RAFFLE POLICY

1. What is a raffle?

A raffle is the random drawing of a ticket that allows a currently enrolled John Jay College student the opportunity to win a prize.

2. What are examples of raffle prizes that require a request form?

AMC Tickets, Broadway Tickets, MetroCards, Gift Cards

3. What is the process for requesting a raffle?

An organization or department planning to raffle items for an event must submit all documentation listed below in PDF format to saaboforms@jay.cuny.edu at least thirty (30) days prior to the planned date of event.

A Raffle packet contains the following documents:

☐ Raffle Request Form

☐ Purchase Request Form
  Purchase Request form must be accompanied with backup documentation

☐ Check Request Form
  One check request form per vendor (note: please make that the vendor accepts checks as payment prior to submission)

☐ Event Flyer
  Flyer advertising the planned activity where the raffle will be conducted

4. How do I retrieve the raffle prizes for the event for distribution?

Student Activities Association Inc. Business Office will send an email confirmation once the raffle prizes are available for pick up.

The raffle prizes must be picked up 2 hours prior to the event.

5. What forms and/or items do I need to complete for the raffle?

☐ Double raffle ticket roll
☐ Raffle Recipient Release Form for each prize
☐ Prizes for distribution
6. What am I responsible for after the end of the event?

You must bring the following items back to the Student Activities Association Inc. Business Office located at L.66.03:

- □ Double raffle ticket roll
- □ Raffle Recipient Release Form for each winner signed
- □ A copy of the student's valid John Jay College ID and enrollment letter
- □ Any remaining prizes