

Gaming and Giveaways Request and Review

Campus Organizations Accounting

Please submit this form by completing the "General Information" section. Then select and complete the section that corresponds with your gaming event. Use pages two and three as needed to list the prizes associated with the event. Please submit the completed form for processing at least two (2) weeks prior to your event for review and consideration.

Campus Organizations: Fill out and attach this form to the Event Authorization Request: <https://request.event.iastate.edu/> . Confirmation or additional policies/guidance will be communicated through the request.

Departments: Email this form to jlr@iastate.edu . Confirmation or additional policies/guidance will be communicated by email.

General Information				
Name of Organization or ISU Department		ISU Program Worktag		
Event Start date		Event End Date		
Prizes to be awarded (Use pages 2 & 3 to list prizes/gifts/donations)				
Total retail value of prizes (Use pages 2 & 3 to list prizes/gifts/donations)				
Type of gaming event to be held (select one and fill in matching section below)	Bingo		Raffle	Game of Skill or Chance Or other Giveaway

Bingo
Room and building where gambling event will take place
Is there a fee/game to obtain bingo cards? (please describe if yes)

Raffle
Location of raffle ticket sales & award announcement (ex: ISU Campus, Ames, Story County)
Sale price for tickets \$ _____
Only simple pricing permitted, such as: 1 for \$2 / 3 for \$5 or 1 ticket per attendee (Pricing that combines multiple methods of purchasing or complex ticketing cannot be approved)
Total number of tickets sold at each rate (to be furnished to COA after event)

Game of Skill or Chance or Other Giveaway
Please describe the event completely

By approving this event in the Event Authorization system, we hereby verify the validity of this gaming event request in regards to appropriateness and duration. We acknowledge that this event may be subject to investigation or audit by the university auditors and/or the Iowa Department of Inspections and Appeals. We are also aware that ticket sales or the event may not occur before authorization has been issued by Campus Organizations Accounting.

We further certify that that we have examined this application, and to the best of our knowledge and belief, the information is true, correct, and complete.

If this request is for an ISU Department, please provide a contact name and cell phone number for the day of the event

Name

Cell phone

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Individual Prizes

STOP Please review the instructions before proceeding. Use this page to record Individual prizes purchased or donated, please use page three to document prize packages or baskets

If any items were donated, please also include the donor form after completion by the donor: [DONOR FORM](#)

The donor form can also be found on the "Forms" page of the COA website: coa.studentaffairs.iastate.edu

Item	Check box if item was donated	MSRP Value (Manufacturer's Suggested Retail Price)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
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	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Total amount (this page)

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Prize Package

Use this page to record the contents of one prize package or basket. One prize package per page please, please add as many pages as needed

If any items were donated, please also include the donor form after completion by the donor: [DONOR FORM](#)

The donor form can also be found on the "Forms" page of the COA website: coa.studentaffairs.iastate.edu

Item	Check box if item was donated	MSRP Value (Manufacturer's Suggested Retail Price)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Total value of prize package:		