

Raffle Procedures

1. Organizations/individuals not affiliated with the University are prohibited from conducting raffles on Salem State University property.
2. All individuals are prohibited by General Laws to personally benefit or to receive remuneration from the proceeds of the conducting of a raffle.
3. Alcoholic beverages may not be offered as a raffle prize. This includes, but is not limited to, direct exchange of alcoholic beverages for winning ticket, gift certificate for alcoholic beverages, or complimentary tickets for alcohol in support of a regularly approved program.
4. All raffle tickets must be designed to collect the purchaser's name and contact information; to state the ticket number, sponsor, prize(s), and the date, time and place of drawing.
5. Proof that prizes are available must be provided to the Director of Student Involvement or designated staff member, prior to the approval of the raffle.
6. Raffles are overseen by the Salem City Clerk's Office and the Salem Police Department.
7. Contact the Salem City Clerk's Office to obtain the appropriate state forms for the raffle and pay the required fee.
8. Register the raffle with the city, obtain approval from the Salem Police department, and return the tax form to the City Clerk after the raffle is conducted.

Please Note: Door-to-door sales in Residence Halls and use of classroom hallways are prohibited.