FIU FLORIDA INTERNATIONAL UNIVERSITY

FIU Foundation, Inc.

Raffle Procedures

BACKGROUND AND PURPOSE:

This internal procedure will give the FIU community guidance on the required steps and the rules and regulations that must be followed when conducting an official FIU raffle.

Florida Statue 849.0935 *Charitable, nonprofit organizations; drawing by chance; required disclosures; unlawful acts and practices; penalties*, allows certain nonprofit organizations to legally run raffles, even though gambling is generally illegal in Florida, as long as strict rules are followed. Only qualified tax-exempt nonprofit organizations (501c3) can conduct them.

A "drawing by chance" is defined as an activity in which:

- People submit entries; and
- Winners are chosen randomly to receive prizes

Eligibility Requirements:

- The raffle must be conducted by a qualified 501(c)3 nonprofit organization in good standing
- The raffle must be operated directly by the FIU Foundation; third-party, for-profit administration is not allowed
- No purchase or donation is required

Required Disclosures:
All raffle materials (including ticket, advertisements, and promotional items) must be same across all platforms and clearly state:

- Official Rules of the drawing
- Name and address of the organization conducting the raffle
- Source of prize funds (i.e. donated or purchased)
- Date, time, location of the drawing
- A statement and mechanism that no purchase or donation is required to enter or win. However, you can accept a suggested donation to the FIU Foundation in connection with the raffle.
- Any restrictions, eligibility requirements, or conditions must be disclosed in advance

Raffle Operations and Drawing Procedures:

- The drawing must occur exactly as advertised (date, time and location)
- Winners must be selected through a fair and random process
- The drawing process should be documented and, when possible, conducted with oversight or witnesses to ensure integrity
- Prizes must be awarded as described in the official rules

STEPS TO CONDUCT AN OFFICIAL FIU RAFFLE:

FIU Foundation will be the legal organization conducting the raffle. Please ensure that you and/or your department **do not** conduct a raffle without contacting the FIU Foundation.

If you are interested in conducting a raffle at FIU, please reach out to the following departments for assistance and to obtain the appropriate information and guidance on how to conduct an official raffle at FIU.

1. Office of Compliance (Jennifer LaPorta)
2. Office of General Counsel (Alfred Guerra)
3. FIU Foundation (Adrianne Perdomo) for assistance to provide the appropriate guidance on how to conduct a raffle.

ADDITIONAL INFORMATION:

The official rules and regulations of the raffle will be posted on FIU Foundation's website at https://give.fiu.edu/about/fiu-foundation/raffle/official-rules-regulations_fiu-foundation.pdf.

FIU Foundation will use GIGAcalculator's Random Number Generator to select the winner and will notify the winner via email at the email provided.

Winner must complete and sign IRS Form W-9 (includes complete address and Social Security Number). If applicable, IRS Form W-2G will be prepared and FIU Foundation will provide copies B and C to the winner. Tax withheld will be included in Box 4.

APPROVED LANGUAGE FOR RAFFLE MATERIALS (ie. email, ads, etc):

Dear FIU Supporter,

We invite you to participate in [Title of Survey here]. We encourage you to take a few minutes to participate.

Your experience and perspective are invaluable. Your feedback – whether positive, neutral, or critical – will help guide and improve the University. The survey takes approximately [time to complete here] minutes to complete.

- Your participation in this survey is completely voluntary.
- You are free to not answer any question or withdraw from the survey at any time.
- [if applicable] The results of the survey are anonymous.

As a thank you, those who complete the survey and provide their email address will be entered into a drawing conducted by the FIU Foundation, Inc. to win [prize description here]. No purchase necessary.

Take the survey now.

The survey will remain open through [deadline date here]. Thank you for helping shape FIU's future.

Official Rules and Regulations [add link]

APPROVED LANGUAGE FOR OFFICIAL RULES & REGULATIONS:

The Florida International University Foundation, Inc. (the "Foundation") with its principal place at 11200 SW 8th Street, MARC 5th Floor, Miami, FL 33199 is conducting a drawing where you will have the chance to win [prize description here] purchased by [source of funds here].

Those who complete the survey and provide their email address will be automatically entered into the drawing. The drawing for [prize description here] will be held at the FIU Foundation, on [date here] at [time here], drawn from all eligible entries. The odds of winning the prize will depend on the number of entries. The winner will be contacted by the Foundation at the email address provided.

Entrants must be 18 years of age or older and have received a link to the survey. By entering this drawing, the participant acknowledges that he or she is aware of and agrees to abide by the Official Rules and Regulations of this drawing. No purchase or contribution is necessary to enter. If a survey was not completed, you may enter the drawing by completing the following [link to Foundation Qualtrics here]. All awards are final. Prize is non-transferable.

The winner is responsible for all applicable federal, state and local taxes, and sales tax. Raffle winner must complete and sign IRS Form W-9 (including complete address and Social Security Number). If applicable, IRS Form W-2G – Certain Gambling Winnings, will be prepared and the Foundation will provide copies B and C to the winner. Tax withheld will be included in Box 4. No substitutions for prize will be made. For additional information, please contact the Foundation at 305-348-3758.