Policy: **University Advancement**	
Issuing Department**:** **Conducting Fund-Raising Raffles**	
Date last revised: **May 2006**	

PURPOSE

Raffles in Oregon are considered a form of gambling and are regulated by the Oregon Department of Justice. These regulations govern who can sponsor a raffle, the size of the prize, conduct of the raffle, Department of Justice reports, size of "handle", etc. OUS agreements with the WOU Foundation deal with the deposits, use, and cash flow of public and private monies. This policy assures proper reporting, control and inter-organizational communications to accomplish related fund raising within state, local, and OUS rules

The WOU Foundation has a valid license to conduct raffles in Oregon. The Foundation is under no obligation to conduct raffles, and does so at its "own discretion."

POLICY

Western Oregon University on occasion assists student and related groups with a variety of fund raising activities. Raffles are a legitimate way to generate funds for a number of campus activities. A number of state gambling regulations cover the operation of raffles in Oregon. All raffles must be approved in advance as noted below.

PROCEDURES

A. Student Groups
   Student groups wishing to hold a raffle must gain approval of the Vice President for Student Affairs (historically the Student Leadership Development Coordinator) who will review the size and scope of the raffle as it relates to rules provided by the Oregon Department of Justice.

   If the raffle is within these provisions, the coordinator can approve these types of raffles.

   1) Organizations holding raffles with a total handle of no more than $10,000 per calendar year for all student organizations combined.

The Vice President for Student Affairs or designee will keep an accurate record of the total handle generated from all student raffles approved in accordance with the overall handle limit.

If the group's activities do not fall within the above situations, they must work with the WOU Foundation to conduct a raffle within the rules established by the Oregon Department of Justice.

B. Other Campus Groups

All other raffles by campus groups must be approved by the Executive Director of the WOU Foundation. Groups wishing to conduct a raffle must seek permission from the Executive Director, or designee, to begin planning such an event.

No raffles of any kind may be conducted without the approval of one of the above.

AUTHORITY

ORS 167.117 Definitions for ORS 167.117 to 167.164, 464.270 to 464.420 and 464.450 to 464.530. Oregon Administrative Rule 137-025-0020 to 137-025-0310, and related statutes, administrative rules, internal management directives, etc.

RESPONSIBILITY

The responsibility for the administration of this policy shall be the Vice President for Student Affairs or designee and the Executive Director of the WOU Foundation or designee.

The Executive Director of the WOU Foundation has ultimate responsibility for ensuring that raffles on the Western Oregon University campus are conducted in compliance with Oregon State rules, statutes and directives under the license of the WOU Foundation.

Date of next review: **May 2011**

Alternate formats of this policy are available from the Office of Human Resources.