

Special Olympics Virginia, Inc.
House Rules (Raffle Rules) for Harley Raffle

- 1.) Tickets can't be printed until we have the permit. Upon receipt of the permit, the volunteer coordinator may print the tickets, though for raffles later in the gaming year they may not need to print them right away.
- 2.) Tickets may not be sold to SOVA staff or their immediate relatives. They also should not be sold to key volunteers who are organizing the raffle. No minors should be allowed to buy a ticket.
- 3.) Tickets can only be sold in the Commonwealth of Virginia. In order to sell in other states we would have to get a permit in each state we wanted to sell in. Out of state residents can buy tickets if they are physically in Virginia at the time of purchase.
- 4.) If not enough tickets are sold to make a profit, one of two options exist: postpone the drawing (must get approval from DCG) or hold the drawing as planned knowing that we will lose money. The Game Manager and the volunteer in charge of the raffle will make that decision together.
- 5.) Raffle tickets can be sold by all SOVA volunteers. The volunteer coordinator will keep a log of all tickets that they distribute and reconcile the sold/unsold/money deposited throughout the raffle. Unsold tickets, winning stubs and non-winning stubs will all be collected by the volunteer coordinator. The volunteer coordinator will then turn it all in with the ticket log to the Game Manager.
- 6.) Drawing location and date are based on what event provides a good opportunity to do the drawing – see ticket for actual info. The drawing process will be conducted by the volunteer coordinator. The person drawing the ticket may not be the Game Manager or the volunteer coordinator. It is usually a SOVA athlete. The first ticket drawn will be the winner. We will draw a second ticket in case the winner does not claim the prize (see #13) so we have a secondary winner in this event.
- 7.) Before the drawing, each stub will be placed into a receptacle from which the winning ticket will be drawn. The receptacle will be designed so that each ticket placed in it has an equal chance to be drawn.
- 8.) Prize will be valued at fair market value.
- 9.) The money will be controlled by maintaining a ticket log of unsold tickets distributed and money and stubs turned back in.
- 10.) Tickets will be handled carefully so as to not lose or damage any.
- 11.) The tickets will be sold by asking how many they want and multiplying that by the ticket price. The money will be collected by the purchaser giving cash, check or credit card to the seller for the ticket (s). Money will be deposited on a weekly basis (unless no sales were made).
- 12.) All non-winning stubs, unsold tickets, and winning stubs will be kept at SOVA's office or at their storage facility in Richmond for the required three year retention period. The office is located at 3212 Skipwith Road Ste 100 Richmond, VA 23294. The storage facility is located at 9120 W. Broad St. Richmond, VA 23294.

- 13.) Winner does not have to be present at the drawing. The prize will be distributed by calling the winner and asking them to come pick up the prize. Prize should be claimed within 30 days of the drawing. If a winner has moved or does not want the prize an alternate winner will be drawn and contacted based on the information on the ticket.
- 14.) Rain date: None needed. The drawing will occur regardless of weather.
- 15.) Winner is responsible for taxes, title and fees.