

**NOTICE OF MEETING CHANGE**

<b>ORIGINAL MEETING</b>	<b>NEW MEETING</b>
<p style="text-align: center;">Tuesday, December 20, 2022 6:00 PM Portage High School Commons 301 East Collins Street Portage, WI 53901</p>	<p style="text-align: center;">Tuesday, December 20, 2022 <b>5:00 PM</b> Portage High School Commons 301 East Collins Street Portage, WI 53901</p>



# PORTAGE YOUTH SOFTBALL

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## Board of Directors Meeting

Tuesday, December 20, 2022 - 6:00 PM

Portage High School Commons - 301 East Collins Street, Portage, WI 53901

## AGENDA

**Board Members:** *Connie Wampler*, President and Facility Coordinator; *Jonelle Brom*, Vice President & Tournament Team Coordinator; *Mark Witt*, Treasurer, Tournament Coordinator, & Co-Umpire Coordinator; *Eric Carpenter*, Secretary & Co-Umpire Coordinator; *Tim Kratz*, Registrar; *Jennifer Teela*, Sponsorship Coordinator; *Jason Krockner*, Equipment Coordinator; *Haley Gilman*, Marketing Coordinator & Volunteer Coordinator; *Jason Chilson*, Concessions Coordinator

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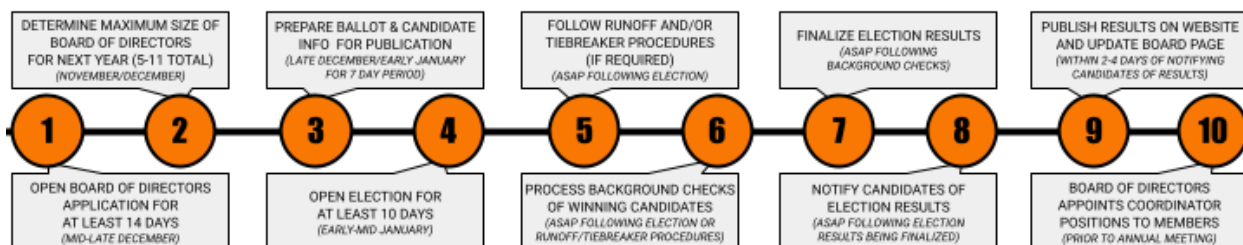
- 1) Call to Order - Connie Wampler
  - a) Roll Call
  - b) Quorum Check
  - c) Resignations and/or New People
- 2) Discussion & Possible Action on Meeting Minutes from September 25, 2022 Board of Directors Meeting
- 3) Action taken since last official board meeting via email
  - a) Coaching stipends were issued for 2022 Head & Assistant Coaches per the list on the Agenda
  - b) Approved for Portage Tourism Grant of \$1500 for 2023 Summer Tournament
- 4) Treasurer's Report - Mark Witt
- 5) Discussion & Possible Action on 2023 Board of Directors – Connie Wampler
  - a) Reference PYS By-Laws for Requirements: [www.portageyouthsoftball.org/by-laws](http://www.portageyouthsoftball.org/by-laws)
  - b) Number of Members [Motion, Second, & Vote Needed] (minimum of 5, maximum of 11, odd number recommended)
  - c) Possible change to selection process of Treasurer. Any changes would not be implemented until the 2025 election because a vote in the annual election by members must approve changes to the election process.
    - i) Potential ideas:
      - (1) Selection of an elected at-Large member by the newly elected Board of Directors.
      - (2) Appointment of Treasurer by Board of Directors
      - (3) No change to election process, but implement minimum requirements and Board and/or President review or candidate approval prior to election
      - (4) Others
    - ii) Board proposed amendment (if any changes are desired) to be submitted to PYS email for inclusion on the election ballot (likely 2024 election)



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d) Approximate Election Schedule [Tentative] (Last to First):



