

## Policy for Student Organization Raffles at NTCC

At **Northeast Texas Community College (NTCC)**, student organizations planning to conduct raffles must comply with Texas state law and institutional policies to ensure legal and ethical practices. Below are the guidelines:

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### Texas State Law Requirements for Raffles

**1. Qualified Organization:**

The raffle must be conducted by a qualified nonprofit organization. Most student organizations at NTCC qualify if they operate as part of the college and are non-profit.

**2. Purpose of the Raffle:**

The proceeds must benefit the organization's mission and align with NTCC's educational and community-focused goals.

**3. Prizes:**

- Prizes must be owned by the organization **before** the raffle begins.
- Cash prizes are prohibited unless they are part of a gift card.

**4. Ticket Requirements:**

Each raffle ticket must include:

- The name of the organization conducting the raffle.
- The address or contact information of the organization.
- The cost of ticket.
- A description of each prize valued at over \$10.
- The date the prizes will be awarded.

**5. Ticket Sales:**

- Tickets cannot be sold online or through credit card transactions.
- Only NTCC students or members of the organization may sell tickets.

**6. Limits on Raffles:**

A qualified organization may hold no more than two raffles per calendar year.

## 7. Prohibited Activities:

- The organization may not pay anyone to organize or conduct the raffle.
  - Raffles may not be promoted through paid advertisements.
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## NTCC Institutional Policies

In addition to state laws, NTCC has the following requirements for student organization raffles:

### 1. Pre-Approval Required:

All raffles must be **pre-approved by the Associate Vice President for Student Services**. Student organizations must submit a detailed proposal that includes:

- The purpose of the raffle.
- A description of the prizes and their values.
- Plans for ticket sales and marketing.

### 2. Supervision:

Faculty advisors or designated NTCC staff members must oversee the raffle to ensure compliance with all guidelines.

### 3. Proceeds Allocation:

Funds raised must support specific student organization goals or activities, consistent with NTCC's mission and values.

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## Next Steps for Hosting a Raffle

1. Submit a **raffle proposal** to the **Associate Vice President for Student Services** for approval.
2. Review and adhere to the **Texas Charitable Raffle Enabling Act**.
3. Collaborate with your faculty advisor and the Office of Student Development to manage and document the raffle process.

If you have questions or need assistance with your raffle proposal, please contact the Office of Student Services.

# Raffle Proposal

## Northeast Texas Community College

**Organization Name:** \_\_\_\_\_

**Faculty Advisor Name:** \_\_\_\_\_

**Raffle Purpose:**

(Explain why the raffle is being conducted and how proceeds will be used. Example: "The raffle will raise funds for [specific event or purpose] to benefit [target audience or mission].")

**Proposed Raffle Dates:**

- Start Date: \_\_\_\_\_
- End Date: \_\_\_\_\_
- Prize Drawing Date: \_\_\_\_\_

**Description of Prizes (include estimated value):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Ticket Price:** \_\_\_\_\_ per ticket

**Plan for Ticket Sales:**

(Describe how and where tickets will be sold. Example: "Tickets will be sold in person by student organization members during campus events and in designated areas.")

**Supervision Plan:**

(Describe who will oversee the raffle and ensure compliance with all rules.)

**Estimated Proceeds:** \_\_\_\_\_

**Acknowledgement:**

I understand and agree to abide by NTCC policies and Texas state laws governing raffles.

**Submitted By:**

- Name: \_\_\_\_\_
- Title/Role in Organization: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

- Associate Vice President for Student Services: \_\_\_\_\_
- Date: \_\_\_\_\_