

**MARIAN CATHOLIC HIGH SCHOOL  
QUEEN OF HEARTS RAFFLE RULES PROCEDURES**

**ALL PROCEEDS BENEFIT MARIAN CATHOLIC HIGH SCHOOL**

**RULES**

“The Queen of Hearts” is a progressive raffle. A deck of 54 playing cards, including two jokers, is placed randomly face down on a mounting board. The back of each card is numbered one (1) through fifty-four (54) and sealed to the board. Marian Catholic High School purchases the sealed board from a third-party gaming company and does not know the location of the Queen of Hearts.

Tickets are sold for \$5 each. Individuals may purchase as many tickets as they wish. All ticket purchases must be paid in cash. Tickets can be purchased immediately after the prior drawing and up to fifteen (15) minutes before the next drawing.

There can be only one individual’s name per ticket. Individuals must write their name, telephone number, AND the playing card number they are requesting (1 to 54) on their raffle ticket. Any person purchasing a ticket and/or claiming a jackpot must be 18 years or older and provide proof of their age.

Purchased tickets are placed in a tumbler and are mixed in public view. Each week, one ticket is pulled from the tumbler by a member of the Queen of Hearts Committee.

The member of the Queen of Hearts Committee who drew the ticket will check the ticket to ensure it contains a legible name and playing card number. If both are legible, the committee person will match the playing card number on the ticket to the playing card on the board and will reveal the corresponding playing card to the public.

The ticket will be thrown away and a new ticket will be drawn from the tumbler if: the name or contact information is illegible; a nickname, abbreviation, family name, or group name is used; or a mailing label is used.

If the ticket is pulled and the playing card number is missing or is illegible, the first available number on the board will be selected. If the playing card number was already revealed, the next available playing card number on the board will be selected (i.e. if 7 is on the ticket, and playing card number 7 was already revealed, playing card number 8 would be selected if available).

Once a playing card is revealed, a member of the Queen of Hearts Committee will turn the selected playing card face up and secure it to the board. If the Queen of Hearts is not selected, the game and the jackpot will roll over to the next week. After the drawing, all tickets for that week’s drawing will be destroyed and will not be used again. If the Queen of Spades is drawn we will start a new board.

The Queen of Hearts board will be permanently displayed at Rudy's at 17501 Dixie Highway in Homewood, Illinois, for the duration of the game.

The jackpot will continue to accumulate weekly until the QUEEN OF HEARTS playing card is revealed on the board. The jackpot, based on ticket sales, will be updated the day after the drawing and posted each week on the Marian Catholic Facebook page.

The first drawing will take place on February 22, 2024, at 7:30 p.m. at Rudy's. Only one ticket will be drawn each week. The winner need not be present. Thereafter, the drawing will be each Tuesday at 7:30 p.m. at Rudy's (unless otherwise posted). When the drawing falls on a holiday, we will freeze the drawing (but not sales) until the following Thursday.

If the ticket holder does not select the Queen of Hearts, they will receive \$100 for their ticket being drawn whether or not they are present. If her or his ticket reveals a joker or ace, the amount will be increased to \$500 or \$250, respectively. If the Queen of Spades is drawn the amount will increase to &550

The ticket holder who reveals the Queen of Hearts is the winner. The raffle is over, and the winner will receive a check in the amount of one-half of the jackpot less applicable taxes and fees. Marian Catholic High School shall retain the remaining one-half of the jackpot.

The winner is responsible for any and all taxes and fees. The winner must confirm their identity and social security number by completing and signing an IRS Form W-2G. In addition, if the prize is greater than \$5,000, IRS requires a withholding of 24% of the winnings less the amount of the wager (\$5). Winnings will not be distributed until the W-2G has been completed, signed, and returned to a Queen of Hearts committee member. If a player is unwilling or unable to complete, sign, and return the W-2G within ten (10) days of the drawing, 100% of the prize money will revert to Marian Catholic High School.

A winner cannot donate the prize to another person, group, organization, etc. without first taking ownership of the prize, which means the appropriate W-2G must be issued to the person whose name appears on the winning ticket and the appropriate withholding taken.

Tickets will be available for purchase during normal business hours at Rudy's and at Marian Catholic High School. On the evening of a drawing, no person may enter the line to purchase tickets after 7:25 p.m. Ticket sales will end at 7:25 p.m. prior to the drawing.

The minimum guaranteed jackpot payout is \$10,000.

If individuals do not agree with the rules of this game, there is no obligation to play. The Marian Catholic High School Queen of Hearts Committee reserves the right to amend these rules as needed prior to any week's drawing. Such amendments will be communicated on the Marian Catholic Facebook page.

Marian Catholic's Queen of Hearts committee members are not eligible to enter the raffle. The Queen of Hearts committee members are defined as:

- Marian Catholic Executive Committee
  - Vince Krydinski, President
  - Mary Ann West, Principal
  - Curt Schubert, Chief Financial Officer
- Mike Taylor, Associate Athletic Director
- Carol Swanson, Director of Development & Alumni Relations
- Beth Fleming, Spartan Shop Manager
- Mary Harrison, Business Manager

The family members of the above individuals will be allowed to participate, as long they are legally allowed to participate (i.e. over the age of 18).

## **PROCEDURES**

### **Cash Collections and Deposit**

Every evening on the drawing date two (2) committee members and/or other designated representatives will do a cash collection and raffle tickets reconciliation. The Marian Catholic Reconciliation Sheet will be used to do this reconciliation. A deposit ticket will be created and the cash collection will be deposited no later than the next business day at Old Second Bank.

In the event that the amount of cash collected by Rudy's exceeds \$5,000 prior to the weekly collection, they will be instructed to notify a committee member immediately. On this day, two (2) committee members and or other designated representatives will do a cash collection and raffle ticket reconciliation and will deposit the money collected into Old Second Bank that day.

All reconciliations must be completed by at least two (2) persons.

### **Security**

For security purposes, whenever there is a pick-up of a cash collection that is or could potentially be more than \$5,000, the Business Manager, committee member, and/or other designated representative will be accompanied by either one or more security guards or another designated Marian Catholic representative.

### **Payment of Raffle Winnings**

A committee member and/or designated representative will require all winners to complete an IRS Form W-2G. This form has the name, address, and social security number of winner. All winnings will be paid by check payable to the winner. The Business Manager will cut this check and ensure that it gets to the winner within ten (10) business days.

If the winnings are more than \$5,000, Marian Catholic is required to withhold federal tax equal to 24% of the winnings.

### **Revenue and Expenditures Accounting**

All revenue and expenditures related to the Queen of Hearts will be recorded in the natural revenue or expense classifications under the Queen of Hearts Project Code 2600.

### **Use of Net Proceeds**

All of the net proceeds of the Queen of Hearts Raffle will be used for current or future year's athletic needs as determined by Marian Catholic's leadership and Booster Club.