

### Community Fundraising Guide: Organising a small raffle

First of all, let us know about your event, and we can send you a fundraising pack and some materials!

Raffles which do not require a licence or registration include: incidental lotteries (must be held at an event, e.g. a charity dinner, exhibition, festival, music night, fete, etc...), a work lottery (only people who work together on same premises may participate), residents' lotteries (people who live at the same premises may participate), private society lotteries (only society members and those on society premises can participate in the lottery), and customer lotteries (only customers at business premises may participate).

Please see the gambling commission for more information on categorising your raffle:

<https://www.gamblingcommission.gov.uk/PDF/Organising-small-lotteries.pdf>

#### **An 'On-the-Day' Raffle:**

(This means that the raffle tickets are sold and the raffle takes place on the same day. You cannot sell tickets before the event, or they would need to be printed, and you would need a licence.)

For 'on the day' raffles, you can use the standard cloakroom raffle tickets (as long as each ticket has an equal chance of winning).

You will not need a license if:

- The raffle is part of a larger event/entertainment/charity evening.
  - The proceeds go to charity/not for profit, and not commercial purposes.
  - All tickets must be sold on the same day that the raffle is drawn.
  - Monetary prizes cannot be offered, but gift vouchers can.
  - Tickets cannot be sold in a public street.
  - The tickets must not be sold to, or by someone under the age of 16.
- **Legalities**
- You can't roll over prizes you advertised for your raffle to another raffle.
  - Don't spend more than £250 on prizes (this doesn't apply to any donated prizes).
  - All tickets must be sold for the same price.

### **For everyone affected by a genetic bleeding disorder**

**President:** Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland No SC039732.

A company registered in England and limited by Guarantee. Registered Company No. 1763614

- For more info and advice, search 'Fundraising with lotteries or raffles at events' at [www.gamblingcommission.gov.uk/](http://www.gamblingcommission.gov.uk/)
  - If you are sending us photos of your fabulous event, make sure that the person or people in the photographs have signed a consent form (just ask us for one! There is also a form for parents or guardians to sign for children having their photographs taken.)
  - Under 18s cannot be allowed to take alcohol as a raffle prize (or served alcohol).
- **Sourcing prizes**
- Many local businesses will donate prizes for a raffle for charity! Have a go at asking in your local area- the worst that can happen is that they say no! Supermarkets also sometimes donate prizes. Have some facts to give out when you are asked about bleeding disorders and the work of The Haemophilia Society! (See our website for tons of helpful facts and information!)

Finally, don't forget to get in touch after your event to pay in your donation and so that we can thank you!

- **Promote your Event**
- Now you have chosen your venue and event, and any themes you may want to include, you can start to advertise!
- **Fundraising Pack:** We have materials that you can order to promote your event, including posters with space to write your event title and information, donation boxes, leaflets, T-shirts and wristbands. Get in touch! [fundraising@haemophilia.org.uk](mailto:fundraising@haemophilia.org.uk)  
<https://haemophilia.org.uk/get-involved/fundraising/organise-your-own-event/>
  - **Social Media:** Don't forget to share your event on Social Media! Pick a photo and post this tag line along with the details of your event:  
**I'm a Community Fundraiser for The Haemophilia Society! #Haemophilia #BleedingDisorders #OurFamily**  
**Twitter: @HaemoSocUK**
  - **Local Media:** Promote your event by contacting the local newspapers, your local church, or put up a poster in your local café.
  - You can promote your raffle as much as you like (if you advertise your prizes, they must be won on the night, and cannot be rolled over to another event.) You just cannot sell raffle tickets before the event date if you are holding a small 'on the day' no-licence raffle.

## For everyone affected by a genetic bleeding disorder

**President:** Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland No SC039732.

A company registered in England and limited by Guarantee. Registered Company No. 1763614



THE  
HAEMOPHILIA  
SOCIETY

○ **On the Night**

- Check that the fire exits are clear and easily accessible and pointed out if necessary. Check the same for the toilets.
- Check that there are no foreseeable safety hazards such as loose cables on the floor, spilled beverages, drinks near wires, etc.
- Check that your sound systems are all working great!

○ **After the event**

- Ensure that the money you have raised for us is counted carefully and with witnesses, recorded and donated to us as soon as possible after the event.
- Please also email [fundraising@haemophilia.org.uk](mailto:fundraising@haemophilia.org.uk) to let us know how your event went and how much you have raised for us so that we can thank you! We are always delighted to hear from our fabulous Community Fundraisers! Don't forget to send us your wonderful photos!

○ **Paying in your money**

You can pay in your fundraiser money at the bank (email [fundraising@haemophilia.org.uk](mailto:fundraising@haemophilia.org.uk) for our details), by card over the phone on **020 7939 0780**, pay in the cash via your bank, or by post via cheques made payable to:

The Haemophilia Society  
Willcox House  
140-148 Borough High Street  
London  
SE1 1LB

Or, you can pay in the cash at your local bank. Please email [fundraising@haemophilia.org.uk](mailto:fundraising@haemophilia.org.uk) for our bank details. We will also provide you with a reference for the payment.

Thank you so much for fundraising for **The Haemophilia Society!** Don't forget to let us know all about your fabulous fundraising efforts! We would love to hear from you. [fundraising@haemophilia.org.uk](mailto:fundraising@haemophilia.org.uk)

**For everyone affected by a genetic bleeding disorder**

**President:** Baroness Meacher Registered charity no. 288260. Charity Registered in Scotland No SC039732.

A company registered in England and limited by Guarantee. Registered Company No. 1763614

[haemophilia.org.uk](http://haemophilia.org.uk)