

Laramie County Community College Raffle - Financial Report

This form must be completed and filed with LCCC Accounting Services within 7 days of the completion of the raffle.

Please type or print

Name of Club or Team
Name of Club or Team Raffle Chairperson
Name of Club or Team Sponsor
Contact Phone number

Raffle approval date: _____

Date first ticket sold: _____ Date last ticket sold: _____

Date of raffle: _____

Number of tickets sold: _____

Please attach a photocopy of the ticket used for the raffle.

Gross receipts: \$ _____

Expenses:

Non-prize expenses (please itemize)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Prizes paid \$ _____

Net profit (loss): \$ _____

For the final financial report, attach the Raffle Ticket Inventory Control Worksheet(s) and the Prizes Paid-Out Control Sheet. Also, please attach the original winning ticket(s).

Name and phone number of person completing this report (please print)

Signature of person completing this report

**PRIZE PAID-OUT
CONTROL SHEET**

Laramie County Community College

Date of Draw	Name of Winner	Ticket #	Prize Awarded	Winner Initials

Signature of Raffle Chairman

Date

Signature of Sponsor

Date

LARAMIE COUNTY COMMUNITY COLLEGE

RAFFLE TICKET INVENTORY CONTROL

[illegible][illegible]

Club Name _____

Total Deposits _____

Signature of Raffle Chairperson _____

Date _____

Signature of Treasurer

Signature of Sponsor _____

Date _____

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Signature of Raffle Chairman

Date

Signature of Sponsor

Date

Laramie County Community College

Application for Raffle Approval

Type of organization making this request: Choose an item.

Date of Request	Click here to enter a date.
Approval requested by	Click here to enter a date.
Date of Raffle Start	Click here to enter a date.
Name of Organization	Click here to enter text.
Name of Official Representative	Click here to enter text.
Name of Alternate Representative	Click here to enter text.
Name of Sponsor	Click here to enter text.
Contact Information	Click here to enter text.

I accept responsibility for conducting and reporting on the above requested raffle. I understand that I am responsible for monitoring our organization's compliance with the Laws established by the State of Wyoming and with the guidelines established Laramie County Community College. Additionally, I understand that it is my responsibility to arrange for the production of raffle tickets, to forward all raffle receipts to the LCCC Accounting Office., 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 issues refunds to all 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 final financial report within 7 days of the completion of the raffle.

Official Representative

Date

Sponsor

Date

Details of Proposed Raffle

[Type details of raffle (ticket price(s), number of ticket to be printed, dates of raffle, prizes offer etc...)]

How are proceeds to be used?

[Describe charitable purpose of this raffle.]

Please attach draft of ticket design to this application

The above application has been reviewed by President Cabinet and been:

- ☐ Returned for clarification
- ☐ Denied
- ☐ Approved

President or designee

Date