



Washington State Gambling Commission

Protect the Public by Ensuring that Gambling is Legal and Honest

Electronic Raffle Recordkeeping Packet

Dear Raffle Licensee:

WAC 230-11-385 requires you to prepare a detailed record for each electronic raffle you conduct using a standard format we provide. These records must be kept for 3 years from the end of the fiscal year in which the raffle was completed.

We have enclosed 2 copies of each required recordkeeping form. One copy is filled out as an example of how it is to be used. The other copy has been left blank to allow you to make additional forms as needed.

If you have any questions or need assistance with completing these records, please contact your local Gambling Commission Special Agent.

Lacey Headquarters..... (360) 486-3440
..... or toll-free (800) 345-2529

Spokane..... (509) 325-7900

Attachments

4565 7th Avenue SE
Lacey, WA 98503
wsgc.wa.gov

PO Box 42400
Olympia, WA 98504
360-486-3440

901 N Monroe St Suite 240
Spokane, WA 99201
509-325-7900

ELECTRONIC RAFFLE RECORDS

SUMMARY OF FORMS AND INSTRUCTIONS

GC2-014 Volunteer Log

Use this form to record the volunteers assigned to work the event to ensure compliance with WAC [230-11-320](#) and [230-11-370](#). Volunteers must complete all sections of the form. The raffle manager must sign the form at the conclusion of the event.

GC2-015 Pre-Raffle Test Draw

This form must be completed prior to each electronic raffle to ensure the electronic raffle system is functioning properly and configured correctly prior to operating any electronic raffle as required by [WAC 230-11-320](#). The form must be signed by the raffle manager or other trained member designated to conduct the test draw. The form and supporting documents must be maintained with the daily records.

GC2-016 Electronic Raffle Sales Unit Log

This form is used to record the sales information for all raffle sales units. This includes the total number of tickets sold, voided tickets and the dollar value of any voided tickets. The electronic raffle system will have a report to track sales of all raffle sales units. That report must be maintained as supporting detail to this record.

GC2-017 Void / Exception Report

This form is used to document voided raffle tickets and / or raffle ticket reprints. All voided ticket numbers must be documented on the form to ensure the voided tickets are not selected as the winning ticket. The electronic raffle system will have a report recording all voided tickets. This report must be maintained as supporting detail to this record.

GC2-018 Drawing Record

Use this form to verify the manual drawing process to ensure compliance with WAC [230-11-300](#), [230-11-320](#), and [230-11-330](#). The form must be signed by the member or volunteer conducting the raffle and the raffle manager.

GC2-019 Winners Record

Complete this form after the raffle winner has presented the winning ticket and claimed the prize (WAC [230-11-345](#)). The form must be signed by the winner acknowledging they received the prize on the form.

GC2-020 Raffle Summary

This form must be completed at the conclusion of each raffle. Detailed instructions are included in this packet with the raffle summary sample. The reports from the electronic raffle system may be used as supporting documentation to this record.

GC2-021 Monthly Record

This form is an example of a monthly record to show the information your organization is required to keep monthly and is not required to be completed in this format. Your organization may keep your own records as long as the required information is included (WAC [230-11-390](#)).

GC2-022 Remote Access Log

Use this form to document remote access to the system by the licensed manufacturer of the system. Access is only allowed for repair, troubleshooting or technical support (WAC [230-16-153](#)).

Volunteer Sign Up Sheet



Organization Name: _____ License #: _____

Date	Volunteer Name (Print)	Job Duties	Phone Number	Signature of Volunteer

Under penalty of perjury, I declare that the above information is complete and correct.

Raffle Manager

Title (Officer, Employee, or Member)

Date: _____

Page ____ of ____

SAMPLE

Volunteer Sign Up Sheet



Washington State
GAMBLING
COMMISSION

Organization Name: Non-profit Organization License #: 00-00000

Date	Volunteer Name (Print)	Job Duties	Phone Number	Signature of Volunteer
10/2/2022	Joe Smith	Raffle Ticket Seller	(000) 000-0000	<i>Joe Smith</i>
10/2/2022	Teresa Garcia	Raffle Ticket Seller	(000) 000-0000	<i>Teresa Garcia</i>

Under penalty of perjury, I declare that the above information is complete and correct.