- i) Annual Meeting (January – March prior to registration opening): February 19 (1st day of optional preseason practices)
- ii) Board of Directors Meeting (after election prior to annual meeting) to assign coordinator positions
- iii) Election (early-mid January, minimum 10 day election period, must be completed at least 7 days prior to Annual Meeting): January 25 - February 5
- iv) Application Period (opened in December, minimum 14 day application period, must be completed at least 7 days prior to start of election): January 4 - January 17
- v) Determine Number of Members (November/December): This Meeting
- e) Intent of Current Board Members to Apply for Re-Election
  - i) Please email PYS account with whether or not you plan to apply for reelection in 2023 so we can best advertise any open positions. If you plan to re-apply, please submit your application ASAP once it is opened.
- 6) Discussion & Possible Action on 2023 Pride Teams - Jonelle Brom
  - a) 16U: 11/11 players have deposits paid. Jeremy has submitted his requests for tournaments.
    - i) Baraboo Thunder Classic is \$500. Needs a vote to register and pay
  - b) 14U: 8/11 players have deposits paid (Julia Chilson, Eliana Considine, Alana Brandsma have not paid)
    - i) Not enough players paid to register for any tournaments at this time
  - c) 12U: 9/9 players have deposits paid (Brooklyn Bindl is no longer playing)
    - i) Not enough players paid to register for any tournaments at this time
- 7) Discussion & Possible Action on Portage Tournament
  - a) Tentative dates: 7/21-7/23
  - b) Approval to post registration and dates.
  - c) Registration fee previously increased to \$400 and approved
- 8) Discussion & Possible Action on Optional Preseason practices
  - a) Dates are 2/19-4/30 with exception to the Sunday at end of Spring break (do we want to cancel the one before break) and Easter Sunday



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- 9) Discussion & Possible Action on 2023 Volunteer Requirements - Haley Gilman
  - a) 2022: Recommended (3) shifts per registered player; no requirements or penalty for not volunteering
  - b) Possible changes for 2023:
    - i) Minimum number of shifts
    - ii) Possible buyout fee
    - iii) Penalty for not volunteering
    - iv) Others
    - v) Need to determine number of shifts throughout entire year and make sure there will be enough volunteers for all events
      - (1) Tournament
      - (2) Field Improvement Days
      - (3) Summer Concessions
      - (4) HS Concessions?
      - (5) Others?
- 10) Discussion & Possible Action on Wisconsin Raffle Licenses - Mark Witt
  - a) Class A (\$25): Tickets sold in advance and on the day of drawing (pre-sold tickets, calendar raffle)
  - b) Class B (\$25): Tickets sold day of drawing only (50/50 at HS games and tournament, bucket drawings, etc.)
  - c) Class A & Class B (\$50)
  - d) Licenses are good for one year
  - e) PYS should now be eligible that we have been established independently as a 501(c)(3) organization for at least one full year
- 11) Discussion & Possible Action on 2023 Sponsorship Program - Jennifer Teela
  - a) Likes/Dislikes
  - b) Recommended changes
  - c) 2022 sponsors still listed on website
- 12) Update on Facilities
  - a) Cages are ready for drainage tile and screenings in the spring
  - b) Quote was accepted and signed by A.D. Carlson on October 17 for moving the JV fence. No date for when work will be done.
    - i) PYS previously approved paying for one-third ( $\frac{1}{3}$ ) of project cost with a maximum contribution of \$7,000.
  - c) A.D. Carlson inquired about possible sponsors for a new scoreboard similar to baseball
- 13) Additional Agenda Items
- 14) Public Input
- 15) Next Meeting
- 16) Meeting Adjourned



# PORTAGE YOUTH SOFTBALL

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Board of Directors Meeting  
Sunday, September 25, 2022 - 7:00 PM  
Portage High School Commons - 301 East Collins Street, Portage, WI 53901  
MINUTES

**Board Members:** *Connie Wampler*, President and Facility Coordinator; *Jonelle Brom*, Vice President & Tournament Team Coordinator; *Mark Witt*, Treasurer, Tournament Coordinator, & Co-Umpire Coordinator; *Eric Carpenter*, Secretary & Co-Umpire Coordinator; *Tim Kratz*, Registrar; *Jennifer Teela*, Sponsorship Coordinator; *Jason Krock*, Equipment Coordinator; *Haley Gilman*, Marketing Coordinator & Volunteer Coordinator; *Jason Chilson*, Concessions Coordinator

- 1) Call to Order - Connie Wampler
  - a) Meeting called to order at 7:05
  - b) Roll was called with attendance shown below:

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Status:	Present	Present	Present	Absent	Present	Absent	Present	Present	Present
<i>Present - Attended in Person   Virtual - Attended via Video Conference   Phone - Attended via Phone Call   Absent - Not Present</i>									

