

# 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
- 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.

## 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 your local WI group or rotary club. 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 (Breast Cancer Care's is 1017658 in England and Wales; SC038104 in Scotland)
- 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 below a template of what your raffle tickets should look like.

04897	04897
<b>Mrs Debbie Smith</b> Breast Cancer Care Charity Raffle - £2	<b>Mrs Debbie Smith</b> Breast Cancer Care Charity Raffle 2015 £2
Name .....	Over 20 prizes worth more than £3,000 (in total) including: • a holiday for two in Spain donated by xxxxxx • a pamper yourself day at xxxxx • £100 worth of gift vouchers from xxxx and xxxxx
Address .....	
.....	
.....	
Tel .....	Draw will take place on Saturday 16 December 2015 at The Old Church Hall, London SE15 4AC
Cash, counterfoils and unsold tickets to be returned to the promoter by 15 December 2015	<b>ALL PROCEEDS WILL BE DONATED TO BREAST CANCER CARE</b>
	<small>Registered charity no in England and Wales 1017658; in Scotland SC038104 Promoter: Mrs Smith, 1 Burling Road, London SE14 8SR Raffle registered under the Gambling Act 2005 with London Borough of Hammersmith and Fulham, Town Hall, King Street, London W6 9JU</small>

For breast cancer care, support and information, call us free on **0808 800 6000** or visit **breastcancercare.org.uk**