



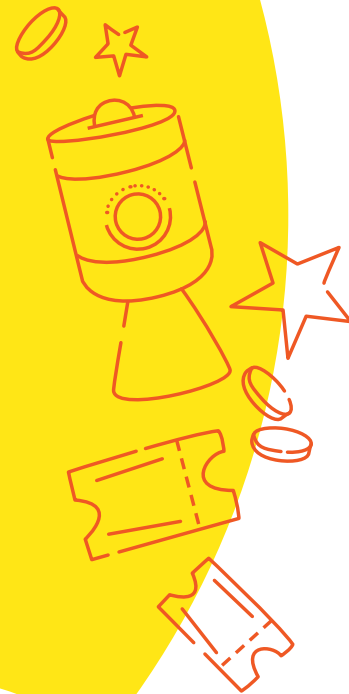
Your handy
guide to
organising
a raffle



Raffle Guide

Your handy guide to organising a raffle

Holding a raffle is a great way to raise funds for Place2Be! This handy guide goes through all the steps to organising a successful raffle, including some important laws and restrictions that you'll need to keep in mind.



1. Keep it legal

As raffles are deemed a form of lottery and gambling by the Gambling Commission, it's important to be aware of the laws and restrictions that affect this kind of fundraising activity. We've included basic details below, but for more information you can contact your local authority and read through the Gambling Commission guidelines at www.gamblingcommission.gov.uk/public-and-players/guide/how-to-run-a-lottery-or-fundraiser.



The simplest and most common way to run a raffle is as part of an in-person event, such as a quiz night, charity dinner or fete. This is called an **incidental lottery** and is the type of raffle that Place2Be recommend supporters organise, as it's the most straight-forward!

Requirements of an incidental lottery include:

- tickets can only be sold at one location and while the event is taking place,
- you can't sell tickets online,
- deductions for prizes must not exceed £500 (although it is best practice to secure donated prizes to ensure the maximum benefit to the charity)
- deductions for expenses (such as printing tickets or hiring equipment) must not exceed £100

If you plan to run your raffle over a longer period of time, to run your raffle online or sell tickets at more than one venue, the requirements will be different from the above and you may need to purchase a local lottery license or register with the appropriate local authority. If you are considering this, then please get in touch with the Place2Be Fundraising Team for further assistance.



2. Time and place

Now it's time to decide when and where you'll host your raffle. The simplest way to legally organise a raffle is to run it as part of an existing in-person event. You could organise a raffle as part of your own fundraising event, such as a pub quiz or a bake sale, or ask a local community group or organisation if you can run your raffle as part of an event they're hosting.



3. Let us know about your plans

The Place2Be Fundraising Team are so excited to support your fundraising plans! You can get in touch with us by emailing events@place2be.org.uk or giving us a call on 020 7923 5000. We have tons of resources that we can send you, and can also provide a Letter of Authority to Fundraise, which many companies will ask to see before donating prizes.



4. Organise your raffle prizes

Sourcing prizes for your raffle could take a few weeks, so be sure to start the process early! Many local businesses are generally happy to donate prizes for charity raffles. This could be anything from a product, a voucher or tickets to an event (there are no limits on how much donated prizes can cost). You could get in touch via email or by popping into stores in person and asking to speak to the manager. If you have to purchase any prizes yourself, you can take up to a maximum of £500 from proceeds to pay for prizes (although best practice is to source donated prizes so you can donate as much as possible to Place2Be).



5. Get your hands on some raffle tickets

An essential part of any raffle...the tickets! You must provide physical tickets to those taking part. There are no set requirements for what must be printed on the tickets, as long as you can easily identify the winner. You can purchase raffle tickets online (simply search for 'raffle tickets'), in most stationery stores or you can create and print them yourself. Keep in mind that you can only take up to a maximum of £100 from your proceeds to cover expenses to run the lottery (e.g. printing tickets or hiring equipment).



6. Sell, sell, sell!

It's time to sell some raffle tickets at your chosen event! A few important things to keep in mind when selling raffle tickets...

- You must provide physical tickets to those taking part. There are no set requirements for what must be printed on the tickets, as long as you can identify which ones are the winning tickets. For example, you can use cloakroom tickets.
- There is no limit on how much you can charge for a ticket, and you can apply discount tickets for multiple purchases, such as buy one get one free.
- You can sell tickets for an incidental lottery to children.
- Tickets can only be sold at the location of the event and whilst the event is taking place.
- You can't sell tickets online (which includes social media) or in advance of the event.





7. Drawing your raffle winner & saying thank you!

You can draw your raffle winner/s during or after the event where you sold tickets. We recommend that you make it clear to participants when you'll be announcing the result. It's also important to make sure all the prizes are won as you can't roll over prizes from one event to another.

Be sure to say a big thank you to anyone that supported your fundraising raffle, let them know how much was raised overall and how their support has made a difference



8. Returning your fundraising to Place2Be

There are a number of ways you can donate the money you've raised and the sooner you send in your funds, the sooner we can put them to work in supporting children's mental health!



Online - Deposit the funds into your bank account and pay with your credit or debit card through place2be.org.uk/support-us/donate



Bank transfer – To donate by bank transfer, please get in touch with the Place2Be Fundraising Team by emailing events@place2be.org.uk or giving us a call on 020 7923 5000.



Post – Cheque and CAF vouchers can be made payable to Place2Be and sent to the address below. Please include a note with your cheque or CAF voucher letting us know your details and how the funds were raised.

Events Team
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Thanks so much for your support and best of luck with your fundraising!

Get in touch.

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