

# How to run a raffle

A raffle is great to have at a charity fundraising event or as stand-alone event for your fundraising. It can be as simple as charging a fee for tickets and the winner gets a prize. Just be aware of offering that unwanted Secret Santa gift you got last year as a prize: your friends may recognise it!

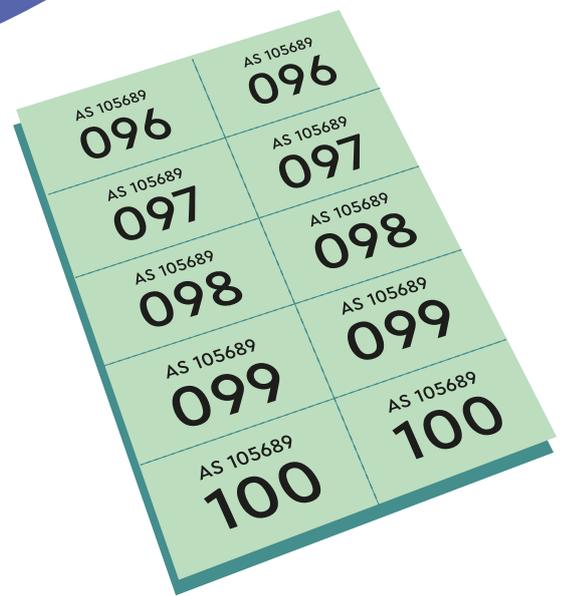
Before you get started, it is very important that you are aware of the legalities of raffles and look at what legal requirements you may need. Raffles are deemed a form of lottery and gambling by the Gambling Commission. We've set out the basic details below to keep you safe, but for in depth information contact your local authority and/or the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) and search for "raffle event").

Below are instructions to run a raffle as part of an event, such as a quiz night, charity dinner or fete, and is what you would most likely recognise. These are considered a small lottery, by the Gambling Commission, and do not have to be registered with your local authority. This is because they are not the sole purpose of the event. The technical term for this is an incidental non-commercial lottery.

If you plan to run your raffle over a longer period of time or sell tickets at more than one venue, the requirements will be different from the below and you may need to purchase a local lottery license and/or register with the appropriate local authority. If you are considering this then please seek further advice.

TICKET

TICKET



## 1. Choose when and where you will host your raffle

Adding a raffle is a great addition to any fundraising event you are hosting or you can see if a local event will allow you to hold a raffle.

## 2. Get a letter of authority from Tommy's

This will help when asking for raffle prizes as proof that you are fundraising for Tommy's. Just email us at [fundraising@Tommys.org](mailto:fundraising@Tommys.org) and we will happily send one through. We will just ask you to confirm that you will comply with the conditions of running a raffle as part of an event.

## 3. Organise your raffle prizes

This can take a few weeks. The best way to get prizes is to ask for donations from local businesses. This could be anything from a voucher, tickets to an event, or a hamper of food or flowers. We recommend approaching local businesses in person, if possible, at times when they're less busy. You could also ask your friends and family to donate prizes or their skills.



You must have prizes to comply with the condition

of running this type of raffle, but just be careful if you have to buy any prizes, as the maximum you can spend on prizes is £500.

#### 4. Get some tickets

An essential of the raffle is the tickets! You can buy these online or in most stationery shops. There is a limit to how much you can spend on expenses for your raffle – you can only spend up to £100 on ticket printing, hire of equipment etc.

#### 5. Sell your raffle tickets at your chosen event

How much you sell tickets for depends on the prizes you can offer, but make sure to sell all your raffle tickets at the same price and you can't do any offers, such as, buy one, get one free (it's the law). Make sure you sell the tickets during the event and on the premises where it's taking place.

You'll also need to make sure that after deducting costs for prizes and expenses, that the tickets sales are 100% for charity.

#### 6. Randomly draw your winner(s) and let them know

The prize draw can be held during the event or just after it has finished. Just make sure that the prizes are all won by chance. Participants must be advised when the draw takes place when they purchase tickets.

Make sure all the prizes are won as you can't roll over prizes from one event to another.

#### 7. Say thank you

To those who bought tickets in the raffle and the companies who donated items. Let them know how much was raised and how their support has made a difference. They may donate again to you in future!

### Alternative to raffles

Instead of a raffle you could also organise a 'prize competition'. These do not require licenses as the Gambling Act doesn't apply but they do have certain requirements you must follow.

'Prize competition' can have a cost to enter but must require the participant to have certain knowledge or skills that will limit the number of people who can win, eg an answer to a question. To fully comply with being a prize draw you need to ensure that a significant proportion of the people entering the prize draw won't have the necessary knowledge or skill to win. If they do, the conditions of a lottery will apply as winning will be a matter of chance. The rules must be clear to all participants at the point of purchase.



# Tommy's

Together, for every baby