



Your guide to
organising a successful
Rainbows Raffle

rainbows.co.uk

Registered Charity Number: 1014051



rainbows
hospice for children and young people

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What is a raffle?

There are two types:

The incidental raffle

This is the simplest kind of raffle. Run as an activity at a event, the tickets are either sold at the event, or sold at the venue in advance. Winning tickets are drawn during the event.

This raffle could be run during your afternoon tea, school fete, dress down day or charity ball, for example. You could make your own tickets or use cloakroom tickets that you can get in most stationers or pound shops. There are just a few simple rules with these type of raffles, which are:

- The selling of tickets must take place at the event or if sold in advance at the venue itself.
- All tickets must cost the same amount, i.e. you cannot sell five £1 tickets for £4.
- Children under 16 cannot sell or buy tickets.
- Winners must be notified, usually during the event itself or immediately afterwards.

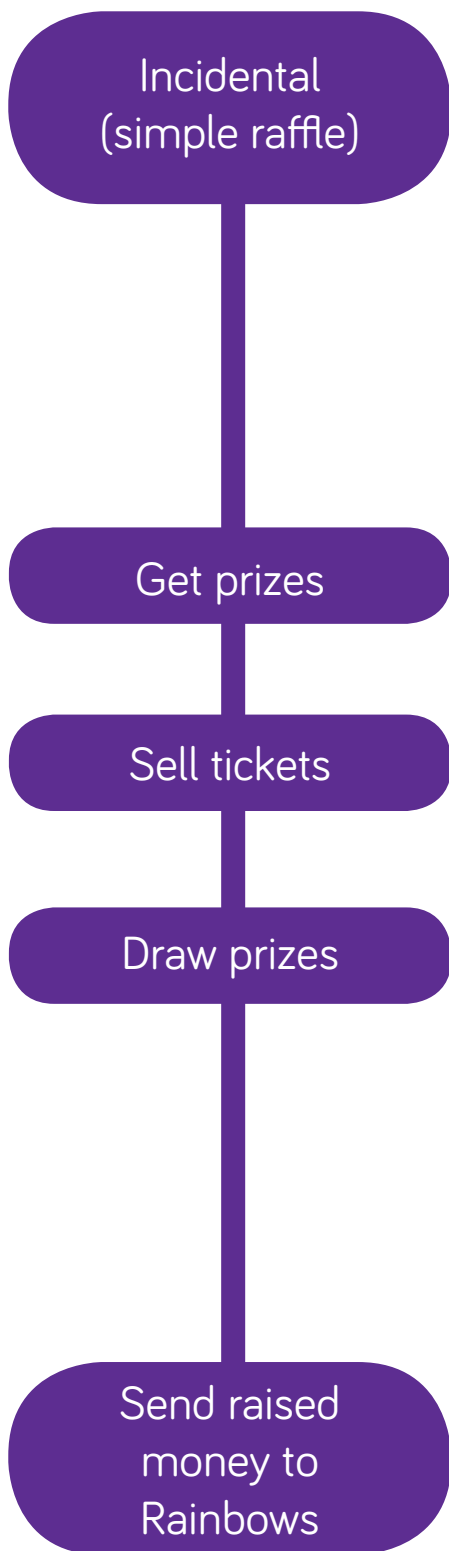
Small society raffle

Small society raffles (also known as society lotteries) are promoted for the benefit of a non-commercial society i.e. for a charity like Rainbows. You may recognise small society raffles as the ones where tickets generally come in books of 5 or 10, you are asked to write your name and address on the ticket stubs and you keep the larger portion of the ticket as proof of entry.

These raffle tickets can be sold in advance of the draw date over a longer period of time. The draw can also be advertised to the general public. There are rules and regulations around this type of raffle, and there are costs associated with the printing of the tickets.

See Terms and Conditions on page 8.

Decide which raffle you want to do?



Send thank you to your supporters



I would like to organise an incidental raffle. Can Rainbows help me do this?

Organising an incidental raffle is really easy and you probably will not need any help from Rainbows. However we can provide you with a letter of authority to help you get prizes.





I would like to organise a small society raffle. Can Rainbows help me do this?

