

CHSW Fundraising Team and Friends Group raffles



Guidance for the CHSW Fundraising Team and Friends Groups running raffles under the Children's Hospice South West Gambling Commission licence

These guidance notes are for the CHSW Fundraising Team and Friends Groups who are running a raffle for Children's Hospice South West (CHSW) under our Gambling Commission licence. Only the CHSW Fundraising Team and Friends Groups are able to run raffles against our licence for small society raffles (when tickets are sold on the run-up to an event). Guidance for fundraisers and supporters wishing to run a raffle raising funds for CHSW can be found on www.chsw.org.uk/tools

Both the Fundraising Team and Friends Groups will need to complete the Raffle ticket requirement form on the following pages (Friends Groups will need to be sent this form which is available in [Staff Tools on the CHSW Intranet](#)).

The Marketing Team can design and arrange the printing of raffle tickets for the Fundraising Team and Friends Groups, in fact, this tends to be much simpler as we know what needs to be included so saves lots of emails and proofs!

The Fundraising Team and Friends Groups must provide all the details of the raffle on the form on the following pages, such as draw date, when tickets go on sale, ticket price and prizes.

It is vital that the raffle organiser provides all information to us once the draw has been completed. Details of information required is on the Raffle ticket requirement form on the following pages. This must include the date of the draw, prize winner names and prize won, amount from ticket sales and any expenses incurred, (including the cost of printing of tickets and prizes, if not donated).

To ensure we adhere to the Gambling Commission rules and our Licence terms this information must be provided to the Lottery Team as soon as it is available as a Lottery Return must be completed within 3 months of the raffle date.

How to organise and print raffle tickets

To use the CHSW Gambling Commission licence for your raffle or draw, please complete Raffle ticket requirement form on the following pages and return it to your local CHSW Area Fundraiser. The CHSW Marketing Team will happily help with your raffle ticket artwork and printing, simply ask your local CHSW Area Fundraiser to arrange this.

If you are organising your raffle ticket artwork, a copy must be sent to your local CHSW Area Fundraiser for approval before printing. Please ensure all the below information is included on your tickets to comply with the CHSW Gambling Commission licence.

All raffle tickets using the CHSW Gambling Commission licence should include the following information (example overleaf):

- 1 The name/logo of the charity benefitting from the draw and it's registered charity number (such as Children's Hospice South West, Registered Charity No. 1003314)
- 2 Name of the draw on both ticket and counterfoil
- 3 Details of the main prizes
- 4 The price per ticket – we recommend not exceeding £2 per ticket
- 5 The time, date and location at which the winners will be drawn on both ticket and counterfoil
- 6 Details of how winners will be notified, the date entries close and that monies received will be treated as a donation.
- 7 Regulatory statements:

Children's Hospice South West is licenced and regulated in Great Britain by the Gambling Commission under account number 4991. The Raffle is promoted by Children's Hospice South West (Registered Charity No. 1003314), Little Bridge House, Redlands Road, Fremington, Barnstaple, Devon EX31 2PZ, 01271 313 311, lottery@chsw.org.uk Responsible person: Paul Courtney.

To view CHSW Raffle Terms and Conditions, Social Responsibility information and how the raffle supports CHSW visit www.chsw.org.uk/raffleterms

Please play responsibly. Only persons aged 18 years or over and resident in Great Britain are eligible to enter the Raffle.

- 8 BeGambleAware® logo
- 9 Unique sequential numbers on both ticket and counterfoil
- 10 Space on counterfoil for the purchaser's name, date of birth and contact details, (address, phone number and email)
- 11 The time and date counterfoils and monies should be returned by, and the name and address to send them to.



