

Section 1.0 – Purpose

To provide procedures to ensure that all Event Raffles conducted by Alzheimer's Community Care follow Florida Statutes.

Section 2.0: Overview

In the event Alzheimer's Community Care conducts a raffle, defined as conducting a drawing by chance to win a prize, the Organization will ensure that all listed procedures are followed.

Section 3.0: Procedures

In the event Alzheimer's Community Care conducts a raffle, the following must be done:

- The Organization will conduct the raffle in accordance with Florida Statute 849.0935. This includes:
- All brochures, advertisements, notices, tickets, or entry blanks used in connection with a drawing by chance will disclose:
 - The full name of the organization and its principal place of business.
 - The rules governing the conduct and operation of the drawing.
 - The source of the funds used to award cash prizes or to purchase prizes.
 - The date, hour, and place where the winner will be chosen and the prizes will be awarded.
 - That no purchase or contribution is necessary.
 - A suggested minimum donation
- All brochures, advertisements, notices, tickets, or entry blanks used in connection with a drawing must be approved by the Vice President of Grants and Fund Development prior to printing and distribution.
- The Organization will award all prizes at the time of the raffle and promptly notify the winning person after confirmation.
- The Organization will not require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of entering the drawing or of being selected to win a prize.
- The Organization will not condition the conducting of the raffle on a minimum number of tickets having been disbursed to contributors or on a minimum amount of contributions having been received.
- The Organization will not cancel the raffle.
- The Organization will not remove, disqualify, disallow, or reject any entry or to discriminate in any manner between entrants who gave contributions to the Organization and those who did not give such contributions.



Event Raffle Procedures

- All solicitations must be approved by the Vice President of Grants and Fund Development prior to printing and distribution.

SAMPLE DISCLOSURE:

Alzheimer's Community Care, a 501(c)3 nonprofit with a principal location at 800 Northpoint Parkway, 101-B, West Palm Beach FL 33407, will be conducting a raffle on XX/XX/XXXX at (Location) between XX:XX – XX:XX. All raffle prizes have been donated to the Organization. The raffle will be drawn at random and winners will be announced at the event upon confirmation of a matching ticket. No purchase is necessary to participate. All advertised pricing for raffle tickets is presented as a suggested donation. All procedures governing the raffle will be done in accordance with Florida Statue 849.0935. To learn more visit: www.alzcare.org/raffle

Section 4.0: Applicability

These procedures impact:

- Development Coordinator
- Development Manager
- Development Director
- Director of Grants
- Marketing Coordinator
- Vice President of Grants and Fund Development
- Vice President of Finance
- Executive Assistant
- CEO/President

Section 5.0 – References

- Location of Procedure: M > Development > Policies and Procedures > Event Raffle Procedures.doc
- Florida State Statue: 849.0935 - <http://www.flsenate.gov/laws/statutes/2018/849.0935>

Section 6.0 – Forms

- N/A