

Queen of Hearts Charitable Raffle

Rules of the Raffle



American Legion Pat Tillman Post #117, Inc.

Effective as of January 31, 2023, the following are the Rules of the Raffle (the “Rules”) for the **Queen of Hearts Charitable Raffle** as adopted by the members of the American Legion Pat Tillman Post #117, Inc. (the “Post #117”). All capitalized words shall have the meanings as set forth in these Rules.

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Rules of the Raffle

1. Overview of the Raffle. The **Queen of Hearts Charitable Raffle** (the “Raffle”) is a game of chance consisting of a deck of 52 standard playing cards, plus the two jokers, shuffled then each placed into a separate sealed envelope, each bearing a random number from one to 54 and displayed in a locked glass board (the “Raffle Board”). In accordance with these Rules, approximately once per week through the random draw of a numbered Ticket, one Participant is given the opportunity to select a numbered envelope from the Raffle Board in the hope of such envelope containing the **Queen of Hearts** card. If a card other than the **Queen of Hearts** card is inside the selected envelope, the Participant is paid a certain prize amount as per these Rules. If the **Queen of Hearts** card is inside the selected envelope, the successful Participant is awarded a portion of the Jackpot and the remainder of the Jackpot is divided, all per these Rules. At the sole and absolute discretion of the Committee, a new Raffle may be scheduled to begin on a date determined by the Committee, presumptively as of the week following payout of a Jackpot unless a later date is set by the Committee. Detailed Rules follow.

2. Definitions.

- a. **Jackpot** means the total amount of funds available for distribution, pursuant to Section 6(b), when a Participant selects the **Queen of Hearts** card from the Raffle Board.
- b. **Jackpot Winner** means the Participant, who was properly verified as provided in Section 5, which selected the sealed envelope from the Raffle Board that contained the **Queen of Hearts** card during a Raffle.
- c. **Participant** means an individual who, at the time of the Weekly Draw Time (i) is a eligible to participate in the Raffle within the meaning of Section 3 of these Rules, and (ii) has a Ticket placed into the ticket drum to make that Ticket available to be selected at a Weekly Drawing.
- d. **Verification** means the process by which a Participant establishes he/she is the owner of the Ticket drawn from the ticket drum during a Weekly Draw Time.
- e. **Prize** means the amount of money to which a Participant is entitled based upon a Participant’s Ticket being drawn during the Weekly Drawing either second or third.
- f. **Prize Winner** means any Participant who wins a Prize or is a Jackpot Winner.
- g. **Queen of Hearts card** means the face card of the Queen in the suit of hearts from the deck of cards being used for the Raffle.
- h. **Queen of Hearts Committee or Committee** means the group of Post members selected by the Post #117’s Executive Board (as defined in the Bylaws for the organization) to oversee the Raffle.
- i. **Optional Identification Information** means the first and last name of the purchaser as those appear on the person’s government issued identification that will be used to verify identity should the Ticket be drawn, along with a ten-digit contact phone number of the Participant, legibly written or stamped onto the back of a Ticket following its purchase and before it is timely deposited into the ticket drum prior to the deadline for Tickets expressed in the Weekly Draw Time. The Participant may also add the number of an envelope to be chosen if the Ticket is selected and the Participant is not present. No nicknames or abbreviations will be allowed to qualify as Optional Identification Information in lieu of the full name and an area code is required for the phone number to be considered complete. Only a single name may appear on the back of a Ticket.

- j. **Ticket** means a two-part piece of paper or cardstock representing the purchaser's entry into a drawing for an opportunity to win a Prize(s) and/or select an envelope containing a playing card in the Raffle, with one part of the Ticket being put into a ticket drum from which Weekly Drawings will be done and the corresponding matching part will be retained by the purchaser to present for later verification if his/her Ticket is drawn from the ticket drum.
- k. **Weekly Drawing** means the meeting time and place, together with the processes followed, on a specified day of each week, at a designated location, all as established and published in some form by the Committee, or Post #117 Board in the absence of action by the Committee, when and where the Committee will hold its drawing of the Tickets.
- l. **Guest** is used herein in a manner consistent with Section 6 of the Post's House Rules and is a person who is:
 - i. Active Duty personnel and recognized Veteran Service Organization Member are recognized as Guests, but do not need a sponsor and are responsible for his or her own actions while on Post Property;
 - ii. A Post Member in good standing may bring an individual to an event as a guest who might qualify for membership in the Post, and the Post Member must sign the guest book for all sponsored Guest prior to such individual participating in any Post event on Post Property. The Post Member who registers the Guest will be responsible for that Guest and the Guest's actions while on Post Property. The Post Member will be the Sponsor for the duration of the Guest's stay.
 - iii. All Guests must vacate Post Property when their Sponsor leaves the Post Property.
 - iv. Any Member or Guest(s) violating these Rules will be refused service and asked to leave the Post Property.
 - v. The sponsor is held liable for the conduct of their Guest; however, a non-member who causes a disturbance will be automatically barred from the Post until such time as the Post Commander or Executive Board addresses the situation.

