



royal manchester
children's hospital **charity**
supporting excellence in treatment, care and research
Registered charity number 1049274

Guidance for Volunteers and Authorised Fundraisers

Raffles

It is important to work within Government regulations when organising any raffle or lottery. To help you do this we have compiled some guidelines on how to run a successful raffle.

Small Lottery (raffles held as part of a fundraising event): tickets sold only during the place and time of the event

- Cloakroom type tickets may be used for this type of raffle
- Tickets can only be sold on the premises and during the course of the fundraising event i.e. fete, dinner, dance, sporting event
- The announcement of the results must take place during the main event
- The draw of the winning ticket/s must be witnessed by at least one other person
- The proceeds, after deducting certain specified expenses, must, along with the proceeds of the fundraising event, be used for charitable purposes
- No more than £250 can be spent on buying prizes
- Cash prizes are not permitted
- Refunds on ticket sales cannot be made

Society Lotteries: tickets sold outside time and place of the event

- You must obtain a Gambling License from the Gambling Commission
- Tickets must be professionally printed and contain certain specific information:
 - a. Price (tickets should not exceed £2) - the price of every ticket should be the same, i.e..... You should not sell 5 tickets for the price of 4
 - b. "In aid of Royal Manchester Children's Hospital Charity"
 - c. Charity registration number 1049274
 - d. Date and venue of the draw
 - e. Name and address of promoter
- The Charity office must approve the design of the tickets before they are printed.
- No ticket may be sold by or to a person under the age of 16
- Tickets must not be sold in a street open to the public
- Tickets must not be sold by means of a machine
- The winner should be contacted within 7 days of the draw
- The total value of the tickets sold should not exceed £20,000
- If alcoholic drink is to be a prize the local police needs to be contacted for guidance on any liquor licensing law implications

If due to unforeseen circumstances it is not possible to draw the lottery on the date printed on the ticket please contact the Gambling Commission immediately. Please also inform the Charity team.

- A Lottery Return Forms **must** be completed by the promoter. This can be obtained from the Gambling Commission. In order to complete this form it is important to keep the following records:
 - Ticket numbers of tickets issued to each point of sale: details of tickets, return unsold and not returned (together with brief reason for the failure to return unsold tickets)
 - Details of all expenses, together with relevant invoices
 - Details of the major prizes together with relevant invoices, if prizes are bought, and approximate value if prizes are donated including VAT
 - Details of winners and winning ticket