



Washington State Gambling Commission

Mailing Address: P.O. Box 42400, Olympia, WA 98504-2400

Headquarters: 4565 7th Avenue SE, Lacey, WA 98503

(360) 486-3440 ▲ (800) 345-2529

FAX (360) 486-3631

Website: wsgc.wa.gov ▲  [WAGambling](https://twitter.com/WAGambling) ▲ E-mail: AskUs@wsgc.wa.gov

State Employee Raffles

Executive Branch State Employees may offer an unlimited number of employee-only raffles, as long as the combined gross revenue from the raffles does not exceed \$5,000 in a calendar year. ([RCW 9.46.0209\(2\)\(b\)](#)).

- First, a group of employees must get a letter from the agency's chief executive official, or their designee, authorizing the raffle.
- Tickets must be sold, and prizes awarded, only to employees of the agency.
- The purpose of the raffle must be disclosed to all participants.

Use of raffle proceeds:

Money raised must be given to:

- The state combined fund drive ([RCW 41.04.033](#)); or
- An entity approved to receive funds from the state combined fund drive; or
- A charitable or benevolent entity, including but not limited to a person or family in need, as determined by a majority vote of the approved group of employees.

No person or other entity may receive compensation in any form for services supporting the raffle.

Provide rules to participants:

The following information must be clearly printed on each ticket or available in writing:

- Cost per chance (\$100 maximum per ticket).
- Date, time, and location of the drawing.
- Name of the sponsoring agency.
- Whether or not winners must be present for the drawing.
- Description of all prizes to be awarded.



Age limit:

Employees must be at least 18 years old to purchase or sell tickets.

Selling tickets:

- Maximum price per ticket is \$100.
- Tickets must be sold for the same price.
- No free tickets or tickets as gifts.
- Tickets must be paid for in full by cash, check, or credit card. No IOU's.
- Tickets must be consecutively numbered or printed with letters or symbols that don't repeat.

Prizes:

You must own prizes before the date of the drawing.

Choosing winning tickets:

Ticket stubs from all sales must be placed into a receptacle and selected randomly to allow an equal chance of winning.

Recordkeeping:

- Promptly provide information about the group's receipts, expenditures, and other activities as the agency's chief executive official or designee may periodically require.
- Gross receipts must be verifiable through deposit records or physical cash counts.
- Records must be kept at least one year where the raffle primarily took place.

For questions contact our Field Office closest to you:
Everett(425) 304-6300 EverettFO@wsgc.wa.gov
Spokane.....(509) 325-7900 SpokaneFO@wsgc.wa.gov
Tacoma.....(253) 671-6280 TacomaFO@wsgc.wa.gov

**Problem Gambling
Helpline
(800) 547-6133**

To inquire about the availability of this document in an alternate format, please call (360) 486-3466 or (800) 345-2529, ext. 3466. Teletype (TTY) users please call (360) 486-3637