3. Eligibility to Play. To be eligible to purchase a Ticket to play the Raffle, an individual must be a current member in good standing with any American Legion Post, Sons of the American Legion Squadron, or American Legion Auxiliary Unit, someone with a pending membership in the Post, Squadron, or Unit, or be a bona fide Guest as defined herein. A person is ineligible to purchase a Ticket or to participate in the Raffle at any time his/her membership in the Post, Squadron, or Unit is terminated or suspended, or he/she is otherwise not in good standing with the Post, Squadron, or Unit.

4. Tickets.

- a. **Price and Limit on Numbers.** Each Ticket has a cost of \$1.00. There is no limit on the number of Tickets that may be sold for any week's drawing. There is no limit on the number of Tickets a Participant may purchase for a Weekly Drawing.
- b. **Times for Purchase of Tickets.** Tickets may be purchased beginning immediately after the conclusion of a Weekly Drawing and up until 6:55 PM the day of the next published Weekly Drawing; provided, however, individuals already in the queue to purchase tickets at 6:55 PM will be allowed to purchase their tickets, but no other individuals will be permitted to join the queue after 6:55 PM or otherwise purchase tickets.
- c. **Retention of One-Half Ticket.** When a Ticket is purchased it has two parts with matching numbers printed on both pieces. Once piece is placed into the ticket drum, and the other

half is required to be retained by the Participant for Verification if the Ticket is drawn at the Weekly Drawing.

d. **Optional Identification Information Added to Ticket.**

- i. **Addition of Optional Identification Information.** Optional Identification Information may be handwritten or stamped on the back of a Ticket; provided, however, no address labels or any other type of adhesive or “sticky” label may be used to add the Optional Identification Information to a Ticket(s). Use of other than handwriting or an ink stamp to add Optional Identification Information to a Ticket will render such Ticket ineligible for the Weekly Draw. If there is a question about whether a proposed methodology for adding Optional Identification Information to a Ticket is permissible, the question should be resolved by the Queen of Hearts Committee prior to use of such methodology.
- ii. **Ticket with More than One Name for Optional Identification Information.** If a Ticket is drawn from the ticket drum and it has more than one name on the back, such Ticket shall immediately be declared ineligible for the Weekly Draw, the Ticket’s number recorded in the Raffle Register with information for other Tickets drawn and corresponding Prizes for that Weekly Draw, then destroyed and another Ticket selected randomly from the ticket drum.

5. **Weekly Drawings.**

- a. **Time and Place.** Unless otherwise posted, the Weekly Drawing of Tickets, including the Ticket to determine the Participant to have the chance to select an envelope from the Raffle Board, shall be held at Post #117’s meeting facility each Thursday; provided, however, drawings will not be held on holidays (e.g., Thanksgiving, Christmas Eve, Christmas, New Years’ Eve, New Years’ Day) that fall on a Thursday, or on other days Post #117’s facility is closed. Weekly Drawings will be conducted after the 7 o’clock toast activities. The Clubroom clock is the official clock.
- b. **Draw – Process and Verification.**
 - i. **Three Tickets Drawn.** The result of each Weekly Drawing is the potential for only three Prize Winners as a result of three Tickets drawn, as described in this Section.
 - A. **First Ticket Drawn – For Raffle Board Envelope Selection and Corresponding Prize.** The first Ticket drawn from the ticket drum in the Weekly Drawing is for the opportunity to select an envelope from the Raffle Board. The Ticket number drawn will be announced three (3) times in five (5) minutes (the “**Announcement**”) and the Participant with the matching Ticket must make it to the Verification table and commence Verification within the five (5) minutes immediately following the Announcement of the last number for the third time the Participant with the matching Ticket stub (“**Commences Verification**”). If satellite locations are being used, then the participant has 15 minutes from the time the photo of the matching ticket is received by the Queen of Hearts Committee Official to arrive at the Verification table.
 - B. **No One Commences Verification.** If no one Commences Verification of the Ticket in person within the time allows, it shall be deemed that the Participant is not present and the envelope selection and Verification shall be completed as follows:

1. *No Optional Identification Information.* If the Ticket includes either no, incorrect (e.g., two names, only a phone number and no last name) or incomplete Optional Identification Information, the Ticket is null & void. A new Ticket shall be drawn in its place.
 2. *Optional Identification Information and No Envelope Number.* If the Ticket includes Optional Identification Information, but there is no number of an envelope to be selected in the absence of the Participant when the Ticket is drawn, then following Verification, a numbered envelope shall be randomly selected on behalf of the absent Participant, opened, the playing card inside identified, and the corresponding cash Prize announced to the audience. The Participant will be notified pursuant to the Optional Identification Information. Final Verification will be undertaken at the time the Participant claims the Prize.
 3. *Optional Identification Information and Envelope Number Written on the Ticket.* If the Ticket includes Optional Identification Information, together with the number of an envelope to be selected in the absence of the Participant when the Ticket is drawn, then following Verification, the designated numbered envelope shall be selected on behalf of the absent Participant, opened, the playing card inside identified, and the corresponding cash Prize announced to the audience. The Participant will be notified pursuant to the Optional Identification Information. Final Verification will be undertaken at the time the Participant claims the Prize.
 4. *Verification for Absent Participants.* When a Participant arrives to collect any Prize for a Ticket drawn in his/her absence, the Prize Winner must present the Ticket stub that matches the one drawn that resulted in the envelope from the Raffle Board being selected. No exceptions. Numbers of the drawn Ticket and the Ticket stub will be matched to verify they are identical. Additionally, the Participant's current Post, Squadron or Unit will be verified to ensure the Participant was eligible to play as the time the Ticket was drawn. Once the Verification process has occurred, prior to any Prize being awarded, the Prize Winner will be required (per these Rules) to complete any necessary tax forms, ledger or record entries, and similar paperwork for Post #117 to complete its books, records and tax reporting requirements.
- C. Participant Timely Commences Verification. If the Participant with the matching Ticket stub to the Ticket drawn arrives for Verification within the allotted time following the Announcement, then Verification shall be conducted as follows. The Participant must provide the matching Ticket stub to the Ticket just having been drawn and the two ticket numbers will be compared to ensure they match identically. Additionally, the Participant's current Post, Squadron or Unit will be verified to ensure the Participant is eligible to play. The Ticket numbers of the drawn Ticket and the Ticket stub will be verified independently by two members of the Committee, and entered into the Raffle Register. Only following Verification will the Participant be allowed to select an envelope from the Raffle Board. Any Payout will be as provided in these Rules.

- ii. **Second and Third Tickets Drawn – For Cash Prize Only.** The second and third Tickets drawn from the ticket drum in the Weekly Drawing are each for a cash Prize only, not for an opportunity to select an envelope from the Raffle Board. The Ticket number drawn for each of the second and third tickets will each be subject to the Announcement and the Participant with the matching Ticket stub must make it to the Verification table and commence Verification within the five (5) minutes immediately following the Announcement of the last number for the third time the Participant with the matching Ticket stub ("Commences Verification"). The provisions for use of Optional Identification Information, Verification and claiming a prize as set forth in Section 5 (b) (i)(B) (1) – (3) and Section 5 (b)(i)(A) for the first Ticket drawn, above, shall apply for purposes of a Participant’s Verification and claim of the Cash Prizes for the second and third Tickets drawn.
- c. **Discard of Tickets After Weekly Draw and Verification.** After the close of each Weekly Drawing session and all Prize Winners have been through the Verification process, and Prizes claimed or forfeited, then all Tickets from that Weekly Drawing will be destroyed.

