

FAQ on Raffles

Also refer to Manual of Business Procedures [Section 49: Raffle Policy](#).

I want to hold a 50-50 raffle and sell tickets for my department event, do I need a raffle license?

Yes, since consideration is given by requiring the winner to buy a ticket, you will need to follow the MBP-Section 49: Raffle Policy

I want to conduct a survey and give \$100 to 4 random drawn winners from those that completed surveys, do I need a raffle license?

Yes, since consideration is given by requiring the winner to complete a survey, you will need to follow the MBP-Section 49: Raffle Policy. Although please note that on-line surveys are not allowed by the State of Michigan.

I want to have a MSU pep rally, where anyone from the public is allowed to attend, and give randomly drawn winners \$20, do I need a raffle license?

No, no consideration is given, open to public and anyone can win, no raffle license is required. This situation falls under MBP-Section 44: Issuing Gifts, Gift Cards, and Prizes.

I want to hold a drawing at our annual department staff meeting and sell tickets for prizes that value in total less than \$100 on that day, do I need a raffle license?

No, since MSU is a qualified organization by the Charitable Gaming Division, the sale and drawing of tickets and prizes awarded all on same day, and total value of prizes does not exceed \$100, no raffle license required.

How long does it take to get a raffle license?

We recommend to allow for up to 8 weeks to process a raffle application. In short, the application must be reviewed and signed by the department Dean or MAU Administrator, Office of Tax Services, Office of General Counsel, and two executive VP signatures. The signed application then needs to be mailed to the State of Michigan Charitable Gaming Division with a department check for the raffle license fee for processing.

Can I have the raffle event while waiting for the raffle license?

No, you must wait for all approvals and the raffle license packet from the Charitable Gaming Division. Among several rules, you are required to display the raffle license during the event.

If my prizes are donated, do I still need a license?

Yes, all raffle rules and requirements apply even if the prizes are donated.

What if I have to change the date or cancel the event?

For a date change, notify Office of Tax Services and the Charitable Gaming Division in writing within 20 days of the event.

For planned cancellation, notify Office of Tax Services and the Charitable Gaming Division not less than 10 days prior to the event and include the method that will be used to provide a refund to all purchasers.

For an unplanned event that prevents the scheduled drawing from happening, notify Office of Tax Services and contact the Charitable Gaming Division at 517-335-5780 immediately.

There are numerous raffle scenarios that MSU departments present, if you have any questions and need assistance determining if a raffle license is required, please contact the Office of Tax Services (355-0010 or taxreporting@ctrl.msu.edu).