- c) Quorum Check
    - i) At least five (5) board members are present. Quorum is met.
  - d) Resignations and/or New People - None
- 2) Discussion & Possible Action on Meeting Minutes from April 10, 2022 Board of Directors Meeting
  - a) Motion to approve the Meeting Minutes as written from April 10, 2022 Board of Directors Meeting.
    - i) Motion: Jason Krock Second: Jason Chilson

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
<i>***President only votes in the event of a tie.</i>							<b>Motion Carried (6-0-0)</b>		

- 3) Action taken since last official board meeting via email
  - a) Motion to have PYS cover the team registration fee for the 10U Pride Team for the Adams-Friendship Chick's Tournament on August 5-7, 2022.
    - i) Motion: Eric Carpenter Second: Mark Witt

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	Yes	Yes	Yes	-	-	-
<i>***President only votes in the event of a tie.</i>							<b>Motion Carried (5-0-0)</b>		

- b) Motion to use Design 1 Apparel of Portage, WI for 2022 uniforms and coaching shirts.
    - i) Motion: Eric Carpenter Second: Mark Witt

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	Yes	Yes	Yes	-	Yes	Yes



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\*\*\*President only votes in the event of a tie.

Motion Carried (7-0-2)

- 4) Treasurer's Report - Mark Witt
- a) Total of about \$21,600 in checkbook. Final total will be about \$19,000. \$3,000 is Pride deposits. \$16,200 is unrestricted.
  - b) Invoices from Badger Sporting Goods for \$2,300
- 5) Discussion & Possible Action of 2022 Coaching Stipends
- a) Proposed stipends (issued as a registration refund or check if coach did not register a player):
    - i) Rookie Team
      - (1) Head Coach \$30 - No Stipend
      - (2) Assistant Coach \$15 - No Stipend
    - ii) 10U Black Team
      - (1) Head Coach \$75 - Jeremy Popp
      - (2) Assistant Coach \$50 - Craig Klawitter
      - (3) Assistant Coach \$50 - Mario Hernandez
    - iii) 10U Orange Team
      - (1) Head Coach \$75 - Jill Schultz
      - (2) Assistant Coach \$50 - Phil Canales
    - iv) 12U Black Team
      - (1) Head Coach \$100 - Joia Simonson (check payment)
      - (2) Assistant Coach \$50 - Tom Considine
    - v) 12U Orange Team
      - (1) Head Coach \$100 - Amanda Petzke
      - (2) Assistant Coach \$50 - Eric Preuss - donated back
    - vi) 14U Team
      - (1) Head Coach \$100 - Jason Krockner (check payment) - donated back
      - (2) Assistant Coach \$50 - Ron Jacobson
    - vii) 16/18U Team
      - (1) Head Coach \$100 - Troy Simonson (check payment)
      - (2) Assistant Coach \$50 - Sydney Spatola (check payment)
  - b) Motion to approve the 2022 Coaching Stipends as listed above and authorize the payments of the stipends.
    - i) Motion: Jason Chilson

Second: Mark Witt

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krockner	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.							Motion Carried (6-0-0)		



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6) [Agenda Item Added at Meeting] Discussion & Possible Action of 2023 Coaching Stipends for Head Pride Coaches

- a) ~~Motion to provide stipends to Pride Head Coaches in the same value as the recreational teams stipends with an additional \$50 for apparel.~~

i) ~~Motion: Jason Krocker Second: Jason Chilson~~

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krocker	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.							Motion Carried (6-0-0)		

**ii) Editorial Note: This motion was made, seconded, and carried at the Board of Directors Meeting. However, it is in violation of Article XII of the Portage Youth Softball By-Laws and is therefore null and void. PYS By-Laws would need to be modified for this motion to be carried.**

**(1)** Excerpt from PYS By-Laws Article XII - Stipends: Stipends only apply to summer recreational teams. Tournament teams, fall teams, winter teams, and spring teams do not qualify for stipends.

