

How to organise a society raffle

(For Branches and groups only)

Did you know, when raffle tickets are sold prior to the date they are drawn the raffle must be registered with the local authority? This type of raffle is called a 'Society Raffle'.

As you are an MND Association Branch or Group, you are permitted to use the main Association Raffle Registration. To ensure we are complying with Gambling Commission guidelines, evidence of this must be included on the raffle tickets. Note in Northern Ireland the regulations are different, so please speak to your Regional Fundraiser for advice.

Individuals who are organising raffles and lotteries on behalf of the branch, but not branch members, will NOT be able to use the MND Association Raffle Registration. Please refer them to the 'How to...organise a society raffle for individuals' document for guidance.

Guidelines for the sale of raffle tickets:

- Tickets can be sold to the general public
- Tickets cannot be sold in the street
- Tickets must not be sold to, or by anyone under the age of 16
- Although there is no restriction on ticket price, the price of each ticket MUST be the same and be shown on the ticket and there MUST NOT be any discounts e.g. Five sold for the price of four
- A ticket can only be sold when the money for the ticket is paid upfront and in full. There can be no refunds under any circumstances
- The ticket must show the name of the registered person responsible for the raffle promoter on your ticket (this will be William D Graham if you are using the Association's registration)
- All counterfoils of purchased tickets must be entered into the draw
- If, for any reason, the draw date needs to be deferred from the date stated on the ticket, all reasonable steps must be taken to ensure that participants are made aware of the change. E.g. Press release sent out and/or letters sent to participants, advertising on website or in your local newspaper
- For every draw at least 20% of proceeds must be donated to charity

Getting started

- Make a list of local companies to request prizes from, e.g. Restaurants, hotels, jewellers, etc.
- Telephone the company or organisation beforehand, in order to establish the correct name and contact details of the person who deals with charitable requests
- We can provide you with a 'letter request template' requests
- Use your friends, family and local contacts to help reach a wider circle of possible businesses
- Make sure the 'top three prizes' on offer are appealing so people have an incentive to buy a ticket. List the runner up prizes too
- Give yourself plenty of time to sell the tickets prior to the draw date

- Keep a track of ticket sales- where tickets are sold and how many

The 'draw'

- You must ensure 'all winners' are notified as soon as possible, either by telephone, email or in writing
- Arrange for the prize to either be delivered or picked up as appropriate or convenient to the winner. You may want to decide on a date this must be delivered or collected by

After the event

- Ensure money is banked as soon as possible. At least two people should be present when counting cash
- Thank everyone involved who helped with the raffle
- As soon as it is possible, let people know how successful it was, by announcing the funds raised either via email or in a newsletter
- Ensure the businesses and individuals that provided any prizes are informed of the events success and thanked accordingly
- After each raffle/lottery you will need to complete an 'Internal Lottery Return' form, which is available on the 'Volunteer Zone'. Return it to Shabz Khokhar at national office by emailing Shabz.khokhar@mndassociation.org for submission to the Gambling Commission. This will need to be completed within three months of the raffle taking place

What should appear on a society lottery ticket?

- The 'price of the ticket' (the recommended price is between £1–£2)
- The charity logo and name 'Motor Neurone Disease Association' and charity number '294354'
- The 'Name of your Raffle'
- The closing date and the draw date of the raffle/lottery
- The charity name, including the branch e.g. 'The MND Association Milton Keynes Branch'
- The date tickets need to be returned by and an appropriate address (as this is where the tickets will need to be returned to). This should be printed on the counter foil part
- The name and address of the Registration holder- Linda Allen, MND Association, Francis Crick House, 6 Summerhouse Road, Moulton Park, Northampton NN3 6BJ. This should be shown on the main part of the ticket
- The wording 'The raffle is registered with the Gambling Commission' and must include the website address www.gamblingcommission.gov.uk
- The wording 'Entry is open to all residents of the UK excluding Northern Ireland, Jersey, Guernsey, the Isle of Man'
- The wording 'Tickets not for sale to, or by anyone under 16 years of age'

Online raffles and lotteries

If you are planning on organising a raffle online, for example through JustGiving, please remember the following:

- It is still necessary for you to register with your local authority
- Tickets (or virtual tickets) must all be sold at the same value
- Robust systems must be in place for organising the draw to ensure fair practice
- Players must be able to retain a ticket. An email acknowledging the donation from the online donation platform, for example JustGiving, is sufficient to act as a ticket
- Tickets purchased in this way are not eligible for Gift Aid

Ticket no: 00001



Name:

Address:

Postcode

Tel:

Unsold tickets, counterfoils and money to be returned before **ADD DATE HERE** to: **ENTER YOUR NAME AND ADDRESS HERE**



Charity No: 294354

£2.00 a ticket

Ticket No: 00001

ENTER THE NAME OF YOUR RAFFLE HERE

1st Prize – **Name the prize**
2nd Prize – **Name the prize**
3rd Prize – **Name the prize**
Plus, many more prizes!

Closing date: **ENTER CLOSING DATE** To be drawn on: **ENTER DRAW DATE AND VENUE**

Money being raised for the MND Association – **ADD THE NAME OF YOUR BRANCH/GROUP HERE**

Registration holder: Linda Allen, MND Association, Francis Crick House, 6 Summerhouse Road, Moulton Park, Northampton NN3 6BJ

Registered with the Gambling Commission www.gamblingcommission.gov.uk

Entry is open to all the residents of the UK excluding Northern Ireland, Jersey, Guernsey and Isle of Man. Tickets not for sale to, or by anyone under 16 years of age.



Are you gambling more than you really want to? If you feel you have a problem with gambling please call the Gamcare National Telephone Helpline on 0845 6000 133 or visit www.gamcare.org.uk