

# West Virginia Lottery Sponsorship & Donation Policy

1. The West Virginia Lottery does not possess the authority to provide direct funding for statutorily mandated recipients of lottery revenue. The West Virginia Legislature appropriates Lottery revenue annually. Therefore, it is not customary for the West Virginia Lottery to provide contributions to charitable entities unless such a provision is categorized as corporate advertising and promotion. Any entity requesting a charitable donation must prove that the West Virginia Lottery will receive promotional value this is commercially defensible when compared to the cost of media related advertising and promotions.
2. All West Virginia Lottery solicitations for charitable contributions must be made by completing the West Virginia Lottery's Request for Charitable Promotional Ticket or Item Donation Form at least 60 days prior to the event. Request forms not submitted at least 60 days prior to the event will not be considered.
3. Past approval of a contribution does not guarantee future approval. All donation requests are decided upon an individual bases and event by event ONLY.
4. All requests must satisfy all the requirements of the State Ethics Act. The act states that "No state, federal, county, municipal or other public employee may solicit gifts unless it is for a charitable purpose from which you and your immediate family members derive no direct personal benefit."
5. The West Virginia Lottery will not make a donation of any kind to any religious organization or group associated with a faith-based entity.
6. The West Virginia Lottery is prohibited in advertising or selling tickets to children, therefore the West Virginia Lottery will not make a donation of any kind to any school involved events where benefactors are under the age of 18. This includes and is not limited to high school or college class reunions, family reunions, graduation events or community school or youth sports league fund raisers.
7. Raffles, Bingo games or pull-tab games for a charitable event fall under the jurisdiction of the West Virginia Charitable Gaming Division and license requirements set forth by state code. Contact the West Virginia Department of Revenue for more information.
8. Once a submitted request has been evaluated, the requestor will be notified regarding approval or denial. All requests will be reviewed by representatives of the West Virginia Lottery Marketing Office and approved, or denied, by the Director of the West Virginia Lottery.
9. All documents related to the solicitation, including correspondence, are maintained at West Virginia Lottery Headquarters and are subject to annual external audit.
10. Should an event be approved for sponsorship, a formal document from the requesting organization, is required in order to receive payment that is clearly marked "INVOICE" at the top of the document and includes line by line documentation of each sponsorship element and cost. These requirements are needed to insure that all agreed upon items occurred, and to guarantee payment in full.
11. Invoices, as described above, MUST be received within 90 days of the sponsored event date. Invoices received after the 90-day window are VOID and will not be processed. No Exceptions.