7) Review of 2022 PYS Summer Tournament

a) Issues

- i) Alcohol on complex grounds. Team's coaches were called.

b) Concessions

- i) About the right amount of food and drinks. Can look at the previous 2 tournaments and use that data to order for next year.
- ii) Could use extra food, etc. for a large end of season picnic.

c) Umpires

- i) Add Jim Langkamp and Vern Barreau to list of umpires
- ii) Steve Rohrbeck set up the umpire schedule after game schedule is set

d) Schedule

- i) Make sure everyone plays on Friday in case of rainout for the weekend
- ii) Some complaints of grass in the field and no fence for out of play area for the Freshman field

e) Communication

- i) Potential use of an app to update the schedule/results-will look into for next year what options exist, Tourney Machine suggested

f) Review of Teams

- i) Madison team hitting into fences, continued when asked not to





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## 8) Discussion & Possible Action on 2023 PYS Summer Tournament

- a) Proposed dates: July 21-23, 2023
- b) Proposed format: Same as 2022
- c) Mark has reapplied for the grant already
- d) Recommended ideas and/or changes
- e) Registration fees
  - i) Motion to raise team registration fees to \$400 from \$350.

(1) Motion: Jonelle Brom

Second: Jason Krock

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.				Motion Carried (6-0-0)					

- f) Umpire fees
  - i) Leave them as is. Food and drink is included and people are asking to umpire in it.

## 9) Discussion & Possible Action on 2022 Fall Softball League

- a) Not enough interest at 12U, 14U, or 16/18U
- b) Team fielded for 10U through South Central Girls Softball League
- c) Steve Rohrbeck is umpiring the 3 home games
- d) Field prep - Jason Chilson taking care of

## 10) Discussion & Possible Action on moving fence of Junior Varsity Field

- a) Qual Line Fence Corp - Waiting on quote
- b) Sager Fencing - "Thanks for the inquiry we appreciate it. But unfortunately we are unable to come that far to do a fence. We are basically already booked out till the end of the year. Sorry"
- c) American Fence Company - Quote attached for \$15,895
- d) Crist Fencing, LLC - Quote attached for \$24,700
- e) \*\*\*Make sure sponsors know the upgrades we have made to the fields
  - i) We can host more games with a shorter fence (field is too deep for h.s. games)
- f) Motion for PYS to donate one-third ( $\frac{1}{3}$ ) of the project cost up to \$7,000 maximum.

i) Motion: Jonelle Brom

Second: Jason Chilson

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krock	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.				Motion Carried (6-0-0)					

## 11) Discussion & Possible Action on Accident/Incident Report Policy

- a) No reports submitted in 2022 even despite several notable injuries. Coaches are not completing required forms.
  - i) Is online. We can turn in to our insurance company if family needs assistance
  - ii) Perhaps have a paper copy and/or a binder with player contact info and accident forms for each team.





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- iii) Reminder in coaches packet at the beginning of the year.
  - iv) Share all information with assistant coaches as well so they can help.
  - v) Jonelle willing to follow up if aware of an incident to double check that an accident report was received.
- 12) Discussion & Possible Action on 2023 Optional Preseason Practices & Open Gyms
- a) Starting Sunday, February 19th. 4:00-5:00, 5:00-6:30, 6:30-7:30 thru Sunday, April 30
  - b) Motion for PYS to donate up to \$700 towards off-season workout facility rental.
    - i) Motion: Jason Krocker Second: Jonelle Brom

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krocker	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.						Motion Carried (6-0-0)			

- 13) Discussion & Possible Action on 2023 Portage Pride Teams
- a) Roster status
    - i) 16U, 14U, 12U all have rosters
  - b) Deposit invoice status: 16U have all paid, 14U hasn't all paid, 12U hasn't all paid
  - c) Need to register for those tournaments as soon as the new year starts
- 14) Additional Agenda Items
- a) Coaches during the regular season and tournaments
    - i) Make more clear who are the assistants, who is the head coach, who are parent helpers
    - ii) Have a maximum number of coaches/assistants/helpers in the dugouts and keeping roles defined.
    - iii) Have a first week checklist of what head coaches need to do. Do it on paper.
  - b) Concession stand worked well with sign ups. Need to have more people help out with large projects that aren't on the board. Need to remind head coaches to open the concessions stand and bathrooms as others do not have keys at the fields during game nights.
- 15) Public Input - none
- 16) Next Meeting (early December)
- 17) Meeting Adjourned
- a) Motion to adjourn the meeting.
    - i) Motion: Mark Witt Second: Tim Kratz

Name:	Connie Wampler	Jonelle Brom	Mark Witt	Eric Carpenter	Tim Kratz	Jennifer Teela	Jason Krocker	Haley Gilman	Jason Chilson
Vote:	***	Yes	Yes	-	Yes	-	Yes	Yes	Yes
***President only votes in the event of a tie.						Motion Carried (6-0-0)			



### **Original Raffle License – Qualifications, General Class A, Class B, Calendar, and Duck Raffles**

**563.907 Qualified Organizations.** (1) Any local religious, charitable, service, fraternal or veterans organization or any organization to which contributions are deductible for federal income tax purposes or state income or franchise tax purposes, which has been in existence for one (1) year immediately preceding its application for a license or which is chartered by a state or national organization which has been in existence for at least three (3) years, may conduct a raffle upon receiving a license for the raffle event from the department. No other person may conduct a raffle in this state.