Yes we can. To make it as straightforward and simple as possible for our supporters to arrange this kind of raffle, we can put together a bespoke information pack for your Rainbows raffle. This will include:

- Pre-printed books of tickets and labels to add specific details about your raffle
- Posters to help you promote and advertise your raffle
- A simple guide of the do's and don'ts (for example you have to be over 16 to both sell and buy raffle tickets)
- A validation letter, so when you are asking for raffle prize donations you can reassure local businesses you are fundraising for Rainbows. This will hopefully help you source more fabulous prizes!
- Balloons, banners and leaflets
- Inspiring stories so when you are asking people to buy a ticket for your raffle, they know exactly what their money is supporting

Please complete the raffle request form at the end of this booklet (page 10) or give us a call on **01509 638049**

Advice on getting prizes

Don't buy prizes – ask people to donate them. This will maximise the amount of money that comes directly to Rainbows.

Plan ahead - start asking for raffle prizes early to ensure you leave yourself enough time before you need them (if you are running a small society raffle, this will ideally be a minimum of 3 months before the draw date). Keep in mind any prizes with expiry dates, such as concert tickets or use by dates on food items.

Use your contacts - consider your local connections and networks. Who do you know that could help you? Who in the local area supports charities in this way or has the capacity to? You will have more success where you have a relationship already if they are local to you.

Be personal – a phone call is always a much better way to make contact and build a relationship. If you plan to make initial approaches in writing, make it personal and try to find a named contact.

Consider your target audience – when asking for prizes, try and source prizes that will appeal to your audience. Don't have too many prizes, quality is more important than quantity. The top three prizes are the most important and need to stand out as great prizes. The other prizes can be smaller and of less value or interest.

Think creatively - don't just look for items, think outside the box and ask for services. For example, a personal training session or a cookery lesson would appeal to many as a worthwhile prize to win and may help to engage a different kind of local business.

Getting prizes - Be sure to agree on any terms and conditions before you accept a prize that has been donated. Establish whether there are any restrictions. Make sure these are shared with the winners too.

Offer back - make sure you explain what you can offer them in return for their donation. For example, you may be able to offer a 'thank you' in the event programme or a mention on the night – but be careful not to over promise.



Selling tickets and making money

- The more people you can tell about your raffle the more chance you have of selling tickets. Design and print posters, create a Facebook page, or send an email round your workplace encouraging everyone to buy a ticket for example.
- If selling tickets at an event, display the prizes prominently to boost interest in your raffle on the day.
- Selling tickets to friends and family? Why not ask them to sell a book or two to their friends as well.
- Be assertive, most people will buy a ticket if asked nicely!
- Take tickets to groups and clubs you attend, the workplace and gatherings of family and friends.
- Think about the prizes you have to offer, who might want to win them? Target the right audience

More questions about this or other fundraising?

Contact our Supporter Care Team:

01509 638049 or supportercare@rainbows.co.uk

Thank you for your amazing support.

We look forward to hearing from you and all about your fundraising raffle plans!



Some important information to read before you run your raffle

(Terms and Conditions for small society raffles only)

Rainbows Raffles are ran on behalf of Rainbows Hospice for Children and Young People, Rainbows Raffles will be operated as a small Society Lottery under the Gambling Act 2005 as amended (“the Act”) and is licensed by The Gambling Commission.

The raffle is promoted by the sponsoring organisation/individual and conducted for the benefit of Rainbows Hospice for Children and Young People.

By entering the raffle participants agree to be bound by these rules.

Definitions:

“**Act**” The Gambling Act 2005

“**Draw**” The process by which winners are selected

“**Member**” An individual who has bought a raffle ticket

“**Rules**” The rules of the Rainbows Hospice for Children and Young People raffles as set out below and amended from time to time

“**Chance**” The entry into the raffle

“**Rainbows**” Cope Children’s Trust trading as Rainbows Hospice for Children and Young People

“**You**” Organisation or Individual who has responsibility for the raffle

Entry into the raffle


The raffle is promoted in accordance with the Act, as amended, throughout Great Britain. In order to comply with the Act, during the purchase of raffle chances you will be required to confirm that:

- (a) You will ensure that all Members are at least 16 years of age.
- (b) No raffle chances will be sold by anyone under the age of 16
- (c) You will not allow Members to buy or claim to buy Raffle Chances on behalf of any other person.

