

there
for you

supporting UNISON members
when life gets tough



An information and advice guide

Raffle guidelines

Your information guide of hints and tips for holding a raffle to raise funds for There for You

Contents

Introduction	2
Setting up your raffle	3
Raffles that do not require a licence	3
Raffles that do require a licence	4
Template raffle ticket	5
The draw itself	6
Expenses	6
Gift Aid	6
After the draw	6
Further information	6
Raffle prize form	7
Raffle expenses claim form	8

Introduction

Each year, There for You helps thousands of UNISON members and their immediate family who are struggling in their personal lives through no fault of their own. Whilst the charity receives much of its money from UNISON, raising additional funds is vital if we are to continue providing the wide ranging services currently on offer - also, so that we can grow and develop as an organisation.

Within UNISON, there has been a long tradition of organising raffles in support of There for You and is a great way of raising money, either on its own or as part of a bigger event and, publicising the fantastic work we do.

The following guidelines have been put together for anyone considering organising a raffle to raise money on behalf of There for You (There for You is the working name of UNISON Welfare) and in what circumstances your raffle may have to be registered with the local council.

Please read these guidelines carefully and, if anything is unclear or, you are concerned about the licensing requirements contact your local licensing authority or, the Gambling Commission at www.gamblingcommission.gov.uk

Setting up your raffle

Let us know

We like to know when raffles are about to be set up and run so we can provide you with any support and materials you might require.

For pre-promoted raffles this is essential so that we can provide you with a Letter of Authorisation to show you are raising funds for There for You. In this case, we will need to know the following information:

- Name of the draw
- Date of the draw
- Location of the draw
- Price of each ticket
- Prize or, if more than one, top three prizes

Fundraising for There for You and another charity

Whilst it may not seem relevant, we also like to know when raffles are being organised where There for You and another charity are the beneficiaries. This is so that we can confirm that we are happy for There for You to be associated with the other organisation that you may be raising money for.

Prizes



If you are trying to raise money for the charity, don't be afraid to ask for prizes to be donated. It's amazing how often people or branches will be willing to give.

If you do have to pay for any prizes, the total cost must not exceed 20% of the total income from the raffle. For example if a raffle ticket costs £1 and 100 people buy one ticket that makes a total income of £100. In this example, the amount spent on prizes must not exceed £20.

Also, even when prizes are donated, give some thought to the 'combined value' of these prizes and the amount that you hope to raise from the raffle. It may be that you decide to hold some of the prizes for another raffle later in the year – in which case, always check with whoever donated the prize that they're happy with this idea.

Raffles that do not require a licence

Small raffles

A small raffle is the simplest raffle to organise and will often be part of a larger event. When organising a small raffle no form of registration is required.

- Tickets must not be sold to, bought by or bought for anyone under the age of 16.
- Tickets must only be sold during the event and on the premises where the event is taking place.
- Tickets should not cost more than £1
- Tickets can be sold over a number of days if the same event is being held over a similar timeframe – for example a UNISON conference over 3-4 days.
- A maximum of £150 can be spent on prizes, but donated prizes can be accepted.
- No money prizes can be offered, although gift vouchers are okay.
- The announcement of the winners must take place during the event.
- The draw must not roll over
- Alcohol can only be offered as a prize if the event is taking place on premises with an alcohol licence.
- All proceeds must be donated to the charity.

In Northern Ireland there are a few further rules:

- You must ensure that the raffle is not the only entertainment or reason for the event.
- You must ensure that you keep records of the accounts and how the proceeds will be spent.
- Groups should also inform their local police of the raffle at least 7 days prior.

Purchasing book(s) of cloakroom tickets which can either be sold individually or in strips of five is acceptable as it's not necessary to print raffle tickets for this type of raffle.

Private raffles

Another type of raffle that does not need to be registered is a private raffle. Tickets for this can be sold to UNISON members only and the following conditions apply:

- The entire proceeds of the lottery must be used for prizes and the benefit of There for You, once any organising costs have been deducted.
- You can only advertise the raffle in UNISON premises, or the workplace or residential building where the raffle will take place.
- Each ticket must state: the price of the ticket; the name and address of the promoters; who is entitled to buy a ticket (UNISON members only); and that tickets are non-transferable once they have been sold.
- For other conditions, please refer to 'Raffles that take place as part of an event – small lottery'.

