

Raffles

Thank you for offering to organise a raffle or lottery in aid of Addenbrooke's

Lotteries (the legal term used to describe a raffle) are a great way to raise funds. However, the laws surrounding them are strict and can be confusing and is made more so by special restrictions applicable to hospitals. It is most likely that any breach of the law in this area will, if followed up by the enforcement agencies result in the prosecution of the individual organising the lottery rather than ACT.

It is therefore most important that you follow these guidelines if you are considering organising a raffle of any kind in connection with the hospital.

Some raffles need to be registered under ACT's Lotteries and Gaming Licence. All such requests should be made in writing to ACT at least 21 working days before the event.

Small raffle (Incidental lottery)

The simplest raffle to organise commonly used at fetes and dances, and does not need to be registered.

- Tickets are sold during the event, not before
- Tickets should not cost more than £1
- The draw must be held on the premises and at the time of the event
- No alcoholic prizes will be offered unless the premises where the raffle is being held has a liquor licence
- A maximum of £250 can be spent on prizes, but donated prizes can be accepted.
- No money prizes can be offered, although gift vouchers are ok

Public Raffle or Society Lottery

There are very strict rules relating to this type of lottery.

- Tickets can be sold over a period of time to the general public.
- The raffle **must be registered** under the ACT Lottery and Gaming Licence.
- Tickets need to be printed and must show Keith Day (ACT Chief Executive) as the promoter and being run for the benefit of ACT (relevant ward/clinic). You must also state that ACT is registered with the Cambridge City Council under the Lotteries and Amusements Act 1976
- Tickets may not be sold in the street or house to house nor may they be sold to persons under 16 years of age
- The maximum price of a ticket is £2 and must not be sold at a discount
- You must abide with the rules as to what is written on the ticket – see example
- You must keep financial records
- Two lotteries for the same charity must not be run on the same day so you must inform the ACT office of the lottery date
- You must fill in the return and send it back to the ACT office within 21 days of the event

- The total value of the prizes offered must not exceed 50% of the total proceeds of the lottery

Prompt information on financial returns will be required by ACT after each raffle/lottery has taken place so that ACT can report to the appropriate licensing authority.

Where to start

If you are considering a raffle, consult these notes and determine the type of lottery you intend to run. If you are absolutely sure that your intended raffle can without doubt be classed as an incidental lottery then you can buy cloakroom tickets and go ahead within the rules above. If you feel you will need to run a society lottery you would be well advised to consult the Fundraising Resource Manager in the ACT office as soon as possible.