

How to organise a raffle

Raffles and lotteries are a fantastic way to raise money, but they do fall under strict gambling laws that you'll need to follow.

We hope this guide will give you the clear guidance you need to feel confident in holding your own raffle or lottery, safely and legally.

If you have any questions, please get in touch with our friendly Fundraising Team who'll be happy to help:

fundraising@tenovuscancer.org.uk
029 2076 8863



The rules which you'll need to follow will depend on the type of raffle you're planning.

1 Incidental lotteries

This is a raffle that's held at a pre-existing event or activity.

One of the easiest ways to organise a raffle or lottery is to hold one at an existing event or fundraising activity, such as coffee morning, gala balls, fetes or quiz nights.

For this type of raffle, you can create your own tickets, or use cloakroom tickets (these can be purchased in most stationary stores).

Incidental lotteries don't require a license, but you must follow the below rules to make sure your raffle is legal:

- The selling of tickets and the draw must both take place during the event.
- All tickets must cost the same price, and you can't do deals (i.e. you can't sell five £1 tickets for £4).
- Children under 16 may not sell or buy tickets.
- Deductions for prizes mustn't exceed £500, although it's best practice to have prizes donated to allow the maximum benefit to the charity.

2 Small society lotteries

This is any raffle or lottery that's for sale to the general public, and lasts longer than one day.

For these, you must register your raffle with your local authority licensing department, incurring a fee of about £40 for the first year, and £20 each year following.

For this type of lottery, careful administration is required and you must follow guidance from the Gambling Commission.

You'll need a person registered as the 'promoter' who'll be responsible for the lottery. You can register your name or group as the promoter raising money for Tenovus Cancer Care, but not under the charity name as we hold our own license.



Continued



Someone impartial should do the draw itself. Maybe a local business owner, or someone else in the community who hasn't entered the draw themselves.

Unless you have huge ambitions, small society lotteries can raise up to £20,000 in a single draw and up to £250,000 over a year.

Tickets have to be printed with certain information on, please see the example below.

If you do plan on organising a raffle running longer than a day or a small societies lottery, please do get in touch with our Fundraising Team so we can offer some advice.

There are many websites for ordering tickets, but we'd recommend one of these:
raffletickets4u.co.uk
raffleticketsonline.co.uk

00001	3	Supporting Tenovus Cancer Care Registered Charity No. 1054015	9	00001
Name of Organising Body 1	4	Promoter: Mr Joe Bloggs, The House, Anywhere Lane, Town, Postcode		
NAME	5	YOUR RAFFLE NAME		
ADDRESS	6	1st prize -		
.....		2nd prize -		
.....	7	3rd prize -		
PHONE		Drawn on Saturday 08/01/2022 at 3:30pm in your office name / venue		
EMAIL	8	Registered with 'Insert Council Name' License No. 000000 (Gambling Act 2005) Printed by: Ticket Printing Company	10	Ticket price £X
Counterfoils, cash and unsold tickets to be returned by 01/01/2022 to Mr Joe Bloggs. Phone 0000 000 0000 2				



- 1** Organising body – name of school, charity, club, or fundraising group.
- 2** Details of where and when the counterfoils, cash and unsold tickets need to be returned.
- 3** Registered charity number if this applies.
- 4** Promoters name and address - this must be the address your raffle is registered to.
- 5** The name of your raffle or event.
- 6** Prizes - this can be a list of your top three prizes, all your prizes, or just a note to say 'many exciting prizes to be won'.
- 7** When and where the draw will be taking place.
- 8** Registration details - the council that your raffle or event is registered with, as well as the license number if you have it.
- 9** Ticket number - if you re-order tickets for the same draw, be sure to change the start number to carry on from your previous ones.
- 10** The price of your individual tickets.



Sourcing prizes

Now comes the fun part; getting those all-exciting prizes!

Prizes are one of the main things that will attract people to join your raffle, so getting a variety of prizes - from experiences and luxury items, to vouchers and services - will really make your raffle stand out above the rest!

Be strategic

- Try to get people to donate prizes rather than buying them. This will maximise the amount you raise for people affected by cancer.
- Try to ask for prizes early so you have plenty of time to organise the raffle and advertise what people could win.
- Contact local businesses to ask for support. They'll be far more likely than national companies to support you.
- Research the companies that you'll be asking for donations from. Make sure you have an idea of the type of item/service or experience you want them to donate.
- Get a good variety of prizes so they appeal to as many people as possible.
- Think quality over quantity! For example, if you've been given a dinner for two, a bottle of wine and tickets to an event, maybe you could combine them to make one overall prize that will be more appealing.
- Consider the value of your prizes and make sure to price your tickets accordingly.



Making approaches

- Make sure you get a letter of support from the charity so that people know you've got permission to ask for prizes on their behalf. Get in touch and we'll happily help with this.
- It's important to let people know who you're raising money for, and how their donation could help. Have a clear message about your fundraising; be emotive and let them know how they could help you reach your goal and ultimately support people affected by cancer.
- Make it clear what they'll get in return for a donation. For example, their business name on the prize list or a public thank you on social media, exposing them to potential new clients.
- If you're emailing people for donations, be sure to personalize it as much as possible. If you can, locate the name of the best person to speak with about the donation.
- Be sure to keep a record of all those that donate prizes. This will help you to keep track of who has donated what items and who to thank after your raffle.
- Once you've drawn your raffle, make sure you let those who donated know how much you raised, along with a thank you card or message. They'll be grateful, and it lets them know how they helped to make a difference.
- Find out if any of your prizes have terms and conditions, such as an expiry date, age limit or set date. Be sure to make these terms and conditions clear to your supporters.





After the raffle

- Make sure to thank everyone who helped and let them know how much you raised!
- Get your results in the local newspaper. Send a press release, along with any photos and the total raised.
- When counting the cash you raised, look to count in a secure place not in the open. Wherever possible, make sure it's counted and recorded by two people.
- No matter how much you raise, every penny counts! There are a few ways to pay it in:

By post - send a cheque made payable to Tenovus Cancer Care, to:
Tenovus Cancer Care, First Floor, Jones Court, Womanby Street, Cardiff CF10 1BR

Over the phone - Call 029 2076 8850 to make a card payment.

Online - pay it in on our website at tenovuscancercare.org.uk/donate



Keeping it legal

For more information on how best to keep your raffle or lottery legal, visit the Gambling Commission's website at gamblingcommission.gov.uk

When hosting any fundraising event, please take into consideration the importance of conducting a risk assessment and any insurance that may be needed. Feel free to get in touch with us for advice and support.

Get in touch

If you need anything, we're here to help:
fundraising@tenovuscancercare.org.uk
029 2076 8863

Thank you so much

for helping us support people and their loved ones to live well with cancer.

Good luck and have fun!



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REGULATOR

Fundraising for Tenovus Cancer Care
Registered Charity No. 1054015

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