% of the number of tickets sold. The maximum ticket cost must not exceed \$2.00.
- c. Tickets will be of the "Double" or "Stub" type and all information must be legible. Any graphics or background designs shall not interfere with the legibility of the information.
- d. All tickets shall be deposited with the Viking Union Finance Office prior to sale for audit. A separate account shall be established for each raffle.
- e. The following information must be printed on the purchasers portion of the ticket if tickets are sold in advance of the drawing and/or displayed at the point-of-sale for raffles held at an event.
 1. Cost of the ticket
 2. Prize(s)
 3. Sponsoring organization
 4. Date, time and place of drawing
 5. Notice if the purchaser must be present at the drawing to win
 6. Information regarding how prizes can be won if other than a random drawing

7. A ticket number unique to that ticket

The following information must be contained on the “stub” that is retained by the organization.

1. A duplicate number
 2. The participant’s name, complete address, and phone number
 3. Sponsoring Organization
 4. Raffle title (Ex. Mountain Bike Raffle)
- f. The organization shall send notification of the raffle to the Campus Police at least five (5) days prior to sales beginning detailing the dates of the activity, cost of tickets, prize(s), sponsoring organization and date, time and place of drawing.
 - g. All prizes, both money and goods must be paid for and on deposit prior to the raffle beginning.
 - h. All sold ticket stubs must be included in the drawing and the drawing shall be conducted in a random manner designed so that each ticket has an equal opportunity to be withdrawn.
 - i. The sponsoring organization shall be responsible for notifying the winners by phone or mail within five (5) business days of the drawing. The sponsoring organization shall file a raffle report, within ten (10) business days following the drawing, with the Viking Union Finance Office. All unsold tickets and ticket stubs shall be deposited with the report.
 - j. Prizes not picked up within thirty (30) days following notification, shall revert to the sponsoring organization.
2. The Viking Union Finance Office shall maintain raffle records for a minimum of one year.

C. BINGO

Bingo shall be conducted in a manner consistent with WAC 230. Specific regulations appropriate for different situations are available from the Associate Director/Activities Adviser.

Interpretation and Enforcement: VU Administration

GAMBLING.POL

Approved By: Activities Council

Date Approved: 1978, 05/26/92, 06/02/97

Organization: Viking Union/Student Activities