



We care for babies, children
and young people in the
East Midlands – wherever they are.

Hospice | Hospital | Home

Your guide to organising a successful Rainbows Raffle



Registered Charity Number: 1014051



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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 an event, the tickets have to be sold at the event, they can't be sold online or in advance of the event. You can either do the raffle draw during or after the event. We recommend that you make it clear to participants when you'll be announcing the result.

This raffle could be run during your afternoon tea, school fête, 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 types of raffles, which are:

- The selling of tickets must take place at the event.
- There is no limit on how much you can charge for a ticket and you can apply discount tickets for multiple purchases, such as buy one get one free.
- Winners must be notified, usually during the event itself or immediately afterwards.

Small society raffle

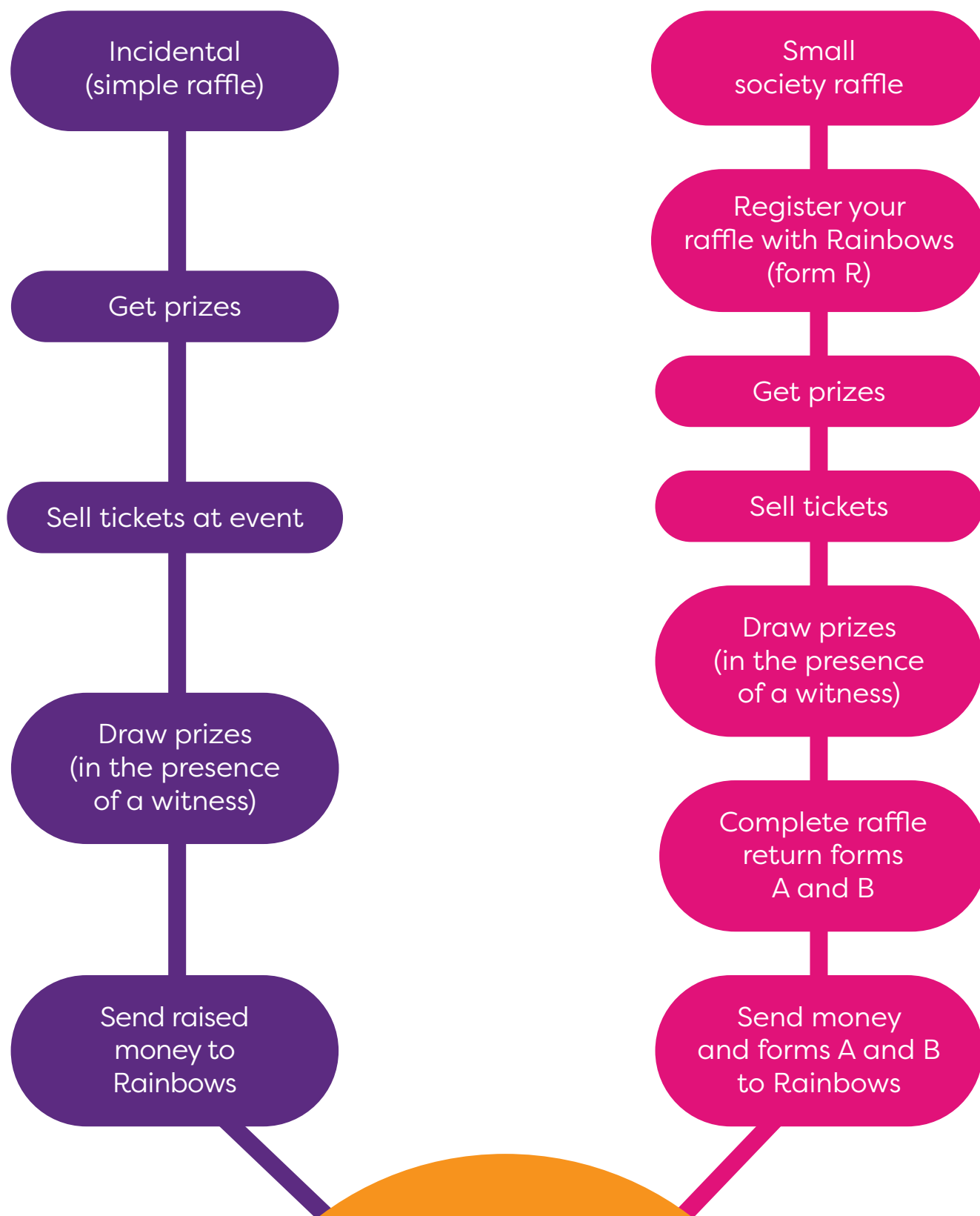
Small society raffles (also known as society lotteries) are promoted for the benefit of a non-commercial society i.e. for a charity like Rainbows. You may recognise small society raffles as the ones where tickets generally come in books of 5 or 10, you are asked to write your name and address on the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

Which type of raffle do you want to do?

Step-by-step guide



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. There are two ways to approach this type of raffle, you can obtain a licence from your local licensing authority (normally your local council) and pay a registration fee of £40 alongside a completed application form. A simpler and easier way is to use our lottery licence and bespoke information pack which includes the following:

- Pre-printed books of tickets and labels to add specific details about your raffle.
- Posters to help you promote and advertise your raffle.
- A letter of authority, 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!
- Forms A and B which you are required to complete after your raffle.
- 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 638 049 if you have any more questions.

