michigan lottery
Charitable Gaming

www.michigan.gov/cg
(517) 335-5780
Licensing and Fees

- **Large raffle:**
  - $50 per drawing date
  - For prizes over $500
    - No limit on prizes awarded
  - Allows the sale of charity game tickets
  - Multiple drawings can be held during license time
- *Financial Statement* required
Licensing and Fees

- **Small raffle:**
  - $15 for up to 3 drawings
  - $5 for each additional drawing date
  - All prizes awarded, for each drawing date, must total $500 or less
  - *Financial Statement* now required
Accountability

- *Raffle Ticket Accountability* form is required
  - Use this form to track how tickets are issued or distributed
    - [www.michigan.gov/cg](http://www.michigan.gov/cg)
    - Click on “Raffle” then “Game Records”
- Pre-bundled tickets can assist with accountability
- Accountability is required for discounted tickets
  - For discounted tickets use different colors
## Raffle Ticket Accountability Form

**Charitable Gaming Division**

**Lottery**

101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-9700
www.michigan.gov/lottery

Complete this form for your records. Do not mail in.

<table>
<thead>
<tr>
<th>Ticket Seller’s Name &amp; Phone #</th>
<th>Tickets Issued For Sale</th>
<th>Tickets or Stubs Returned</th>
<th># of Tickets</th>
<th># of Ticket Stubs</th>
<th>Cash Rec’d</th>
<th># of Unsold Tickets</th>
<th># of Tickets or Stubs Not Returned</th>
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<tbody>
<tr>
<td>Date</td>
<td># From</td>
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<td>Date</td>
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</tbody>
</table>

Totals:

**Authority:** Act 383 of the Public Acts of 1972, as amended.
Raffle Ticket Accountability Instructions

This form is designed to assist licensees in complying with the raffle rules. If another ticket accounting method is used by your organization (including the use of a computer program), it must contain, at a minimum, all the information on the front of this form.

List each ticket seller’s name & phone #. For each seller, indicate:

- The date the tickets were issued for sale.
- The beginning and ending ticket numbers.
- The number of tickets issued for sale.
- The date tickets and/or ticket stubs were returned.
- Amount of cash received.
- The number of ticket stubs returned.
- Calculate and enter the number of tickets or stubs that the ticket seller has not returned.
- If the same ticket seller is issued additional tickets to sell, another entry is made for that ticket seller.
Accountability

- Deposits must be made within 2 business days
- Raffle funds must be deposited separate from any other funds (ex: do not deposit raffle money with beer tent money)
- Keep deposit slips
- Checks cannot be cashed from proceeds
- Bank statements and all check images from the bank account used for the licensed event must be retained
Rules

- Licensee cannot purchase tickets in their name
- Ticket sellers cannot be paid
- Ticket sellers must be 18 years or older
- Must be 18 to purchase raffle tickets
  - Tickets can be purchased for a child
House Rules

- Are required and must include:
  - Organization name
  - License number
  - Effective date
  - Refund policy
  - Alternative drawing date
  - Drawing method
  - Price of tickets

- Must be visible at time of raffle
- House Rules must be kept with the game records
Charitable Gaming Division
517-335-5780

- Sign up for email updates: www.michigan.gov/cg
- Email financial statements or additional info to: CG-Additional-Info@michigan.gov
- For general questions: cg-questions@michigan.gov