

- I. Procedure name: Raffle Fundraisers
- II. Basic Procedure: These operational procedures establish the process for a charitable, nonprofit organization to conduct a Raffle, Drawing, or other Games of Chance as a means of fundraising.  
  
“Organization” means an organization which is exempt from federal income taxation pursuant to the Internal Revenue Code, holds a current 501(c)(3) certification, and is up-to-date with all Escambia County School District (ECSD) requirements for Outside Support Organizations (OSO).
  - A. All brochures, advertisements, notices, or tickets used in connection with a raffle shall conspicuously disclose:
    1. The rules governing the conduct and operation of the drawing
    2. The full name of the organization and its principal place of business, which must exclude all school district addresses.
    3. The source of the funds used to award cash prizes or to purchase prizes.
    4. The date, hour, and place where the winner will be chosen and the prizes will be awarded.
    5. The specified objective for which funds are being raised.
    6. That no purchase or contribution is necessary.
  - B. All prizes shall comply with the provisions of the ECSD and the OSO Manual. Compliance shall be determined at the sole discretion of the Principal. No item can be raffled that is not allowed on school campuses, such as tobacco, alcohol, firearms or any type of weapon.
  - C. The setup, promoting, selling of the tickets, and conducting any of the business of an approved Raffle Fundraiser must be conducted in its entirety off ECSD properties.
  - D. ECSD school personnel may not set up, promote, or conduct the Raffle Fundraiser.
  - E. ECSD students are not allowed to aid or assist in the sale, disposal, or procurement of any ticket, coupon or share, or any right to any drawing in a Raffle Fundraiser.
- III. A school principal, or designee, must be made aware of, approve and oversee all fundraising activities conducted by any group using the school’s name. The ECSD Request to Conduct a Raffle Fundraiser Form will be authorized by the Principal and be on file with the school before beginning the activity.
- IV. Handling of all funds for OSO fundraising activities, including but not limited to any Raffle, must be conducted in accordance with ECSD Board policy.
- V. In the event any school organization or group is involved in a fundraising activity that may result in physical injury, property damage, or otherwise expose the ECSD to extraordinary liability, approval must be obtained in writing, in advance, from the Superintendent or designee.
- VI. Links: [OSO Manual](#), [ECSD Request for Raffle Fundraiser Form](#), [sample Raffle Form](#)

**THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
REQUEST TO CONDUCT A RAFFLE FUNDRAISER**

Instructions: Prior to commencement of all fund raising activities the principal's authorization must be obtained.

**Complete the following information.**

- a. Full name of organization and principal place of business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. The rules governing the conduct and operation of the drawing are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. Source of funds used to award cash prizes or purchase prizes

\_\_\_\_\_  
\_\_\_\_\_

- d. Description of any item(s) to be raffled or prizes to be awarded (**NO tobacco, alcohol, guns, or any type of weapon**)

\_\_\_\_\_  
\_\_\_\_\_

- e. Date, hour, and place where winner will be chosen and prizes will be awarded

\_\_\_\_\_  
\_\_\_\_\_

- f. The specified objective for which funds are being raised

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, have read and understand that as a Booster Club officer,  
(Please print full name) our organization is responsible to adhere to the rules  
outlined in the Standard Operating Procedures (SOP) for Raffle  
Fundraisers.

**Booster Club Officer**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Principal's Authorization:</b> _____	<b>Date:</b> _____
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SAMPLE RAFFLE TICKET WITH ALL REQUIRED INFORMATION

BACK OF TICKET

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida 32503

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Ticket #A101

Raffle Event Name

(Date, Time and Location)

BIG SCREEN TV

GIVEAWAY!

SAMSUNG 55"

LED -SMART TV

TV donated by:

Joes TV Store

**\$ 10 each**

**Good Luck!**

FRONT OF TICKET

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida 32503

Rules of Big Screen Raffle

You do not have to be present to win.

No Purchase or Contributed Necessary

Only 500 tickets have been printed

PROCEEDS WILL PURCHASE A

JUGS PITCHING MACHINE!!

Ticket #A101

Raffle Event Name

(Date, Time and Location)

BIG SCREEN TV

GIVEAWAY!

SAMSUNG 55"

LED -SMART TV

TV donated by:

Joes TV Store

**\$ 10 each**

**Good Luck!**

BACK OF TICKET

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida 32503

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Ticket #A102

Raffle Event Name

(Date, Time and Location)

BIG SCREEN TV

GIVEAWAY!

SAMSUNG 55"

LED -SMART TV

TV donated by:

Joes TV Store

**\$ 10 each**

**Good Luck!**

FRONT OF TICKET

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida 32503

Rules of Big Screen Raffle

You do not have to be present to win.

No Purchase or Contributed Necessary

Only 500 tickets have been printed

PROCEEDS WILL PURCHASE A

JUGS PITCHING MACHINE!!

Ticket #A102

Raffle Event Name

(Date, Time and Location)

BIG SCREEN TV

GIVEAWAY!

SAMSUNG 55"

LED -SMART TV

TV donated by:

Joes TV Store

**\$ 10 each**

**Good Luck!**

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida  
32503

Ticket #A101

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida  
32503

Ticket #A101

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida  
32503

Ticket #A102

Thank you for supporting  
PALAFOX BASEBALL  
BOOSTER CLUB  
P.O. Box 999  
Pensacola, Florida  
32503

Ticket #A102