



Office of the General Counsel

APPLICATION FOR RAFFLE

This form must be completed and filed with MATC's Office of General Counsel at least sixty (60) days prior to the date indicated below for the commencement of sale of raffle tickets.

Name of Student Group or Organization seeking to hold a raffle:

Name of Designated Raffle Organizer (volunteer responsible for legal compliance, financial reporting, and ticket production and distribution):

Relationship of Designated Raffle Organizer to MATC:

If the Designated Raffle Organizer is not a student group advisor, faculty member or member of administrative management, state such person's qualifications to serve as Designated Raffle Organizer:

Alternate Contact to Designated Raffle Organizer:

Downtown Milwaukee Campus
700 West State Street
Milwaukee, WI 53233-1443

Mequon Campus
5555 West Highland Road
Mequon, WI 53092-1143

Oak Creek Campus
6665 South Howell Avenue
Oak Creek, WI 53154-1107

West Allis Campus
1200 South 71th Street
West Allis, WI 53214-3110

MATC.edu
414-297-MATC

Phone Numbers and Email Addresses of the Designated Raffle Organizer and Alternate Contact:

Date the sale of raffle tickets will be begin:

Prizes to be awarded and source of prizes:

Cost per raffle ticket: _____

Discount package price (if none, write "none"): _____

Date, time and place of drawing:

Will the raffle coincide with another fundraising event (if yes, describe event):

Proceeds will benefit: ___ MPTV ___ MATC Foundation, Inc.

Other (describe charitable purpose):

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Acknowledgment

I accept responsibility for conducting and reporting on the above-requested raffle, which will be held for a charitable purpose consistent with MATC’s mission and vision. I understand that I am responsible for monitoring our group’s compliance with all laws of the State of Wisconsin concerning charitable raffles, and the regulations of the Department of Administration, Division of Gaming. I understand that it is my responsibility to arrange for the production of raffle tickets, to account for all raffle receipts, to maintain accurate and complete records of income and expenditures, to assure that all tickets sold are secure and are included in the vessel from which the drawing will occur, to issue refunds to ticket purchasers should the raffle be canceled, to compile and distribute a list of prize winners to those who request it, and to **file a financial report within 7 days of completion of the raffle drawing**. I will comply with the MATC District Code of Ethics (Policy C0700) in conducting this raffle. I certify that I do not receive any additional compensation or payment as a result of my participation as Designated Raffle Organizer.

Signature

Printed Name

Date

Date Received by Office of General Counsel:

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