**563.907 (2) Local organizations** that may conduct raffles include those organizations whose activities are limited to this state, to a specific geographical area within this state, or to a specific geographical area that is partly within this state and partly within another state. An example of partly within this state and partly within another state would be an organization in Beloit, WI that provides some support in South Beloit, IL or an organization in Superior, WI that provides some support in Duluth, MN or other Wisconsin municipalities that bridge across state lines.

In order to qualify for a raffle license, your organization must be classed into one of the following organization types:

- **Religious:** An established religious institution or group thereof. If not, additional background information is requested.
- **Veteran:** An established group of past participants in the United State Armed Forces. If not, additional information is requested.
- **Fraternal:** An organization with a representative form of government that (1) operates under the lodge system with a ritualistic form of work; (2) is organized to promote the payment of life, sickness, accident or other insurance benefits to its members; or (3) is organized to carry on some worthy civic or service purpose.
- **Service:** An organization which has, as a minimum, the benefit, the growth and the general welfare of the community as one of its principle purposes. This category includes a labor organization whose jurisdiction is limited to a specific geographical area within the state or political party, except a state committee registered under s. 11.05 and organized exclusively for political purposes under whose name candidates appear on a ballot at any election. This also excludes a trade association or a social club.
- **Charitable:** In order to qualify for a license under this organizational type, the dominant purpose of the organization's work is for the public good, and the work done for its members is the means adopted for this purpose. To qualify under this type, you will need to include the charitable registration certificate issued from the State of Wisconsin.

**Note:** All raffles in Wisconsin require a raffle license in order to be legal. It is not legal for an individual, business, or national/out-of-state organization to conduct raffles in Wisconsin. A silent auction is not a raffle and does not require a raffle license.

## **Raffle License Classes A and B (563.92 License)**

A Class A raffle is when you sell some or all of the tickets in advance of the date of the drawing. The tickets are pre-printed and consecutively numbered with the required information under 563.93. A winner need not be present to win. You may conduct single-container raffles, a calendar raffle, and/or rubber duck races.

A Class B raffle is when tickets are only sold or delivered on the day of the raffle. Generic raffle tickets may be used. You may conduct multiple-container raffles, single container raffles, or plastic rubber duck races. These are generally used for bucket raffles and 50/50 raffles. All prizes must be awarded.

### **Other Important Information:**

- Each license is \$25 and good for one year from the date the license is issued. Renewals are filed on an annual/yearly basis. Renewal information is sent with the license.
- If you wish to conduct both types of raffles, then both license types are required. Each license requires a separate application, documentation, and fee.
- All profits from raffles must be used in a manner consistent with the purpose of the organization, which is generally laid out in the Articles of Incorporation, Constitution, or By-Laws of the organization.  
An example: a school may not raise and donate raffle funds to an individual with cancer or to the American Cancer Society, as a school's purpose is to promote learning and support the students, their education and activities within the school.
- All raffles must be conducted according to Chapter 563 of the Wisconsin Statutes.
- All calendar raffles require pre-approval from the Office of Charitable Gaming prior to selling tickets. Calendar raffles have a specific format and the pre-approval process is designed to ensure the format is correct prior to incurring printing expenses. Please allow five (5) business days for turnaround time.
- A duck race raffle operates the same as a traditional raffle except that winning tickets are determined by numbered rubber ducks crossing a pre-determined point in the water rather than drawing a numbered ticket stub from a container. Participants "adopt" a rubber duck by purchasing a raffle ticket numbered to correspond to a rubber duck. The ducks, all of equal size and shape, are dropped into a moving body of water and the first duck to cross the finish line wins (subsequent finishers may receive consolation prizes).

**STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF GAMING  
P.O. BOX 8979  
MADISON, WI 53708-8979  
(608) 270-2552  
(800) 791-6973  
(608) 270-2564 FAX**

**[www.doa.wi.gov/divisions/gaming/charitable-gaming](http://www.doa.wi.gov/divisions/gaming/charitable-gaming)**

**For complete information on the Statutes, please visit our website.**



WISCONSIN DEPARTMENT OF  
ADMINISTRATION

Joe Gastel  
DIRECTOR

DIVISION OF GAMING  
Office of Charitable Gaming  
3319 W. Beltline Hwy., 1<sup>st</sup> Floor  
Post Office Box 8979  
Madison, WI 53708-8979  
Voice (608) 270-2552  
Toll Free (800) 791-6973  
Fax (608) 270-2564

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## NOTICE TO YOUTH SPORTS ORGANIZATIONS:

The Wisconsin Division of Gaming has become aware of a policy used by some youth sports groups where its members can defray or “buy down” their sports participation costs by selling raffle tickets or calendars. **This practice is illegal.** 100% of raffle ticket sales monies must be returned to the licensed organization and cannot be used as a sales commission to ticket sellers (Ch. 563.94, Wis. Stats.).

Also note that an organization may not require members to purchase raffle tickets upfront. **Raffle tickets cannot be resold**, which means a member cannot be required to purchase raffle tickets and then resell the raffle tickets to recoup their cost (Ch. 563.93(3e)(b), Wis. Stats.).

Any organization found to be in violation of the aforementioned statute and/or administrative code could suffer license revocation and permanent loss of their fund-raising privileges. Thank you for your attention to this issue.

Sincerely,

Office of Charitable Gaming - Raffle



**MAIL TO:**

Division of Gaming  
 Office of Charitable Gaming  
 P. O. Box 8979  
 Madison, WI 53708-8979  
 (608) 270-2552  
 (800) 791-6973  
 Fax (608) 270-2564  
[DOADOCharitableGaming@wisconsin.gov](mailto:DOADOCharitableGaming@wisconsin.gov)  
[www.doa.wi.gov/divisions/gaming/charitable-gaming](http://www.doa.wi.gov/divisions/gaming/charitable-gaming)

## Original Raffle License Application

**Please Type or Print Clearly**

1. Organization Name		3. License Type Desired (check one) - <b>Definition on Reverse Side</b>  <div style="text-align: center;"> <input type="checkbox"/> Class A      <input type="checkbox"/> Class B         </div>	
2. Organization Mailing Address  <div style="display: flex; justify-content: space-between;"> <span>City</span> <span>ZIP Code</span> <span>County</span> </div> <div style="text-align: center; margin-top: 10px;">, WI</div>		4. Organization Type (check one) - <b>Definition on Reverse Side</b>  <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Religious      <input type="checkbox"/> Fraternal         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Charitable      <input type="checkbox"/> Veteran         </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Service         </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Organizations to Whom Contributions are Tax Deductible          (Submit Copy of IRS Letter of Determination, 501(c)(3))       </div>	
5. Date Organized or Chartered (mm/dd/ccyy)  <div style="text-align: center;">/ /</div>		6. Describe the Community Activities in Which Your Organization has Participated. Attach a separate sheet if necessary.  <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>	
<input type="checkbox"/> <b>Check box if mail should go to Designated Member's mailing address</b>			
7. Name of Designated Member Responsible for Raffle Events  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		8. Signature of Designated Member Assuming Responsibility for Lawful Conduct of Raffles Under Ch.563, Wis. Stats.  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%;">           Signature _____         </div> <div style="width: 25%;">           Date(mm/dd/ccyy) _____         </div> </div>	
Address  <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>City</span> <span>State</span> <span>ZIP Code</span> </div> <div style="text-align: center; margin-top: 10px;">, WI</div>		<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">           Daytime Phone Number &amp; EXT            (     )         </div> <div style="width: 45%;">           Alternate Phone Number            (     )         </div> </div>	
9. Email Address			
10. Name of an Officer of the Organization Other Than the Person in #7		<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;">           Daytime Phone Number &amp; EXT            (     )         </div> <div style="width: 45%;">           Alternate Phone Number            (     )         </div> </div>	
<b>Check List</b> - Please Review, Complete and Attach These Items Prior to Final Submission.  <div style="margin-top: 10px;"> <input type="checkbox"/> Review the definitions on the reverse side of the application to verify correct responses.  <input type="checkbox"/> Review all sections to ensure answers have been provided and sign the application.  <input type="checkbox"/> Submit the organization's complete Articles of Incorporation and Bylaws, Constitution and/or Charter – <b>see reverse side</b> for Special Documentation Requirements.  <input type="checkbox"/> If contributions to the organization are tax deductible, submit the Internal Revenue Service, 501(c)(3), Letter of Determination.  <input type="checkbox"/> Enclose <b>\$25</b> check or money order payable to: <b>Department of Administration-Gaming</b>  <b>(Payment <u>Must</u> Accompany Application – DO NOT FAX)</b> </div> <div style="text-align: center; margin-top: 20px;"> <b>Please allow 4 weeks for evaluation.</b>  <b>NOTE: Incomplete applications will be returned.</b> </div>			<b>Do Not Write In This Space</b>