In Northern Ireland there is a further rule:

- Proceeds from the raffle cannot exceed £1,000.

Raffles that do require a licence

Society raffles: Pre-promoted

A raffle where tickets may be sold to UNISON members and members of the public in advance is called a 'Society Lottery'. Regional Welfare Committees are the most likely group to organise a pre-promoted raffle

If the total proceeds of the raffle are below £20,000 it is called a 'small society lottery' and you only have to register with the local council. If you are selling tickets worth over £20,000 the raffle will be classed as a 'large society lottery' and you will also have to register with the Gambling Commission. There is an annual fee of £30-£40 which, is reduced to £20 if you re-register for a second year.

You should be able to register for a small society raffle/lottery by downloading a form from your councils' website or, request to be sent one. We suggest that you do this at least 28 days in

advance. The council will then assess the application, which may include a police check and, issue a certificate if it is satisfied that you meet the criteria. You must not start a lottery until the certificate has been received.

When the raffle has finished, another council form will need to be completed showing how much money was collected and, how much was spent on expenses and prizes.

The following rules must be complied with in order to run a 'small society' raffle for There for You:

- Approval to run a pre-promoted raffle must be given by the charity – email j.grant@unison.co.uk (See also 'Setting up your raffle')
- Tickets can be sold to the general public as well as UNISON members.
- Tickets should not cost more than £2 and all tickets will be sold at the same price – "5 tickets for the price of 4" are not allowed.
- You must register with your local authority licensing department.
- A member of the regional welfare committee must be named as the 'promoter' and this must be agreed by the committee. This person will be responsible for the raffle. When registering, you must not register as "There for You" or "UNISON Welfare" however you can register as "Ms A Jones raising money for UNISON There for You".
- You must follow the local authority's rules on how to administer the raffle and what must be printed on the tickets.
- Tickets must not be sold to, bought by or bought for anyone under the age of 16.
- The draw must take place on the date printed on the ticket.
- No ticket may be sold in the street.
- No ticket may be sold through house to house collections or doorstep selling.
- All counterfoils of purchased tickets must be entered into the draw.
- No more than 55% of the proceeds can be used to provide prizes

- If you are concerned about the licensing requirements contact your local licensing authority or www.gamblingcommission.gov.uk.

In Northern Ireland when organising a society raffle:

- The raffle should be registered with the district council by submitting an application form and lottery scheme model.
- Tickets should not cost more than £1
- Tickets should not be sold as the 'winning ticket' or with the suggestion that you can only win with a purchase of more than one ticket.
- After the draw a Return Form needs to be sent to the District Council along with a copy of a ticket. Records of the raffle should be kept by the group for 18 months.

The tickets

Your raffle tickets must generally include the following information:

- The name of the charity, along with the registration number (UNISON There for You's is 1023552 in England and Wales; SCO38305 in Scotland)
- The name and address of the promoter (this can be the address for the regional welfare committee)
- The date and place of the draw
- Confirmation that the raffle has been registered with the relevant local authority.

Below is a template of what your raffle ticket should look like.

Template raffle ticket

<p>0001</p> <p>Ms A Jones (Promoter)</p> <p>UNISON There for You</p> <p>Charity Raffle – £2.00</p> <p>Name:</p> <p>Address:</p> <p>Tel:</p> <p>Cash, counterfoils and unsold tickets to be returned to the promoter by 31 December 2018</p>	<p>0001</p> <p>Charity Raffle 2018</p> <p>£2.00</p> <p>—</p> <p>Over 25 prizes worth more than £2,500 (in total) including:</p> <p>A holiday for four at Croyde Bay donated by XXXXX</p> <p>A pamper yourself day at Hilton Hotel</p> <p>Four £100 gift prizes donated by XXXXX</p> <p>Plus 20 smaller prizes</p> <p>—</p> <p>Draw will take place on Monday 3 January 2019 at UNISON Offices, 130 Euston Road, London NW1 2AY</p> <p>—</p> <p>ALL PROCEEDS WILL BE DONATED TO UNISON There for You</p> <p>Registered charity no. 1023552 in England and Wales, in Scotland SC38305</p> <p>Promoter: Ms A Jones, xx Regional Welfare Committee, Address xxxxxxxxxxxxxxxxxxxx</p> <p>Raffle registered under the Gambling Act 2005 with the xxxxx Local Authority, address</p> <p>There for You is the working name for UNISON Welfare</p>
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The draw itself

The draw for any raffle should always be done in front of an audience or witness and those conducting the draw should be clear about the rules that apply.

