

STANDARD OPERATING PROCEDURES FOR CONDUCTING RAFFLES ON FORT BLISS

1. References:

- a. DoD 5500.7-R, Section 2-302, Gambling.
- a. Texas State Constitution, Article 3, Section 47 (Vernon 1991).
- b. Texas Occupations Code, Title 13, Chapter 2002, Charitable Raffles.
- c. AR 600-29, *Fund-Raising within the Department of the Army*, 20 March 1992.

2. Purpose: To establish procedural guidelines for Fort Bliss military units, family readiness groups, and private organizations conducting fundraising raffles. Raffles may be conducted only by organizations composed primarily of DoD employees or their dependents for the benefit of welfare funds for their own members or for the benefit of other DoD employees or their dependents, subject to the limitations of local law and applicable provisions of DoD 5500.7-R, when approved by the Garrison Commander.

3. Definitions:

a. "Raffle" means the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

b. A door prize is an award of one or more prizes to one or more members of a group of persons who have attended a certain event and who have not paid or promised something of value for a ticket or token that represents a chance to win the prize(s). For example: a person has a chance to win a toaster from a free ticket given at the door of an art exhibition. The ticket holder can be charged a fee for the art exhibition but not for the door prize ticket.

c. For purposes of this SOP, a calendar year begins on January 1 and ends on the following December 31.

4. Authorization Procedures To Conduct Raffles on Fort Bliss.

a. Organizations that wish to conduct a raffle on Fort Bliss must meet the description provided in paragraph 2 above. Examples of these organizations include the Officers, Civilians and Spouses Association (OCSA), the NCO Wives Club, family readiness groups, and military units. The proceeds from the raffle must either be for a charitable purpose or for the benefit of welfare funds for the organization and for other DoD employees and their dependents.

b. Organizations that wish to conduct a raffle must request permission from the Garrison Commander through the Directorate of Morale, Welfare, Recreation, Marketing and Services Division. The request should include the following information: the name of the organization, the purpose of the raffle, the dates through which the raffle will run, the prizes to be raffled off, the method used to obtain the prizes, and a copy of the raffle ticket.

c. All requests to conduct a raffle will be forwarded to the Office of the Staff Judge Advocate for a legal review and then to the Garrison Commander for approval or disapproval.

d. After the raffle has been conducted, the organization must prepare an After Action Report detailing, among other things, the amount of income from ticket sales and all expenses associated with conducting the raffle. This report must be submitted to the DCA, Marketing and Services Division, no later than two weeks after completion of the raffle.

5. Conditions, Policies and Prohibited Activities.

Organizations must comply with the following conditions imposed by Texas state law:

- a. No more than two raffles per year per organization.
- b. An organization may conduct only one raffle at a time.
- c. All proceeds must be spent for charitable purposes or for the welfare funds of the organization or for DoD employees and their dependents.
- d. An organization may not, directly or indirectly, by the use of paid advertising, promote a raffle through a medium of mass communication, including television, radio or newspaper.
- e. Raffles will not be promoted or advertised throughout the state, and raffle tickets will not be offered or sold throughout the state.
- f. Money will not be offered as a prize.
- g. The value of a prize, which is purchased, may not exceed \$50,000.00. (There is no limit if the prize is donated.)
- h. Only organization members may offer and sell tickets.
- i. Persons selling tickets may not be compensated.
- j. Each ticket must have the following information printed on it:

1. The name and address of the organization or of a named officer of the organization;
2. The price of the ticket; and
3. A general description of each prize having a value over \$10.00.

k. The organization conducting the raffle must actually own or possess the prize or post bond with the El Paso County Clerk for its value.

l. In accordance with AR 600-29 and the Joint Ethics Regulation, an organization that conducts a raffle must comply with the following policies:

1. Ensure that the purchase of raffle tickets is voluntary.
2. Ensure that there is no appearance of coercion or compulsion to participate.

3. On-the-job fundraising is generally prohibited. This includes the following specific activities: organizing of raffles, solicitation to sell raffle tickets, selling raffle tickets, and solicitation of donations for raffle prizes.

4. The granting of special favors, privileges or entitlements, such as special passes or leave privileges as an inducement to participate, is prohibited.

6. **Accountability Techniques.** Proper cash control and accountability ensure that revenue is safeguarded. The following techniques should be applied to any raffle:

- a. Pre-printed tickets should be numbered sequentially with a serial number.
- b. A complete inventory of all tickets should be taken prior to issue to any salesperson. The inventory should account for 100% of the tickets available for sale. This inventory should be safeguarded and maintained on file.
- c. A member of the organization should be designated as the person to issue all tickets. A different member should be designated as the person who collects all sales funds and unsold tickets.
- d. Tickets should be formally issued to all salespersons. Procedures should include recording the ticket numbers issued and ensuring that the salesperson signs for the tickets obtained. A copy of this transaction should be maintained by the issuer.
- e. All cash and leftover tickets should be counted, verified, and formally turned in to the designated individual responsible for collecting cash and tickets (this individual should not collect his own tickets).
- f. A formal record of the total tickets should always be maintained. Cash above minimal quantities and everyday needs should be deposited in a bank as soon as possible. Tickets and undeposited cash should be kept in a safe.

7. For further information and guidance in conducting a raffle, or any fundraiser, you may contact the DMWR, Financial Management Division, at 568-4444. The office is located on Fort Bliss in Building 11.