Advice on getting prizes

Instead of buying 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 three 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 638 049 or supportercare@rainbows.co.uk

Scan the QR code below to view the full Gambling Commission guidance on running raffles - please note this guidance is subject to change.



GambleAware



No tickets to be
sold to or by anyone
under the age of 18

Thank you for your amazing support.
We look forward to hearing from you and learning
all about your fundraising raffle plans!

Some important information to read before you run your raffle

(Terms and Conditions for small society Rainbows Raffles)

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 18 years of age.
- (b) No raffle chances will be sold by anyone under the age of 18.
- (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.

Limits placed on small society lotteries

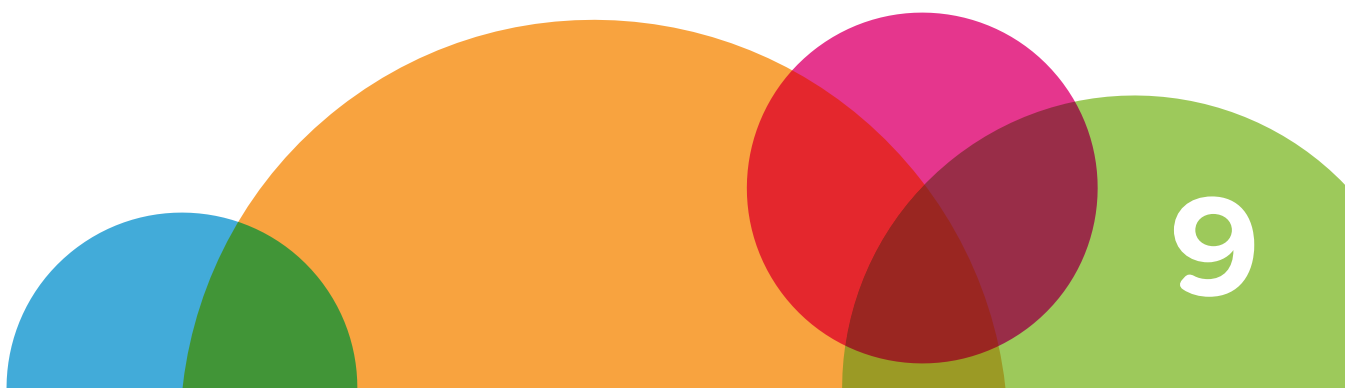
- At least 20% of the proceeds must be applied to the purposes of the society.
- No single prize may be worth more than £25,000.
- Small lotteries must not exceed £20,000 worth of tickets on sale and the society's aggregate proceeds must not exceed £250,000 per year.

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



R - 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

Contact Number

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 18)

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:

Keeping in touch with Rainbows Hospice for Children and Young People

We would like to keep you informed about our vital work and the many different ways you can help the babies, children, young people and families that use Rainbows Hospice.

Please let us know below, if you would like to receive this by email.

☐ Yes - I would like to know more about how I can get involved

IMPORTANT INFORMATION

We promise to hold your data in the strictest confidence and we will not share it with any third party. You can view our full privacy policy at rainbows.co.uk/privacy or on request. If at any time you want to stop receiving information, change how we contact you or what we send you, you can do so by:

- calling our Supporter Care Team on 01509 638 049
- emailing supportercare@rainbows.co.uk

Declaration

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

Signature:

Date:



A – Rainbows Raffles Return Form

☐ Individual ☐ 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):

Draw Date:

Number of tickets sold:

Income from ticket sales: £

Donations: £

Total Income: £

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We would like to keep you informed about our vital work and the many different ways you can help the children, young people and families that use Rainbows Hospice.

Please let us know below, if you would like to receive this by email.

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- calling our Supporter Care Team on 01509 638 049
- emailing supportercare@rainbows.co.uk

Signature:

Date:

B - Rainbows raffles returns checklist

For small society raffles only

Please complete the checklist and then return this sheet along with a completed Rainbows small society raffles return form in the grey envelope provided

- ☐ Tickets were sold by or to over 18s only.
- ☐ All tickets were sold at the same price with no incentives for buying multiple tickets. Tickets were not sold in the street (which includes bridges, road, lane, foot-way, subway, square, court, alley or passage - including passages through enclosed premises such as supermarkets or shopping centres.)
- ☐ All sold tickets were included in the draw.
- ☐ The draw took place on the date stated on the ticket, in the presence of the named individual witness below, who can verify the winners were selected at random from the total tickets sold.
- ☐ Prizes were either donated or paid for with income from another source. All proceeds from the raffle tickets were sent to Rainbows Hospice, with no deductions.
- ☐ All sold and unsold tickets are enclosed in the envelope.
- ☐ Funds raised by raffle ticket sales have been identified as a total from other fundraising activity and enclosed in the envelope. Cheques made payable to 'Rainbows Hospice'.
- ☐ Any personal data from the sold raffle tickets has been destroyed and not retained for any other purpose other than notification of a prize.
- ☐ Completed the witness to the draw details:

Witness Name:

Address:

Postcode:

Telephone:

Email:

Please return the monies, raffles return form, sold and unsold tickets to:

Rainbows Hospice for Children and Young People,
Lark Rise, Loughborough, LE11 2HS

(Please contact the fundraising department at Rainbows if you have any queries about completing the checklist, on 01509 638 049. Thank you.)