

**COLORADO STATE COUNCIL**

**DREAM HOME GUIDELINES**

The Colorado State Council (CSC) of Epsilon Sigma Alpha (ESA) partnered with the American Lebanese Syrian Associated Charities, Inc. (ALSAC) in 2011 to conduct a Denver/St. Jude Dream Home Giveaway campaign. In 2014, a second campaign began in Colorado Springs. The St. Jude Dream Homes are one of the CSC philanthropic projects. CSC holds the raffle license for both campaigns. All net proceeds are donated to St. Jude Children’s Research Hospital.

I. References:

1. Colorado raffles must comply with:

1. Bingo-Raffles Law Handbook, Colorado Constitution Article XVIII, Section 2.

2. Colorado Code of Regulations (8CCR 1505-2).

3. Federal and Colorado Tax Laws.

1. Dream Home Actions and Timeline:
2. The timeline lists all the actions required during a campaign.
3. The timeline is updated as required and provided to the current Games Managers and ALSAC.
4. Letter of Agreement (LOA) between ESA and ALSAC
	1. The annual agreement is signed by ESA HQ, a Dream Home Co-Chair from each campaign, and ALSAC before the campaign.
	2. The agreement outlines the obligations of ESA and ALSAC.

II. ESA Volunteers:

1. Dream Home Co-Chairs:
	1. Two or three co-chairs are designated for each campaign.
	2. Liaisons with ALSAC and SoS.
	3. Request a raffle license annually, in November, from the Colorado Secretary of State (SoS). The license is valid for both campaigns.
	4. Review all documentation for both campaigns, provide consolidated comments to ALSAC for updating, then forward documents to SoS for approval.
	5. Ensure all tasks and reports are completed on time.
	6. Signers on the checking account.
2. Games Managers:
	1. Must complete Games Managers Training conducted by the Colorado SoS. The certificate is valid for four (4) years.
	2. Must be an active member of ESA for at least six (6) months.
	3. Must be at least 18 years of age.
	4. Never convicted of a felony or crime involving gambling.
	5. May not receive a salary, stipend, or any other compensation, financial or otherwise, while acting in the capacity.
	6. One Games Manager must be present any time tickets are sold.
3. Ticket Sales:
	1. All ESA members are encouraged to participate in ticket sales, Open Houses, or other events.

III. State Reporting:

1. Keep the membership informed of the Dream Home campaigns.
2. Prepare articles for the Golden Lamp per the schedule.
3. Submit photos of the campaigns to the CSC Web Team.
4. Prepare two (2) copies of the report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.
5. Submit to the CSC Philanthropic Chair by April 1, the amount credited by ALSAC to ESA for both campaigns.
6. Prepare and submit the tax facts information to the CSC Treasurer/Disaster Fund Chairman by August 15 for inclusion in the CSC tax facts report.

IV. Other Reporting:

1. Prepare the Completed St. Jude Event Form on the HQ website.
2. Prepare the quarterly reports for the SoS.
3. Prepare and submit the State and Federal taxes and forms as required.
4. Prepare the final campaign report for ALSAC and present the campaign check for St. Jude.