

## **SWEEPSTAKES/CONTEST RULES REQUEST FORM**

**RAFFLE:** A promotion or event that involves the purchase of a ticket or payment of money for a chance to win a prize. For ALL raffles, contact Tanya Holmes.

**SWEEPSTAKES:** A promotion or event that involves the completion of a task (registering for a race; providing contact info, etc.) for a chance to win a prize. Free method of entry ("postcard entry") required.

**CONTEST:** A promotion or event that involves the completion of a skilled task (hole in one, longest putt, fundraising) for a chance to win a prize. You may charge a fee to enter and there is no requirement for free method of entry.

<b>Event/Prize Information</b>	
Name, Date and Location of Event/Sweepstakes/Contest:	
Name of Lead Staff:	
ALSAC Program &/or Region:	
Description & Value of the Prize(s):	
Describe any restrictions on use of the prize(s):	
Was the prize purchased by ALSAC or donated to ALSAC?	
Name of third-party sponsor, if any:	
What, if anything, will the winner be required to pay for?	
<b>Selecting the Winner</b>	
What are the requirements to enter to win the prize(s)?	
During what time period can participants qualify to win?	
When, where and how will winner(s) be determined?	
When, where and how will winner be notified and announced?	
Please describe any special considerations, concerns, comments or questions:	
<b>Tax Considerations</b>	
PRIZE VALUE: \$600-\$5,000:	Winner must sign a Winner Agreement and provide SSN for tax reporting prior to receipt of the prize. Winner will receive a 1099 tax form in January.
PRIZE VALUE: \$5,001 and over:	Winner must sign a Winner Agreement, provide SSN for tax reporting <b>and pay withholding tax prior to receipt of the prize.</b> Winner will receive a 1099 tax form in January.

### **SWEEPSTAKES/CONTEST PROCESS**

1. Complete this form and submit to AIM at least 60 days prior to the date when participants can first enter the Sweepstakes/Contest. Please attach the donor prize commitment form.
2. Legal will draft Rules and send to Lead Staff for review.
3. Lead Staff will be responsible for printing/publishing Rules.
4. If a Winner Agreement is required Berneta Miles in Legal will work with Lead Staff on requirements.