Decide if you will ask winners to pick the next ticket or if someone impartial will do the draw.

You should also decide if tickets will return to the draw after a win or if you will have a one win per ticket policy.

We also suggest that the raffle prize form is completed with the names of those who won each prize. This should then be signed by the person who organised the raffle and, if applicable, the witness to the draw – see example provided.

All winners should be contacted within 7 days of the draw taking place.

Expenses

It is sensible to keep clear records of all money spent, how many tickets individuals took to sell, and all money received so everything can be accounted for.

Other than the cost of prizes and the production of tickets, any expenses due to be incurred as far as pre-promoted raffles are concerned should be discussed with the Head of There for You before the raffle is set up: j.grant@unison.co.uk

Then, all expenses may be deducted prior to submitting the proceeds of the raffle to There for you providing that all receipts (originals not copies) for expenses are provided along with a completed expenses claim form.

Gift Aid

Please note that Gift Aid does not apply to the sale of raffle tickets.

After the draw

For larger draws such as society raffles, we need to know that the draw for the raffle has taken place as soon as possible and within four weeks at the latest. The following information is required:

- All lottery proceeds must be deposited with There for You.
- If making a bank transfer, our account details are as follows [note: please always add the reference 'raffle' when making a deposit]:
Unity Trust Bank
Account Name: Unison Welfare
Sort code: 60-83-01
Account Number: 20215147
- Alternatively, cheques should be made payable to 'UNISON Welfare' and, along with any returns sent to: There for You, UNISON Centre, 130 Euston Road, London NW1 2AY
- A completed raffle prize form with the winning ticket numbers should be sent to There for You for pre-promoted raffles. Otherwise, it's best practice to complete and keep this form safe in the event of any queries.
- Where appropriate all expenses receipts (originals not copies) with a completed expenses claim form should be returned to There for You in London or via the regional lead.
- Unclaimed prizes must be kept for a reasonable length of time after the draw. If, after that time, they remain unclaimed, they should be given to There for You to use for future fundraising activities. (In this context, it is acceptable for a regional welfare committee to keep the prizes as long as they are re-used for fundraising.)

Further information

It is recommended that anyone thinking of running a lottery in England, Wales or Scotland should get a copy of the booklet 'Lotteries and the Law' available from www.gamblingcommission.gov.uk or call 0121 230 6500.

Anyone thinking of running a lottery in Northern Ireland should contact the Northern Ireland Council for Voluntary Action via their website at www.nicva.org or call 028 9087 7777 for a copy of the booklet, Lotteries: A Guide for Voluntary Groups.

Raffle prize form

Prize details	Winner's name	Winning ticket no.	Prize awarded? Yes/No
<p>Fundraiser</p> <p>Signed.....</p> <p>Print name.....</p> <p>Date.....</p>		<p>Witness</p> <p>Signed.....</p> <p>Print name.....</p> <p>Date.....</p>	
<p>There for You is the working name of UNISON Welfare Charity registration no. 1023552/SCO38305</p>			

Raffle expenses claim form

Return with receipts to: There for You, 130 Euston Road, London NW1 2AY

Claimant's details		
Title	First name	Surname
Address		
Postcode		
Contact telephone number		
Email		
Position in UNISON		

Expenses			
Date	Details of expenses incurred	Total amount	
		£	p
Total claimed			
Signature of claimant I certify that the above claim relates to expenses actually incurred by me as the named organiser in connection with a raffle held to benefit There for You		Signature of regional lead (for local/small raffles or Head of There for You for pre-promoted raffles where prior approval has been given) I certify that the above claim has been approved by (designation):	
Signed		Signed	
Date		Date	

Tel 020 7121 5620
Email thereforyou@unison.co.uk



There for you is the working name of UNISON Welfare, a registered charity supported by UNISON the trade union. Registered charity no.1023552/SCO38305