



The Workshop Queen of Hearts Raffle

Eligibility

- **Age Restriction:** You must be 21 years or older to participate.
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Ticket Sales

1. Pricing:

- Tickets are sold in bundles: **6 tickets for \$5, 13 tickets for \$10, 25 tickets for \$20**
- Purchases must be made in **increments of \$5.**
- No single tickets are available.

2. Purchase Locations and Times:

- **Online:** Tickets can be purchased at www.theworkshopgalena.org.
 - **Availability:** Friday 9:00 a.m. to Wednesday at 12:00 p.m.
 - After submitting an online purchase, you will receive an **email receipt** for your records.
 - Tickets purchased online will be filled out by **trusted employees** from The Workshop.
- **In-Person:**
 - **The Workshop:**
706 S. West Street Galena, IL 61036
 - Hours: Monday – Friday: **8:00 a.m. – 3:30 p.m.**
 - **The Galena Elks Lodge:**
123 N. Main Street Galena, IL 61036
 - Hours: 1st and 3rd Tuesday each month: **4:00 p.m. – 1:00 a.m.**
 - Every Wednesday – Friday: **4:00 p.m. – 1:00 a.m.**

- #### 3. **Deadline:** Ticket sales in-person end at 6:00 p.m. on drawing days (Thursdays). Online ticket sales end at 12noon on Wednesdays.
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Drawing Details

1. **Weekly Drawing:**

- A single ticket is drawn at **6:30 p.m. every Thursday.**
 - If the Queen of Hearts is not drawn, the jackpot **rolls over to the next week.**
2. **Winner Notification:**
 - **Present Winner:** Must check in with the **Emcee** within **10 minutes.**
 - Present Criteria:
 - Ticket must match the name and phone number on record.
 - Winner must provide a valid ID for verification.
 - **Not Present:** If the winner is not present, 50% of the card value is awarded.
 3. **Winning Ticket Information:**
 - If the Queen of Hearts is not revealed, the ticket will be displayed in front of the chosen card on the board.
 - The **phone number will be blacked out** for privacy.
 4. **Online Results:**
 - Winning card position and card face value are posted on **The Workshop Galena Facebook page.**
 - **Winner's names are not posted** for privacy.
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Payouts

1. **Queen of Hearts:**
 - **Present Winner:** 60% of the pot to the winner, 40% to The Workshop.
 - **Not Present:** 50% to the winner, 50% to The Workshop.
 2. **Other Cards:**
 - **Jokers:** \$150
 - **Aces:** \$100
 - **Face Cards (excluding Queen of Hearts):** \$75
 - **Numbered Cards (2-10):** \$25
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Ticket Guidelines

1. **Required Information on Tickets:**
 - Full Name (First and Last name)
 - Phone Number
 - Card Position (e.g., #29)
 - **Example:**
 - "John Doe 777-888-9999 #29"
2. **Accuracy is Crucial:**
 - **Illegible or incomplete tickets** will be discarded.
 - Players are responsible for ensuring their tickets are filled out correctly.
3. **Ticket Handling:**

- After each drawing, all tickets from that week are **emptied** from the raffle box.
 - In-person ticket sales for the next week begin **immediately after the drawing**.
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IRS Compliance

1. Reporting Requirements:

- **Winnings over \$600** and 300x the ticket wager must be reported to the IRS.
- The Workshop will issue a **W-2G form** for winners receiving over \$1,500.

2. Tax Withholding:

- For winnings over **\$5,000**, federal incomes taxes will be withheld upfront by The Workshop.
- The winner will receive the **net amount** after taxes.
- The winner must report the **gross winnings** and **withholding amounts** on their tax returns.

3. Personal Information:

- Winners must provide all necessary details, including their **Social Security Number**, to complete the W-2G form.
 - **Failure to comply within 30 days** of notification will result in the board resetting, and the pot rolling over.
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Additional Notes

- **Privacy:** Only the winning card position and card face value are shared publicly.
 - **Ticket Disqualification:**
 - Tickets missing required information, or containing errors, are disqualified.
 - **Changes:**
 - The Workshop reserves the right to:
 - Adjust sales dates and times.
 - Amend rules before any weekly drawing.
 - Postpone drawings as needed.
 - **Payout Timeline:** The Workshop may take up to 30 days to process and pay out winnings.
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Purpose of the Raffle

Proceeds from the raffle directly support **individuals with intellectual and developmental disabilities**. The Workshop appreciates your participation and generosity in making a difference.

GOOD LUCK!