If, upon winning any prize in the raffle, Members are not able to prove that they have met the criteria specified in Rules (a) (b) and (c) above then they will not be entitled to receive that prize.

In order to comply with the Act, raffle chances that have been purchased and entered into the draw for which they were intended are prohibited from being subsequently refunded.

By agreeing to these terms and conditions for a Rainbows Raffle you agree to be bound by the Rules, and applicable provisions of the Act and any relevant regulations made there under from time to time.



Rainbows shall not be liable for any loss or damage (including loss of the opportunity to enter the raffle and/or the right to receive a prize) suffered by you or a member if you or they have not complied with the Rules. The Rules may be amended by Rainbows from time to time. All raffles are a form of gambling. Participants are encouraged to gamble sensibly. Should gambling become a problem we recommend members contact the Gamble Aware helpline on 0808 8020 133 or visit the website on www.gambleaware.co.uk.

Liability

Rainbows shall not be liable to raffle organisers or participants for any loss or damage suffered by you arising from:

- Any failure to enter a member's Chance into the Draw
- Any event beyond the reasonable control of Rainbows

Rainbows shall not be liable to you in contract, tort, negligence or otherwise for any indirect or consequential loss suffered by you in relation to your participation in the Rainbows Raffles (including loss of the opportunity to enter the raffle and/or the chance of winning a prize).

Complaints

Any complaints relating to the raffle should be sent in writing to Rainbows Hospice for Children and Young People, giving full details of the complaint and supporting documentation.

Privacy

Rainbows is committed to protecting your privacy. Data that we collect from you is used lawfully in accordance with the Data Protection Act 1998 and is used solely for the purpose of processing purchases of Raffle Chances, subsequent entry into the raffle, and informing your members if they have won a prize.

All data relating to raffle participants must be securely disposed of following the draw or returned to Rainbows for disposal.

Rainbows and any raffle host will not sell, rent or grant access to any of the personal data collected about raffle participants to any third parties without their express prior permission.

Proper Law and Jurisdiction

The Laws of England and Wales shall govern the interpretation and/or enforcement of these Terms and Conditions and all entrants hereby submit to the exclusive jurisdiction of the English courts.

Contact Address

All correspondence should be sent to the following address:
Rainbows Hospice for Children and Young People
Lark Rise, Loughborough, Leicestershire, LE11 2HS

Rainbows raffle registration form



(For small society raffles only)

Individual Organisation (*Name of organisation*)

My details are...

Title	First Name	Last Name
Address		
Town/City	Postcode	
Home Telephone	Mobile	
Email		

Raffle details are...

Contact Name (if different from above):	
Start date of raffle:	End date of raffle:
Date of birth: (we need this to prove you are over 16)	
Event/Title of raffle:	
Draw Date:	Draw Time:

Raffle prizes are...

1st Prize	2nd Prize	3rd Prize
If you require raffle tickets please indicate the value per ticket: E.g. £1, £5.		
Each book contains 10 tickets, how many books do you require:		

Keep in touch

We would like to keep you informed about our work and the many different ways you can help the children, young people and families that use Rainbows Hospice. Please indicate below how you would like us to keep in touch with you by ticking the relevant boxes below.

I am happy for my data to be used to tell me about:

	Post	Tel	Email	SMS
How to take part in Rainbows events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rainbows fundraising appeals - I don't have to give, but it'll be nice to be asked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ways that I can remember Rainbows in my Will	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
News and updates via Rainbows newsletters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We promise to hold your data in the strictest confidence and we will not share it with any third party. The permission you give us to contact you will remain valid for 3 years, after which time we will contact you again to ask if you still want to hear from us. If at any time you want to stop or change how we contact you, you can call us on **01509 638 049** or email us at **supportercare@rainbows.co.uk**. Our full privacy policy is available at rainbows.co.uk/privacy or on request.

Declaration

I have read the Rainbows Raffle Terms and Conditions and I hereby agree to abide by them

Signature: <input type="text"/>	Date: <input type="text"/>
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