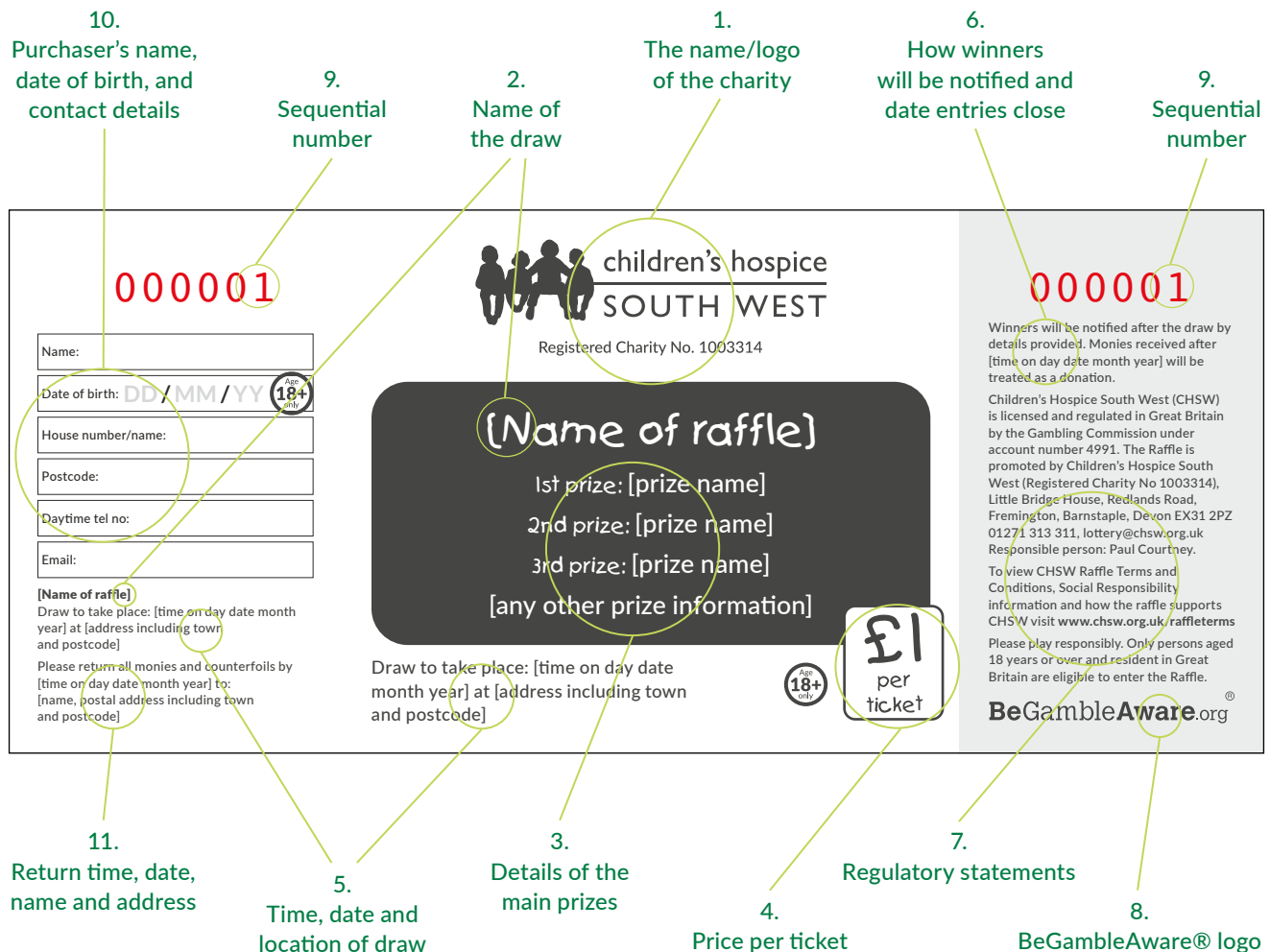
Making the most of short and precious lives across the South West
www.chsw.org.uk

Registered Charity No. 1003314



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Example of CHSW designed raffle ticket and information required



The diagram shows a raffle ticket template with the following callouts:

- 1. The name/logo of the charity
- 2. Name of the draw
- 3. Details of the main prizes
- 4. Price per ticket
- 5. Time, date and location of draw
- 6. How winners will be notified and date entries close
- 7. Regulatory statements
- 8. BeGambleAware® logo
- 9. Sequential number
- 10. Purchaser's name, date of birth, and contact details
- 11. Return time, date, name and address

After the draw has taken place

Within 3 months of the draw taking place, CHSW are required by law to submit a return to the Gambling Commission confirming details of the amounts received, costs incurred, percentage of sales returned to CHSW (minimum 20%), the date of the draw, the dates that tickets were on sale and details of the prize winners.

Please return to CHSW: A breakdown of the total raffle income; details of any expenses such as printing; money spent on prizes; resulting net profit and percentage of sales returned to CHSW (minimum 20%). Please also attach the winning counterfoils or details of the winners. Please do this promptly so that the return to the Gambling Commission can be done within 3 months of the draw date.

CHSW office use only

If a Friends Group is designing and printing their raffle tickets, please send a proof to lottery@chsw.org.uk who will, on receipt, ensure the raffle ticket meets with the terms and conditions of our Gambling Commission licence and grant permission to use this licence.

All artwork and printing must be approved by the CHSW Marketing Team and Mark Knott.

If the CHSW Marketing Team are helping with the artwork and printing, they will request approval from the Lottery Team and Mark Knott.



Raffle ticket requirement form

Please provide the following information about your raffle/draw

2 Name of draw or event:

3 List main prizes:

4 Price per ticket:

5a Time and date of draw:

5b Location of draw:

6a How winners will be notified (tick as applicable):
 Winners will be notified during the event and by the details provided
 Winners will be notified after the draw and by the details provided

6b Date draw closes:

11 Return name and address:

Postcode:

11 Return by (time and date):

Contact name for queries*:

Contact telephone*:

Contact email*:

Cost of prizes (if not donated):

% of sales to be returned to CHSW (minimum 20%):

How the raffle will be promoted:

Own artwork/CHSW artwork:

*We will only use these contact details to get in touch if there are queries about your raffle tickets.

If you would like CHSW to help with artwork and printing, please ensure you also complete the following fields:
Raffle tickets are generally printed in books of 5 or 10 depending on supplier used

Number of individual tickets:

Date tickets required:

Deliver tickets to:

Postcode:

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