This document can be made available in alternate formats to individuals with disabilities upon request.

An organization conducting both Class A **and** Class B raffles must obtain a license for each type of raffle. Please submit a separate application and fee for each class of license desired to the Office of Charitable Gaming. This application may be reproduced. Do not collate or staple multiple applications into one.

**See Reverse Side of Application for Definitions**

## **Application Definitions**

### **License Type**

#### **Class A Raffle License**

The license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing.

#### **Class B Raffle License**

The license type required to conduct a raffle in which all of the tickets for that raffle are sold on the same day as the raffle drawing.

#### **A Local Organization that is:**

<b>Religious</b>	An established religious institution or group thereof. If not, additional background information is requested.
<b>Veteran</b>	An established group of past participants in the United States Armed Forces. If not, additional background information is requested.
<b>Fraternal</b>	An organization with a representative form of government that (1) operates under the lodge system with a ritualistic form of work; (2) is organized to promote the payment of life, sickness, accident or other insurance benefits to its members; and (3) is organized to carry on some worthy civic or service purpose.
<b>Service</b>	An organization which has, as a minimum, the benefit, the growth and the general welfare of the community as one of its principle purposes. You will need to provide proof of service to the community. This category includes a labor organization or county political party, but excludes a trade association, a social club, a political action committee or any candidate's campaign.
<b>Charitable</b>	Provide copy of Charitable Certificate of Registration issued from the State of Wisconsin.
<b>501(c)(3)</b>	Internal Revenue Service 501(c)(3) Determination Letter stating that contributions to your organization are deductible for income tax purposes.

#### **Special Documentation Requirements:** Provide all supporting documents listed on check list held by your organization.

Your documentation requested on the check list needs to include a clearly defined purpose statement of what your group does and who you provide support to; and a dissolution clause, what will happen to your remaining assets if/when your group were to/does disband. You may be required to provide more information if your documentation is unclear.

<b>Schools</b>	Provide letter from the school district or principal authorizing raffle fundraising and allowing of minors to participate (this does NOT include PTA's, PTO's, or other groups associated with but not part of a school).
<b>Colleges</b>	Provide letter from a school administrator acknowledging sub group as part of the parent institution, this does not include fraternities.
<b>Churches</b>	If you are unable to locate the documents on page 1 in the check list, provide current worship bulletin.
<b>Snowmobile/ATV Clubs</b>	Provide a letter from a county official showing proof of construction and maintenance of trails for public use and the documentation listed on page 1 in the check list.

**Qualified Organizations** must be "local" as defined in Ch.563.907, Wis. Stats.: (2) "Local organization" means an organization whose activities are limited to this state or to a specific geographical area within this state; and, as required in Ch.563.907, Wis. Stats., must be in existence for at least one year immediately preceding its application or belong to a state or national organization that has been in existence for at least three years.



# PORTAGE YOUTH SOFTBALL

WWW.PORTAGEYOUTHSOFTBALL.ORG



## SPONSORSHIP PROGRAM GENERAL INFORMATION

A sponsorship with Portage Youth Softball is an exciting and beneficial opportunity for you, our organization, and the Portage community. We are eager to partner with businesses and individuals/families to ensure the success of the Portage Softball Program. **We estimate our sponsors save each player approximately \$40 in registration fees per year!** Without our generous sponsors, we would have to significantly increase player participation fees to maintain the same quantity & quality of our offerings. In exchange for your valued support, we will work with you to promote you or your business. Together, we will ensure that there is a quality youth softball opportunity for Portage area youth for many years to come.

### BUSINESS SPONSORSHIPS

Four business sponsorship levels are available with a variety of benefits and costs.

Digital forms of recognition will last through at least December 31, 2022.

We will also work to promote our sponsors in additional ways when possible.

