

Charity Fundraising Raffle Guidelines

Raffles can all be great ways for students to add a little fun to their fundraising. They are also some of the most regulated areas of fundraising, so we need to ensure students ensure their charitable fundraising remains legal.

The safest option is for students to hold an incidental raffle, this is a raffle held at a physical event, the tickets must be sold at the event. The winning tickets **must be announced during the event**.

For any fundraising event, a student wishes to put on they must complete an [Event Booking Form](#) and select that it is a fundraising event within the form. They must also have completed a risk assessment which highlights how the fundraising will take place. We have a selection of cloakroom style tickets which can be given out to students if they need.

Raffles legally count as lotteries. A lottery is defined as any competition where a person pays for a chance to win a prize based on luck. To remain compliant with UK gambling regulations and avoid the need for expensive licenses, SU at UWE student groups and staff must follow these guidelines.

Below is a summary of all raffle legislation for students to consider making sure all raffles are done legally. This information is all correct at time of writing, all relevant legislation can be found here:

<https://www.gamblingcommission.gov.uk/public-and-players/guide/page/types-of-lottery-you-can-run-without-a-licence>

Raffle Legislation

- Raffles legally count as lotteries and must comply with gambling regulations.
- A lottery or raffle is a competition in which a person pays for a chance to win.
- The Students' Union supports the two types of lotteries, which do not require a permit from the Local Authority (Incidental and Private Raffles). If a group wishes to run a raffle, this needs to be declared in the Event Booking Form to ensure that proposed activity is possible and compliant.
 - Entries and prizes cannot roll over.
 - A small amount of proceeds may be used for prizes but not for other purposes.
 - Promoting a non-compliant lottery is a criminal offence.
- Competition winners can be determined in a number of ways, but this should always be transparent and fair.

Incidental Raffles (raffles that are taking place at an event e.g. Awards Night/Conference/ Competition)

You can only run an incidental lottery to raise money for charity, not for private gain. These are raffles held as an "extra" at a specific event (e.g., a society ball, a sports awards night, or a charity quiz).

Rules:

- You can only sell a ticket to anyone at the event (not in advance), and during the event
- You **must** provide a physical ticket to those taking part. There are no set requirements for what must be printed on the tickets, as long as you can identify which ones are the winning tickets (e.g., cloakroom tickets)
- 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
- Tickets can only be sold at the location of the event and whilst the event is taking place. You cannot sell tickets online (this includes on social media) or in advance of the event
- The prize draw must take place during the event, or shortly after
- No deductions may be taken from the raffle proceeds other than to purchase prizes. Deductions must not be made for other purposes (e.g., to pay the costs of the overall event), and all remaining proceeds after deductions must be applied to the purpose(s) for which the lottery was run, i.e. to the Charity.
- All tickets must be sold during the event, you can either do the lottery draw during or after the event. We recommend that you make it clear to participants when you will be announcing the result.

- Must be for non-commercial purposes (e.g., fundraising for the society or a registered charity).

Private raffles:

You can run a lottery, raffle, tombola, or sweepstake with people you are in a Club or Society with without a licence. This is known as a private society lottery.

A private lottery can be used to raise money for your Club or Society, as long as the money is spent on a relevant cause e.g., Tennis Club could run a lottery to raise money for new equipment. You can also use a private society lottery as a fundraiser for charity.

Rules:

- You must be a member of the society and have permission to run this type of lottery
- Tickets can be sold to members of your private society and to people who are not, however, non-members can only buy tickets on your society's physical premise
- Make sure: you provide a physical ticket to the people playing and people pay the same for each ticket, no one can have a free ticket
- The draw must take place at your private society's physical location, it cannot be done online
- You can claim money for prizes and reasonable running costs using the money you raise
- You cannot advertise the raffle to the general public; it must be kept within the society or the SU.

Taking payment for Raffle entries

Donations for raffles can currently only be accepted in cash

Cash payments: These are collected directly into donations tins and buckets at the Raffle **during the event**. The donations buckets/tins must be clearly labelled with the name of the Charity, and the UK Charity Number that the funds will be donated to. The Students' Union can provide a cash tin and float to support taking cash payments at events where a raffle is being held.

Donation tins and buckets should be returned to The Students' Union still intact for the money to be counted by finance. Once the money has been counted you will need to fill out a donations form which can be found [here](#).

Free prize draws

Prize draws are a great fundraising alternative to raffles or lotteries as they are not subject to the same tight regulations. To qualify as not being a raffle, it must be possible to enter the prize draw for free, but you can suggest a donation for entry.

Raffles you need a license for

Online lotteries

The Students' Union at UWE does not permit online lotteries or fundraisers as these require a gambling licence and/or a Local Authority Permit, which can take 4-6 weeks and have a fee associated with them.

Online lotteries include:

- Lotteries on social media
- Auction or selling sites
- Fundraising platforms
- Live streaming platforms.

Find out more about [legal requirements for lotteries on social media](#).