

# Holding a Raffle

To raise money for The Sick Children's Trust you may wish to hold a raffle, either as part of an event or as an independent fundraising activity. The below information will help you with this:

## Step 1: What type of raffle are you organising?

There are two types of raffle that you could organise, so before you can go any further you need to identify which yours is going to be.

### Non-commercial raffle

- Tickets are sold during the event
- The draw also needs to take place during the event
- There are no specific ticket requirements, so you can just use normal cloakroom tickets
- No roll-overs are allowed.

### Small society raffle

- Tickets can be sold in the time leading up to the event, as well as at the event itself
- The draw can take place at the event or at a later date (but if you do it privately, you will need a witness)
- You need to get tickets printed with the following information: The Sick Children's Trust's charity name and registration number, the price of the tickets, the date of the draw, a contact name and address, a licence number (you can get this by contacting Lydia on the details below)
- If you need to change the draw date then everyone who has bought a ticket needs to be made aware of this

## Step 2: What prizes will you get?

The best way to draw people into buying your raffle tickets is to have some fantastic prizes! You can do this by contacting local companies in your area and seeing if they would be willing to donate anything to you for free. If you are having trouble with this we can provide you with letters to prove that you are doing your fundraising for us.

## Step 3: Contact your winners

If you are holding a small society raffle and choose to draw your winners after your event has taken place, you must notify them with seven days and send them their prizes.

If you are holding a non-commercial raffle then take the prizes along to your event and hand them out to the winners as the draw is taking place.

## Step 4: Let us know how you got on

We are always interested to hear about how our fundraisers get on with their events and raffles, so get in touch and let us know how you found it. And if at point you need help, feel free to give Lydia a call on 0207 931 8695, or email [lydia@sickchildrenstrust.org](mailto:lydia@sickchildrenstrust.org)

**we're here, so you can be there**

Charity Registration Number 284416