Susan Adams

Raffle Manager

Raffle Manager

Title (Officer, Employee, or Member)

Date: 10/2/2022

Page ____ of ____

Instructions:

Use this form to record the volunteers assigned to work the event to ensure compliance with WAC 230-11-320 and 230-11-370. Your organization must ensure there are enough volunteers and members working to ensure proper oversight of the electronic raffle. Volunteers must complete all sections of the form. The raffle manager must sign the form at the conclusion of the event.

Washington State Gambling Commission

Electronic Raffle Licensee Pre-Raffle Test Draw

Licensee: _____

Event Date: _____

Objectives: Ensure the electronic raffle system is functioning properly and configured correctly prior to operating any electronic raffle. This checklist must be completed by the organization prior to each electronic raffle and maintained with the daily records.

Equipment Review
1. Inspect the following equipment to be used in the raffle. Ensure the components are working properly and there is enough of each to conduct the raffle. <input type="checkbox"/> Comments:
A. Raffle Sales Units (RSU) (Handheld) <input type="checkbox"/> Comments:
B. Raffle Ticket Receipt Printers <input type="checkbox"/> Comments:
C. Raffle Ticket Printers <input type="checkbox"/> Comments:
2. Check the battery status of all battery powered equipment. <input type="checkbox"/> Comments:
3. Test a sample of 5 RSU devices to ensure they are connected to Wi-Fi and communicating with the onsite server. <input type="checkbox"/> Comments:
Test Draw
1. Set up a test raffle in the electronic raffle system. <input type="checkbox"/> Comments:
2. Assign 2 portable RSU's in the system <input type="checkbox"/> Comments:
3. Ensure the raffle ticket printers are online with sufficient paper. <input type="checkbox"/> Comments:
4. Sell 20 tickets from 2 of the handheld RSU's. <input type="checkbox"/> Comments:
5. Void one of the two sales made in step 4. <input type="checkbox"/> Comments:
6. Close sales on the RSU devices and close the raffle on the server. <input type="checkbox"/> Comments:
7. Ensure all tickets have been printed and are in the drawing receptacle. <input type="checkbox"/> Comments:

Electronic Raffle Licensee Pre-Raffle Test Draw

Test Draw
8. Count the tickets in the receptacle (40) and compare to the sales data from the electronic raffle system. <input type="checkbox"/> Comments:
9. Select a winning number from the drawing receptacle and document the winning number selected. <input type="checkbox"/> Comments:
10. Verify the winning number in the electronic raffle system. Verify the ticket number is from the non-voided receipt. <input type="checkbox"/> Comments:
A. If the chosen winning ticket indicates void, verify it matches the voided ticket receipt and the system recognizes it as void. Choose another ticket and repeat step 10 until a verified winning ticket is found. <input type="checkbox"/> Comments:

Additional Comments:

By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.
Name of Person Completing the Pre-Raffle Test Draw
Title
Signature



ELECTRONIC RAFFLE SALES UNIT – LOG

Licensee: _____ Date of Drawing: _____

			(1)	(-)	(2)	(=)	(3)	
RSU Unit ID	Unit Assigned To	# of Tickets Sold	Total \$ Tickets Sold	Total Voided # of Tickets	Total \$ of Voided Tickets		ADJ. Value of Tickets Sold	CC Receipts + Cash Sales Total
	TOTALS							

NOTE: Maintain electronic system sales unit report as supporting detail.



ELECTRONIC RAFFLE SALES UNIT – LOG

Licensee: _____ Date of Drawing: _____

(Reviewed 8/24) Page 1 of 1



ELECTRONIC RAFFLE RECORD OF VOIDS

Licensee: _____ Event Date: _____

[illegible]

NOTE: Maintain electronic system sales unit report as supporting detail.



ELECTRONIC RAFFLE RECORD OF VOIDS

[illegible]

(Reviewed 8/24) Page 1 of 1



Organization	
Site	Date and Time of Drawing

RAFFLE Drawing Record

Winning Ticket Number	
Check the boxes below to verify the following requirements were met:	
1. Raffle tickets were printed and mixed prior to drawing.	<input type="checkbox"/>
2. Verify drawn ticket was not voided.	<input type="checkbox"/>
3. The video recording of the raffle drawing is maintained with the records.	<input type="checkbox"/>
4. The winning ticket number and prize amount were posted at the venue prior to the end of the game.	<input type="checkbox"/>
By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.	
Signature of Member or Volunteer conducting the drawing	
Signature of Licensed Gambling Manager	

Instructions:

Check all boxes to verify you completed the process or make a comment describing any issues. If a voided ticket is drawn, document the ticket number on the form indicating a voided ticket was originally drawn.



