



Dane County Humane Society

Charitable Raffles Quick Guide

1. What type of raffle do you want to hold?
 - Class A Tickets
 - Tickets need to be designed and printed in advance.
 - Can be sold up to 270 days in advance of drawing.
 - The winner need not be present to win.
 - The drawing must be held at a specific time in a public place so any ticket holder can witness it. This time and place must be listed on the ticket.
 - Value of prizes worth \$500 or more must be printed on the ticket.
 - Only ONE name can be on each ticket (no spouses, etc).
 - Maximum price of \$500 per ticket.
 - Class B Tickets
 - Tickets come numbered on a spool.
 - Tickets can only be sold the day of the raffle.
 - Winners must be announced the same day tickets are sold.
 - You must be present to win.
 - The drawing must be held at a specific time in a public place.
 - Maximum price of \$10 per ticket.
2. What information do I need to post?
 - a. Be sure to post a sign with the following information:
 - i. Date, Time, and Location of the Drawing
 - ii. If you are holding a Class B Raffle, be sure to post “Must be present to win.”
3. What does DCHS need returned to them afterwards?
 - a. We need ALL raffle tickets returned to us. We are required to keep them for 1 year after the raffle.
*Please return all sold ticket stubs, and any class A unsold tickets.
 - b. We need to have contact information for the winner, including their name, phone number, email, address, and a description of the prize that they won.
 - c. We need to know the total amount of money spent on the raffle and the total income from the raffle.
 - d. All money earned in a raffle must directly benefit DCHS and be used toward our stated mission, *helping people help animals*.

For full rules please visit the Department of Administration website:
<https://doa.wi.gov/Pages/LicensesHearings/RaffleLicense.aspx>

Thank you for your support!