

**UNIVERSITY OF ALASKA FAIRBANKS  
RAFFLE PERMIT FOR GAMES OF CHANCE & SKILL  
FORM 1**

|                          |       |
|--------------------------|-------|
| <b>Organization:</b>     | _____ |
| <b>Person in Charge:</b> | _____ |
| <b>Phone:</b>            | _____ |
| <b>E-mail:</b>           | _____ |

**Type of Use:**

Raffle \_\_\_\_\_  
Contest of Skill \_\_\_\_\_  
Other \_\_\_\_\_

**For Raffle:**

Number of tickets to be printed: \_\_\_\_\_  
**Tickets will be sold for:**  
\$ \_\_\_\_\_ each or \_\_\_\_\_ for \$ \_\_\_\_\_

**Date of Drawing (if applicable):**  
(MM/DD/YYYY) \_\_\_\_\_

**Procedures:**

(Location of event/sales, who will sell tickets, etc.)

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

**Purpose of Raffle/Contest of Skill:**

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

**List of Prizes:**

(If prizes are items list 1<sup>st</sup>, 2<sup>nd</sup>, etc., the cost of each prize and if they were bought or donated, Alaska Airlines ticket must still have a retail amount listed. If you are doing a 50/50 or cash prize, please note that and the anticipated winning amount.)

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

\*If request is approved you cannot add additional prizes.

\*All tickets for raffles which have one or more prizes with a value of \$600 or greater must have the following statement printed on each ticket: *"A 1099 will be issued to the winner of a prize with a value of \$600 or greater"*

**Budget (Tentative):**

Expenses:

Advertising: \_\_\_\_\_

Prizes: \_\_\_\_\_

Other: \_\_\_\_\_

Accounting Fee: \_\_\_\_\_  
(2% of gross income)

Total: \_\_\_\_\_

Income:

Sales: \_\_\_\_\_

Admissions: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

**Projected Net: \$ \_\_\_\_\_**

**Do you have a copy/example/template of your raffle ticket?**  
(Raffle request will not be approved without one submitted)

**Yes**

**No**

**Account to Deposit Net Proceeds:** \_\_\_\_\_ - \_\_\_\_\_  
 Fund (6 digit) Org (5 digit)

\_\_\_\_\_  
**Signature of Person in Charge**

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

**OFFICE USE:**

**Date:** \_\_\_\_\_ **Activity Code Assigned:** \_\_\_\_\_

**Prizes List Submitted:** YES NO **Sample Ticket Submitted:** YES NO

**Approval by:**