6. Jackpot Rollover; Payout; Improper Draw; Reset with the Drawing of Two Jokers; Miscellaneous.

- a. **Jackpot Rollover.** If the envelope containing the **Queen of Hearts** card is not selected one week, the total prize Jackpot will continue to accumulate weekly until the envelope containing the **Queen of Hearts** card is selected. The Jackpot amount, based on Ticket sales, will be updated for the following the Weekly Drawing and prominently displayed in the Clubroom.
- b. **Payout:**
 - i. No Payout will be made without Verification of the Ticket stub held by the Participant to the Ticket drawn, and the Participant’s eligibility.
 - ii. In each Weekly Drawing, the 1st Ticket drawn is for the opportunity to select an envelope from the Raffle Board and the 2nd and 3rd Tickets drawn are each for a Payout of \$20.00 (with no opportunity to select an envelope).
 - iii. The following amounts are the Payouts for the playing card in the envelope selected from the Raffle Board:

| Payout for Cards: | Winner Present | Winner not Present |
|--------------------------|-----------------------|---------------------------|
| Queen of Hearts | 70% of Jackpot | 30% of Jackpot |
| Any Joker | \$100.00 | \$100.00 |
| 10, J, Q, K, Ace | \$50.00 | \$50.00 |
| 2, 3, 4, 5, 6, 7, 8, 9 | \$30.00 | \$30.00 |

- c. **Time Limit to Claim Prizes.** All Prizes must be claimed prior to the next Weekly Draw Time and any Prize not claimed by such time is forfeited.
- d. **Improper Draw.** In case the **Queen of Hearts** card is drawn and the person is not an eligible member or a Guest or Verification was flawed in some respect, then the Raffle Board will be reset to the status of immediately prior to the Weekly Draw Time and, if the **Queen of Hearts** card was drawn by one not eligible to draw at that time, the **Queen of Hearts** card will be reseeded among those cards not previously selected. If the person, not eligible to draw at that time, draws a card other than the **Queen of Hearts** card, that card will be removed from play and the game continues without a payout.

- e. **Draw of Two Jokers.** If the two Jokers are drawn prior to the **Queen of Hearts** card during a Raffle, upon the draw of the second Joker, all 54 playing cards are re-shuffled, the Raffle Board re-set, and the Raffle continues until the **Queen of Hearts** card is drawn. Note: If the two Jokers are drawn a second time prior to the **Queen of Hearts** card, the Raffle Board is not re-set a second time; rather, the Raffle continues to conclusion.

7. Taxes and IRS Forms. All Prize Winners are responsible for any and all taxes that relate to the Raffle. An IRS Form W-2G will be issued by Post #117 to any Prize Winner who has drawn the **Queen of Hearts** card and received an amount that was both \$600 or more in winnings and the payout is at least 300 times the amount of the \$1 wager. All information required to complete the W-2G must be provided by the Prize Winner at the time of the Weekly Drawing if the Prize Winner is present; provided, however, if the Prize Winner is not present at the Weekly Drawing, the Prize Winner must provide the information prior to the next weekly drawing in order not to voluntarily relinquish the Jackpot, Prize or any other winnings from the Raffle and have such forfeited. No Prize Winner will be paid any amount until such time as all information necessary to complete fully the W-2G is provided to Post #117. Any Prize Winner who fails or refuses to provide full, complete and accurate information for the W-2G will be deemed to have voluntarily relinquished all interest in and forfeit the Jackpot, Prize or any other winnings from the Raffle.

8. Participation and Agreement to these Rules. The Queen of Hearts Committee is the sole body to hear any complaints, grievances, or appeal from the results of the Raffle or any procedure relating to the Raffle or the results of the Raffle, and has the final say on any dispute, interpretation of the Rules or other issue with respect to the Raffle. By purchasing a Ticket to participate in the Raffle, an individual consents to be bound by and follow these Rules, and to the Committee's authority over the Raffle.

9. No Changes or Modifications During A Raffle. The laying out of a new Raffle Board shall be the beginning of a new Raffle and Tickets can begin to be sold for such Raffle. Upon laying out a new Raffle Board and commencing the new Raffle, no Rules or payout changes may be made, and revisions to Rules or Payouts can be implemented only after the Raffle has ended and before Tickets begin to be sold for a new Raffle.