Organization Non-profit organization	
Site Stadium Seattle	Date and Time of Drawing 10/15/2022

SAMPLE

RAFFLE DRAWING RECORD

Winning Ticket Number

XR1336725

Check the boxes below to verify the following requirements were met:

1. Raffle tickets were printed and mixed prior to drawing.

☐

2. Verify drawn ticket was not voided.

☐

3. The video recording of the raffle drawing is maintained with the records.

☐

4. The winning ticket number and prize amount were posted at the venue prior to the end of the game.

☐

By signing this document, I am stating that I have completed this form and the information in it is true, accurate and complete.

Signature of Member or Volunteer conducting the drawing

Signature of Licensed Gambling Manager

Instructions:

Check all boxes to verify you completed the process or make a comment describing any issues. If a voided ticket is drawn, document the ticket number on the form indicating a voided ticket was originally drawn.



Washington State
GAMBLING
COMMISSION

Organization

Site

Date of Drawing

RAFFLE WINNERS RECORD

Cash <input type="checkbox"/>	Check # <input type="text"/>	Prize Amount Paid: \$
Print Winner's Full Name:		Phone Number:
Winner's Current Address:		City: State: Zip:
Signature of Winner Acknowledging Receipt of Prize:		Date:



Washington State
GAMBLING
COMMISSION

Organization Non-profit organization	
Site Stadium Seattle	Date of Drawing 10/15/2022

SAMPLE

RAFFLE WINNERS RECORD

Cash <input type="checkbox"/>	Check # <input type="text" value="2098"/>	Prize Amount Paid: \$ 5,500	
Print Winner's Full Name: John M. Smith		Phone Number: (206) 543-xxxx	
Winner's Current Address: 345 SW Market Street	City: Seattle	State: WA	Zip: 98101
Signature of Winner Acknowledging Receipt of Prize: John M. Smith		Date: 6/2/xxxx	



ELECTRONIC RAFFLE DAILY SUMMARY

Organization: _____

Event / Game: _____ Date: _____

(1) Sales Report (sold tickets): *Licensees must maintain the system sellers report for detailed backup.*

<u>Sales Unit #</u>	<u>Tickets Sold</u>	<u>–</u>	<u>Voided Tickets</u>	<u>=</u>	<u>Total Tickets Sold</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
Total	*				

(2) Sales Report (Expected Gross Receipts): *Licensees must maintain the system sellers report for detailed backup .*

<u>Pricing Levels</u>	<u># of Sold Tickets</u>	<u>–</u>	<u>Voided Tickets</u>	<u>X</u>	<u>Cost Per Ticket</u>	<u>=</u>	<u>Total Sales</u>
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
_____	_____		_____		\$		\$
Total					\$		\$ **

* Explain differences, if any, between the two totals.

ELECTRONIC RAFFLE DAILY SUMMARY

(3) Raffle Receipts Reconciliation

Cash (include starting bank)	\$	_____
CC / debit (trans. Rec.)	\$	_____
Other (checks ?)	\$	_____
Total	\$	=====
Less beginning bank	\$	_____
Total Raffle Receipts	\$	=====
+/- Expected Gross Receipts	\$	_____
Over / Short	\$	_____
Deposit	\$	_____

Total deposit may be adjusted for prizes paid at the time of the event. If credit card sales, no deposit is required. The bank statement will show deposit amount. If cash and credit card sales, cash will be deposited.

Explanation of Over / Short

(4) Prize Calculation

Total Raffle Receipts	\$	_____	**This number should be taken from the Sales Report (2). Total sales from page 1.
Less Expenses	\$	_____	(may not exceed \$2000 actual expenses per raffle)
Subtotal	\$	_____	
x.5	\$	_____	
Equals Prize Amount	\$	=====	
Winning Ticket Number	\$	_____	

Signature of Preparer: _____ Date: _____

Signature of Raffle Manager: _____ Date: _____

Note: Attach validated deposit slip and prize winner record.

