

A guide to holding a raffle

Raffles and lotteries are a great way to get everyone involved in fundraising and have been part of fundraising in the UK for generations.

The benefit of a raffle is that you can choose a range of prizes to suit a range of budgets. There are however, some things you will need to consider to stay within the legal guidelines so we have put together a few points to take into account:

Raffles and the law. Do I require a licence?

There are lotteries and raffles which do not require a licence. These are:

- Incidental non-commercial lotteries – commonly held at charity fundraising events
- Work lotteries – only people who work together on the same premises may participate
- Residents' lotteries – only people who live at the same premises may participate
- Customer lotteries – only customers at the business premises may participate. You must draw the raffle on the premises where the tickets were sold.

Raffle and lotteries that do require a licence are:

Society/public raffle – tickets are sold to the public over a period of time but not to those under 16 years old. If you are planning on holding a raffle at a large scale public event, for example, a fete, you will need to have a named person registered with your local authority.

For more information or if you are concerned about your licencing requirements please email the Gambling Commission at: info@gamblingcommission.gov.uk

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Tips for organising a raffle:

1. The prizes. Try and get your prizes donated by local companies and organisations. If possible get one which will be a real showstopper. We can send you a Charity Authorisation Letter which will enable you to collect prizes in our name.

If you are unable to get prizes for free, you could use raffle proceeds to purchase your prizes but you must remember not to spend more than £500 on prizes to stay within the law. After the draw, do remember to thank the people who gave you the prizes and let them know how much they helped you raise.
2. Tickets. You can buy raffle/cloakroom ticket books at most post offices or stationery shops, or, if it is a public draw and you have registered with your local authority, you will be able to design your own. There are plenty of web sites, but have a look at: www.raffletickets4u.co.uk.
3. The event. Now you have completed these steps you need to sell your tickets and hold the raffle. People will need to know the time of the draw. We hope you have a great time organising and hosting your raffle. Be sure to take lots of photos, enjoy yourself and thank you for all your support.

If you need further help, please contact us:

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www.pancreaticcanceraction.org

Thank You For All Your Support!

