

# YOUR GUIDE TO HOLDING A RAFFLE



**crcc**

Cambridge Rape Crisis Centre

# THANK YOU SO MUCH

Thank you for choosing to hold a raffle for Cambridge Rape Crisis Centre (CRCC). It means so much to us and the local women and girls we support.

By joining us, you are helping us to provide life-changing listening and support services for female survivors of rape, child abuse and sexual violence.

These include our confidential telephone and email helplines; one-to-one counselling; peer support groups and Independent Sexual Violence Advocates, who offer practical advice and help on the legal processes when dealing with the police, health, housing and other services.

This would not be possible without your help. We can be there for survivors because you are there for us.

”There are so many positive changes because of [CRCC’s] support. It’s been life-changing”

We’ve put together this guide to help you with organising your raffle and answer any queries you might have.

If you have any more questions or need a bit more support, please get in touch with our fundraising team. we’re here to help!

01223 313551  
fundraising@cambridgerapecrisis.org.uk  
cambridgerapecrisis.org.uk



# HOW YOUR SUPPORT HELPS

Every year we support more than 1,000 survivors across Cambridgeshire to not only cope and recover from the impact of sexual violence but to go on to flourish and thrive, but our work is only possible thanks to the support of people like you. Here are just a few examples of how your support helps:

£20

Will give an information pack to three survivors, helping to provide them with clear, practical advice and details.

£50

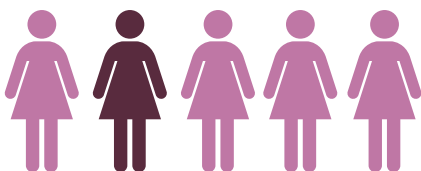
Enables a woman to access a one-to-one counselling session to help them recover from the impact of sexual violence.

£100

Helps us to recruit more volunteers for our listening support services and provide them with the specialist training they need to help and support survivors.

£500

Keeps our telephone helpline open for six months, giving women and girls affected by sexual violence someone to listen to them at a time when they need it most.



## DID YOU KNOW?

1 in 5 women has experienced some form of sexual violence since the age of 16.

# SETTING UP YOUR RAFFLE

In order to hold a raffle, you need a licence from the local authority. Cambridge Rape Crisis Centre (CRCC) has a licence and fundraisers for the charity are able to hold raffles that are covered by this licence. In this case, CRCC is known as the 'promoter' of your raffle.

Before you can hold your raffle, your fundraising event or activity needs to be registered with the charity (using a registration form, available on our website) so we can provide you with support, get details of your raffle and ensure the raffle is conducted according to the rules of our licence.

We have to report certain information about your raffle back to the local authority, as part of the terms of our licence, and so its important you let us know the details.

First of all, we will need the following information about your raffle:

- 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
- If the prizes include alcohol or produces containing alcohol
- If your raffle is taking place as part of an event

Once we have these details and your raffle is registered with us we can provide you with a Letter of Authorisation, to show you are raising funds for CRCC. This is often needed when asking local businesses for raffle prizes, as proof you are fundraising for a local charity.

Please note, Gift Aid does not apply to proceeds of a raffle.

# RAFFLE TICKETS

## IMPORTANT!

If your raffle is likely to bring in £1000 or more, please let us know a.s.a.p.

The tickets you can use for your raffle depends on the type of raffle you are holding:

## Stand-alone raffles (advance ticket sales)

If you are holding a stand-alone raffle or a raffle where the tickets are sold in advance of the draw then you need to use pre-printed tickets. These can be purchased online or with your local printers.

The information printed on the tickets must be approved by the CRCC fundraising team before printing. Speak to the fundraising to get the correct information for printing.

**Please do not print any tickets without speaking with CRCC first.** The wording on the tickets is a condition of our raffle licence and your raffle will not be covered by our licence if it is not correct.

## Raffles as part of an event

If you are holding a raffle as part of a fundraising event, where the tickets are sold and the winners announced during the event, then you can use cloakroom tickets. These can be purchased online or from your local stationers.

No information needs to be printed on these tickets but it's recommended you write the name and contact number of the purchaser on the back of the retained stub, just in case they leave the event early.

# RAFFLE RULES

The following rules must be complied with in order to run any raffle for Cambridge Rape Crisis Centre:

- Tickets must not be sold by, sold to, bought by or bought for anyone under 16 years of age.
- Tickets must be sold for the price printed on the ticket or advertised and every ticket must cost the same, i.e. there must be no discounts such as five tickets for the price of four;
- No-one can take part in the raffle without having paid for a ticket, and once purchased, no ticket can be returned;
- All counterfoils of purchased tickets must be entered into the draw.
- When a ticket is drawn for a prize, that ticket must be the winning ticket, i.e. you can't put the ticket back in the draw and redraw another ticket for the prize. The only exception to this is if the winner declines the prize and gives permission for the draw to be retaken.
- Immediate family members of the promoter (CRCC) or the individual doing the draw may not purchase tickets in the raffle.

If your raffle is a stand-alone raffle with advance ticket sale and printed tickets, the following rules must also be complied with:

- The draw must take place on the date printed on the ticket;
- No ticket may be sold in the street;
- No ticket must be sold through house-to-house collections or doorstep selling;
- All sold ticket stubs must be returned to Cambridge Rape Crisis Centre;
- All unsold ticket stubs must be returned to Cambridge Rape Crisis Centre for secure destruction, please do not throw them away yourself;

If your raffle is taking place as part of an event and you are using cloakroom tickets, the following rules must also be complied with:

- You must not spend more than £100 on related expenses e.g. tickets;
- Tickets must only be sold during the event and on the premises where the event is taking place;
- The winners must be announced while the event is taking place.

# PRIZES AND THE DRAW

## Prizes

Don't forget you are raising money for charity, so don't be afraid to ask local businesses for donations of raffle prizes or discounts on items. Many companies will be keen to help out a local charity.

If you are purchasing prizes for a stand-alone raffle (or for one where tickets are sold in advance) then they must not cost more than 80% of the total proceeds raised from the raffle. For example, if your raffle tickets cost £1 each and you sell 300, then the proceeds from the raffle will be £300 and so you can't spend more than £240 on prizes.

If you are purchasing prizes for a raffle that is part of an event, then you must not spend more than £500 on prizes.

No single prize must be worth more than £25,000!

If your prizes include alcohol, please make sure you let the fundraising team know a.s.a.p. and before tickets are printed. The charity will need to check this with the local authority to ensure licensing laws aren't being breached. It will also mean that tickets can only be sold by and to those over 18 years old.

## The draw

We recommend that the draw is done in the presence of a witness, if not at an event.

For stand-alone raffles, make sure you keep a list of all your prizes and who won them as you'll need to give that to the charity for our records. You must also contact winners to give them their prize(s) within seven days of the draw.

# AFTER THE DRAW

## Congratulations!

You've done it! Now all the fun and excitement is over, you need to get the funds and information from your raffle to us as soon as possible so we can start putting your hard work to good use.

Within two weeks of your draw, we need the following from you:

### Stand-alone raffles (advance ticket sales)

- All proceeds from the raffle;
- A list of all the prizes and their winners, including contact details;
- All winning counterfoils;
- All unused tickets;
- All expenses receipts, if any.

### Raffles as part of an event

- All proceeds from your event, with the raffle proceeds kept separately;
- All expenses receipts, if any.

Unclaimed prizes must be kept for a reasonable length of time after the draw. If, after that, they remain unclaimed they should be given to the charity for use in future raffles.