**THANK YOU FOR YOUR SUPPORT OF PORTAGE YOUTH SOFTBALL!**

BENEFITS	SPONSORSHIP LEVEL			
	PLATINUM LEVEL \$750+	GOLD LEVEL \$400 - \$749	SILVER LEVEL \$200 - \$399	BRONZE LEVEL \$50 - \$199
Recognition (name, logo, & information) on the "Sponsors" page of our website	X	X	X	X
Recognition (name, logo, & information) on our mobile app's "Sponsors" tab	X	X	X	X
Individual recognition post on our Facebook page (400+ followers)	X	X	X	X
Recognition <sup>1</sup> on our sponsor posters in restrooms & concession stand	X	X	X	
Recognition <sup>2</sup> on our tournament brackets for our Annual Summer Tournament	X	X	X	
Business logo and website link on every team page (rotation with other sponsors)	X	X	X	
Sponsorship banner <sup>3</sup> with business logo & contact info on outfield fence of two fields	X	X		
Business logo and website link on the homepage of our website	X	X		
Rotating banner advertisement <sup>4</sup> on our mobile app during our summer season	X	X		
One additional "Sponsor Appreciation" post on our Facebook page during the season	X	X		
Business logo <sup>5</sup> or name on all PYS coaching shirts & player uniform tops	X			
Business logo or name on all of our online forms (athlete registration, volunteer application, tournament registration, sponsorship form, surveys, etc.)	X			
Business logo and website link on most of our mass emails to our 350+ subscribers	X			
Recognition <sup>2</sup> as one of our "Presenting Sponsors" for our Annual Summer Tournament	X			



**BECOME A  
SPONSOR**

<sup>1</sup> Restrooms & Concession Stand may be closed due to COVID-19 for the 2022 summer season so recognition under this benefit may be limited or non-existent. We anticipate having these facilities open for our Annual Summer Tournament at a minimum. Posters will not be displayed during the high school softball season.

<sup>2</sup> Our Annual Summer Tournament hosts 12 - 16 teams from around Wisconsin and the Midwest. We estimate attendance to be between 500 - 1,000+ people during the tournament.

<sup>3</sup> Restrictions on business logos apply. For all banners, a high quality vector graphic logo will be required. Otherwise, fees for graphic design may be required or the logo will be replaced with the business name. Maximum banner size will be 4'x8'. Banners may be sized smaller to best fit the logo aspect ratio. Sponsors will receive two total banners (one each on the Varsity & Junior Varsity fields on the inside of the outfield fence facing home plate). Banners will not be displayed during the high school softball season.

<sup>4</sup> Banner advertisements may include business name and/or logo, sponsorship level, contact information, and a direct link to a business website or business coupon/promotion, etc. Platinum sponsors will receive twice the advertising time than Gold sponsors receive.

<sup>5</sup> Restrictions apply on the color, size, and location of the logo. Complex logos may not be printable on shirts/uniforms and will be replaced with simpler logos or text showing business names.

### NON-BUSINESS SPONSORSHIPS

Non-Business Sponsorships are available for individuals, families, memorials, etc. that wish to financially support PYS! These sponsors will be listed on the "Sponsors" page of our website and will receive recognition on our Facebook page. Website recognition will last through at least December 31, 2022.	LEVEL	AMOUNT
	Supporting Level	\$25+

**TO BECOME A SPONSOR, PLEASE COMPLETE OUR ONLINE SPONSORSHIP FORM OR CONTACT JENNIFER TEELA.**

**PAYMENT CAN BE MADE BY CREDIT/DEBIT CARD OR CHECK. A SPONSORSHIP FORM MUST BE COMPLETED FOR ALL PAYMENT METHODS.**

**VISIT [WWW.PORTAGEYOUTHSOFTBALL.ORG/SPONSORSHIP](http://WWW.PORTAGEYOUTHSOFTBALL.ORG/SPONSORSHIP) OR SCAN THE QR CODE ABOVE FOR MORE INFO & TO GET STARTED!**

FOR QUESTIONS, CONTACT JENNIFER TEELA, SPONSORSHIP COORDINATOR, AT [TEELAJENNIFER@YAHOO.COM](mailto:TEELAJENNIFER@YAHOO.COM) OR (608) 617-9610.

**THANK YOU FOR YOUR SUPPORT OF PORTAGE YOUTH SOFTBALL!**