

October 18, 2021

NEW YORK INSTITUTE OF TECHNOLOGY

RAFFLE PROPOSAL FORM

To be submitted via pdf to Office of the General Counsel: smoran09@nyit.edu

Individual Contact Name: _____

Employee: ____ Student: ____ Alumnus/a: ____ Parent: ____ Other: _____

If Student, name of Faculty/Staff Advisor: _____

Department/Student Club/Other Entity: _____

Contact Telephone: _____ Contact Email: _____

Proposed Raffle Start Date: _____ End Date: _____

Raffle Purpose: _____

Anticipated Revenues: _____

Prize(s) detailed description and estimated retail value: _____

If the prize(s) will be purchased, what is the source of the funds, and who at NYIT has approved the purchase: _____

If the prize(s) will be donated, who is donating the prize (provide person/entity name and address): _____

Has any prize donor provided valuation information: _____

Where will the raffle be conducted: _____

Who will sell raffle tickets, and where/how: _____

What log will be kept of the entrants' name, address, contact information, and ticket number: _____

Who is responsible for collecting and depositing the proceeds? _____

When and where will the drawing take place: _____

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Please check each item below to acknowledge your understanding and agreement:

- Only persons 18 or older will be permitted to sell or purchase raffle tickets.
- Raffle tickets may not be sold more than 180 days prior to the drawing.
- The winner(s) will not be required to be present at the drawing.
- The entire proceeds from the raffle will be used for the charitable purpose stated on this form.
- For any prize of \$600 or more, the winner(s) will be required to complete a W-9 form.
- For any prize of \$5,000 or more, taxes will be withheld.
- Prizes may not be purchased with P-cards, and must be purchased through Procurement.
- Any non-cash prizes must be valued less than \$5,000.

PLEASE PREPARE AND ATTACH PROPOSED RULES TO BE POSTED/DISTRIBUTED TO THE ENTRANTS, INCLUDING THE FOLLOWING:

- Entrants must be U.S. citizens or permanent residents
- Any other entrance eligibility requirements
- Price of entry/ticket
- Date by which entries must be received and date when winner(s) will be selected
- Accurate description of the prize and the approximate retail value
- Statement: "Ticket holders need not be present to win."
- Statement: "Taxes are the responsibility of the winner."
- Statement regarding what will be done with any unclaimed prizes.
- If the Prize is a trip: 1) the rules need to specify what is and is not included in the prize; and 2) OGC will prepare a release form to be signed by the winner and any travel companion.