

# RAFFLE

# Guidelines

Holding a raffle is an easy and effective way to raise money as part of your fundraising. Here are some guidelines to keep your raffle legal as the gambling commission sets rules that we all have to follow.

## Running a raffle on the day of your event

A raffle run on the day of your event is classed as a small lottery and does not have to be registered with your local authority. However, some conditions have to be met. They are:

- tickets must only be sold during the event and on the premises where it's taking place
- tickets can be sold over a number of days if the same event is being held over a number of days, e.g. a village fete, lasting Friday to Sunday
- the announcement of the winners must take place during the event
- the raffle must be promoted for a purpose other than private gain
- the amount deducted from ticket sales must be no more than £100 in the case of costs and £500 in the case of prizes
- donated prizes do not count towards these limits
- the draw must not roll over
- you can only offer alcohol as a prize if your event is taking place on premises with an alcohol licence
- you can't do offers, such as, buy one, get one free.

We recommend that you buy a book of cloakroom tickets, which can either be sold individually or in strips of five, it's not necessary to print raffle tickets for this type of raffle.

For more information read the following "quick guide" produced by the [Gambling Commission](https://www.gamblingcommission.gov.uk/).

In both cases we recommend that you advertise the payment for the raffle tickets as a "Suggested donation" rather than the "Price".

For St George's Kidney Patients Association, support and information, visit [sgkpa.org.uk](https://sgkpa.org.uk) or [www.facebook.com/StGeorgesKPA](https://www.facebook.com/StGeorgesKPA) or email us at [info@sgkpa.org.uk](mailto:info@sgkpa.org.uk)

## Pre-promoted raffles

If you are planning to sell raffle tickets in the lead-up to your event, you will need to contact the licensing team at your local authority to apply for a 'Small Lotteries Licence'.

You or the person applying for the licence must be a member of a registered not-for-profit group or association, for example St George's Kidney Patients Association.


You will also need to issue printed tickets. Each ticket for your raffle must state the following:

- the name of the charity, along with the registration number (St George's Kidney Patients Association's is **1021655** in England and Wales;
- the lottery is registered with a local authority (including its name and address) and your name and address
- the date and place of the draw.


Please see on the next page a template & example of what your raffle tickets should look like for a pre-promoted raffle.

Full details can be found at the [Gambling Commission website](https://www.gamblingcommission.gov.uk/), where there is a detailed guide available for download.

## Raffle ticket template for customisation

<p style="text-align: center;"><b>&lt;Ticket Number&gt;</b> <b>&lt;Name&gt;</b></p> <p>St George's Kidney Patients Association Charity Raffle - £&lt;Price&gt;</p> <p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>.....</p> <p>Tel .....</p> <p>Cash, counterfoils and unsold tickets to be returned to the promoter by <b>&lt;DATE&gt;</b></p>	 <p style="text-align: center;"><b>&lt;Ticket Number&gt;</b> <b>&lt;Name&gt;</b></p> <p style="text-align: center;"><b>St George's Kidney Patients Association</b> <b>Charity Raffle &lt;YEAR&gt; - £&lt;Donation&gt;</b></p> <p style="text-align: center;"><b>&lt;Description of Prize or prizes&gt;</b></p> <p style="text-align: center;"><b>&lt;Time and date of the draw&gt;</b> <b>&lt;Location of the draw&gt;</b></p> <p style="text-align: center;"><b>All proceeds will be donated to</b> <b>St George's Kidney Patients Association</b></p> <p>Registered charity in England and Wales <b>1021655</b></p> <p>Promoter: <b>&lt;Name&gt;&lt;Personal Address&gt;</b> Raffle registered under the Gambling Act 2005 with <b>&lt;Borough Council name &amp; address&gt;</b></p>
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## Completed Example

<p style="text-align: center;"><b>50001</b> <b>Mrs J Smith</b></p> <p>St George's Kidney Patients Association Charity Raffle - £2</p> <p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>.....</p> <p>Tel .....</p> <p>Cash, counterfoils and unsold tickets to be returned to the promoter by <b>1<sup>st</sup> October 2017</b></p>	 <p style="text-align: center;"><b>50001</b> <b>Mrs J Smith</b></p> <p style="text-align: center;"><b>St George's Kidney Patients Association</b> <b>Charity Raffle 2017 – £2 donation</b></p> <p style="text-align: center;"><b>Holiday in Spain</b> <b>Spa day</b></p> <p style="text-align: center;"><b>4pm 1<sup>st</sup> October 2017</b> <b>Village Hall, Anytown, AA1 1AA</b></p> <p style="text-align: center;"><b>All proceeds will be donated to</b> <b>St George's Kidney Patients Association</b></p> <p>Registered charity in England and Wales <b>1021655</b></p> <p>Promoter: <b>Mrs Smith, 1 Anystreet, Anytown, AA2 2AA</b> Raffle registered under the Gambling Act 2005 with <b>Anytown Borough Council, 1 Main St, Anytown AA3 3AA</b></p>
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