**Small Games of Chance (SGOC) and Raffle rules:**

General rules:

1. All raffles need to be pre- approved by the Office of Student Affairs. A SGOC request form must be completed and submitted to CCSI for approval prior to beginning a SGOC or raffle. Pre-planning is essential as an eligible organization cannot receive more than 2 special raffle permits in a license term, which is a year. A special permit is required for every prize/drawing in excess of $1000.
2. All tickets should include the address of CCSI, Room 203 Alumni Hall, Mansfield University, Mansfield, PA 16933. Other information legally required on the ticket include: the S.G.O.C. license number and the special permit number (if required); the name of organization, which will include C.C.S.I. and the MU recognized club or organization sponsoring the raffle; date, time and location of the drawing; ticket price; list of available prizes; purchaser’s name, address and phone number; and have a detachable stub. The tickets must be pre-numbered sequentially and according to C.O.F. rules be purchased by CCSI.
3. All SGOC and raffle proceeds must be deposited with CCSI.
4. Raffle tickets may only be sold in PA municipalities that have approved the SGOC referendum. If raffle tickets will be sold in counties outside the issuing county, the District Attorney and the treasurer of the issuing county must be notified.
5. There is no specific prohibition on mailing the tickets; however, sales must take place at CCSI at Mansfield University. The money must be returned to CCSI at M.U.and will need to follow rule 3. & 4.

Specific rules:

1. *Only clubs* and organizations with a CCSI account can hold a raffle. The raffle will be evaluated to ensure that it meets the basic criteria for being essential to the mission and for general campus enrichment. A new club or organization will not be eligible to hold a raffle until that club or organization appears on the list of clubs and organization given to the County Treasurer when the SGOC license is applied for. (This list is submitted yearly with the SGOC application)
2. All expenses relating to a raffle need to be paid from the gross before the net proceeds can be disbursed. After the expenses are paid monies can be moved to M.U. or the M.U. Foundation once a clear explanation of future use is submitted with the payment request then consequently approved by the Office of Student Affairs.
3. The raffle proceeds will be deposited with CCSI on a regular basis, if tickets are mailed, then the CCSI office will be sent all of the mail in entries. Those entries will be opened and counted by the CCSI office. If another office is in receipt of any entries those shall be sent unopened to the CCSI office.
4. When tickets are to be sold off premise, permission must be granted by the Office of Student Affairs or CCSI.
5. All winners will be required to fill out any necessary government forms prior to release of the prize.