SAMPLE



Washington State
GAMBLING
COMMISSION

ELECTRONIC RAFFLE DAILY SUMMARY

Organization: _____

Event / Game: _____ Date: _____

(1) Sales Report (sold tickets): *Licensees must maintain the system sellers report for detailed backup.*

Sales Unit #	Tickets Sold	–	Voided Tickets	=	Total Tickets Sold
1	1400		20		1380
2	900		0		900
3	1650		10		1640
4	1750		0		1750
5	1000		3		997
Total	6700*		33		6667

(2) Sales Report (Expected Gross Receipts): *Licensees must maintain the system sellers report for detailed backup .*

Pricing Levels	# of Sold Tickets	–	Voided Tickets	X	Cost Per Ticket	=	Total Sales
1 for \$10	100		3		\$ 10.00		\$ 970
5 for \$25	900		10		\$ 5.00		\$ 4,450
20 for \$50	2400		20		\$ 2.50		\$ 5,950
300 for \$150	3300		0		\$ 0.50		\$ 1,650
Total	6700*		33				\$ 13,020**

* Explain differences, if any, between the two totals.

ELECTRONIC RAFFLE DAILY SUMMARY

(3) Raffle Receipts Reconciliation

Cash (include starting bank)	\$	<u>2,000.00</u>
CC / debit (trans. Rec.)	\$	<u>12,020.00</u>
Other (checks ?)	\$	<u>0.00</u>
Total	\$	<u>14,020.00</u>
Less beginning bank	\$	<u>1,000.00</u>
Total Raffle Receipts	\$	<u>13,020.00</u>
+/- Expected Gross Receipts	\$	<u>13,020.00 (**)</u>
Over / Short	\$	<u>0.00</u>
Deposit	\$	<u>13,020.00</u>

Total deposit may be adjusted for prizes paid at the time of the event. If credit card sales, no deposit is required. The bank statement will show deposit amount. If cash and credit card sales, cash will be deposited.

Explanation of Over / Short

(4) Prize Calculation

Total Raffle Receipts	\$	<u>13,020.00</u>	**This number should be taken from the Sales Report (2), total sales from page 1.
Less Expenses	\$	<u>2,000</u>	
Subtotal	\$	<u>11,020.00</u>	(may not exceed \$2,000 actual expenses per raffle)
x .5	\$	<u>x .5</u>	
Equals Prize Amount	\$	<u>5,510.00</u>	
Winning Ticket Number	\$	<u>XR1336725</u>	

Signature of Preparer: _____ Date: _____

Signature of Raffle Manager: _____ Date: _____

Note: Attach validated deposit slip and prize winner record.

SAMPLE

MONTHLY ELECTRONIC RAFFLE RECORD

<u>Drawing Date</u>	<u>Game</u>	<u>Gross Receipts</u>	<u>Prizes Paid</u>	<u>Net Receipts</u>	<u>Over / Short</u>	<u>Avg. Price Per ticket</u>	<u>Date Prize Claimed</u>	<u>Raffle Expenses</u>	<u>Deposit</u>
6/21/2021	Panther	\$ 4,200.00	\$ 2,111.50	\$ 2,088.50	\$ (23.00)	\$ 1.00	7/1/2021	\$ 200.00	\$ 2,065.50
6/25/2021	Bucs	\$ 4,250.00	\$ 2,125.00	\$ 2,125.00	\$ 00.00	\$ 0.75	7/2/2021	\$ 250.00	\$ 2,125.00

In addition to the requirements in [WAC 230-07-130](#), electronic raffle licensees must keep a set of permanent monthly records of electronic raffle activity to include at least: (sample above)

- (1) The drawing date; and
- (2) Gross receipts; and
- (3) Prizes paid; and
- (4) Net income; and
- (5) Documentation of expenses; and
- (6) Documentation of how the proceeds were used; and
- (7) Cash over/short.

NOTE: Cash receipts and disbursement journals, check register, and general ledger must be maintained along with supporting records. If proceeds are being used for a specific individual, licensees must first obtain approval from their gambling agent.



REMOTE ACCESS CONTROL LOG

Access Date	Authorizing Member	Manufacturer / Representative Name	Access Logon Time	Access Logoff Time	Nature of Activity

- Electronic raffle licensees must give authorization prior to any remote access ([WAC 230-16-153](#)).



REMOTE ACCESS CONTROL LOG

Access Date	Authorizing Member	Manufacturer / Representative Name	Access Logon Time	Access Logoff Time	Nature of Activity
04/27/XX	Joe Smith	ER Mfg./Dan Jones	5:10 PM	5:30 PM	Technical support for the electronic raffle. Raffle Manager unable to assign raffle sales units to members.

Instructions:
Complete the Remote Access Control Log each time the licensed electronic raffle system manufacturer or representative access the system for repair, troubleshooting, or technical support. Electronic raffle licensees must give authorization prior to any remote access ([WAC 230-16-153](#)).