

How to: Organise a Raffle



We are all very familiar with buying raffle tickets, and you may have helped to sell them, but organising a raffle does have legal requirements as they are gambling and are regulated by the Gambling Act 2005. The guidelines below will help to keep you on the right side of the law!

If you want to organise a raffle where you only sell the tickets and draw them [during the event at the venue](#) you can use cloakroom tickets which are on sale at many stationers. You must sell all the tickets for the same price – no last minute reductions – and you may not discount them – no 6 for the price of 5! This is to ensure that you are compliant with the Gambling Commission and Gaming Board.

If you want to organise a raffle or a draw where you want to sell tickets [prior to the actual draw or event](#), this is called a **Society Raffle** and you will need to purchase a licence from your local authority to allow you to sell the tickets, and they will issue you with a licence number. You may be able to use the Association's licence and to find out more, contact us on 01332 365676 or admin@pwsa.co.uk.

Society Raffle General Guidelines:

- Tickets will need be specially printed for the draw, you cannot use cloakroom tickets, and specific information must be included – see [printing the tickets](#) below
- Tickets can be sold to the general public, but not house to house or in the street
- Tickets may not be sold to or by anyone under 16 years of age
- Tickets must all be the same price and may not be discounted
- All tickets must be paid for at the time of purchase and cannot be refunded
- The licence holder must be the named promoter and responsible for the raffle
- Every counterfoil of sold tickets must be entered into the draw
- If you need to change the draw date for any reason, all possible steps must be taken to inform ticket holders

First steps:

- Make a list of who you are going to approach for prizes
- If you are approaching companies, PWSA UK can provide you with a Letter of Authorisation, confirming that you are raising money for the Association
- If you are approaching companies, ring them first to ask who you should address the letter to, or call in and ask to speak to the right person
- Offer to mention where the prize is from when the draw is made, or in any advertising
- Ask you family, friends and colleagues if they have any contacts you can approach
- Make sure you have a good top prize
- Decide the date of the draw/event. You will need plenty of time to have the tickets printed and to sell them before the draw date
- You must keep a record of all tickets sold

Printing the Tickets – what must be included:

- Tickets must be numbered consecutively
- The price
- PWSA UK logo and the Registered Charity Number 1155846
- Name of your raffle – eg Grand Prize Draw
- Main prizes – usually 1st, 2nd and 3rd
- Unsold tickets, counterfoils and money to be returned before (*date*) and returned to (*address*) – to appear on the counterfoils
- The date and place of the draw
- All proceeds to the Prader-Willi Syndrome Association UK
- The name and address of the promoter (licence holder)
- ‘The raffle is registered with (*name of local authority with web address*) and licence number XXXX’
- ‘Entry is open to all residents of the UK except N Ireland, Jersey, Guernsey and the Isle of Man’
- ‘Tickets are not for sale to, or by anyone under 16 years of age’

The Draw:

- The draw must be made on the date advertised, by at least two unrelated people
- Prizes must be allocated in the order they are drawn
- All winners must be notified as soon as possible, either in person, by telephone, email or in writing
- You should arrange for the prizes to be delivered or collected. If they are being collected, it is a good idea to arrange a specific date, or at least have a date that they must be collected by

Final Steps:

- Make sure that two unrelated people are present when counting the cash
- Bank the money as soon as possible, directly into the PWSA UK account if possible
- Thank everyone who has helped
- Write than you letters to everyone who donated a prize, telling them how much the raffle raised and the difference that their support has made – you may want to ask them again!

Thank you for your support and I hope that you have a really successful raffle. If you have any queries, or would like any further information, please contact us on 01332 365676 or email admin@pwsa.co.uk and we will be only too happy to help you.

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Registered Charity 1155846