

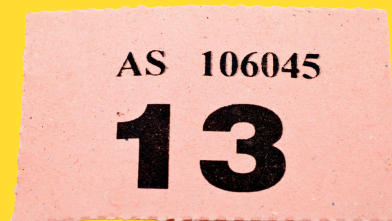
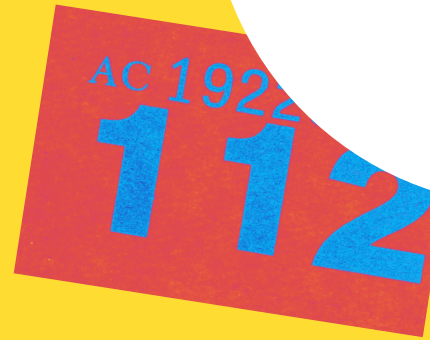


King's  
college  
hospital  
charity

Changing lives,  
pioneering care.

# King's Raffle Guide

A guide to  
organising a  
raffle



# How to organise a raffle

Holding a raffle is a great way to raise funds for King's College Hospital Charity!

This handy guide goes through all the steps to organising a successful raffle, including some important laws and restrictions that you'll need to keep in mind.

## 1. Keep it legal

All raffles, however small are deemed a form of lottery and gambling by the Gambling Commission, it's important to be aware of the laws and restrictions that affect this kind of fundraising activity. We've included basic details below, but for more information you can contact your local authority and read through the [Gambling Commission guidelines](#)

The simplest and most common way to run a raffle is as part of an in-person event, such as a quiz night, charity dinner or fete. This is called an **incidental lottery** and is the type of raffle that King's College Hospital Charity recommend supporters organise, as it's the most straight-forward!

### **Requirements of an incidental lottery include:**

- Tickets can only be sold at one location and while the event is taking place
- You can't sell tickets online
- Deductions for prizes must not exceed £500 (although it is best practice to secure donated prizes to ensure the maximum benefit to the charity)
- Deductions for expenses (such as printing tickets or hiring equipment) must not exceed £100

If you plan to run your raffle over multiple days, online or sell tickets at more than one venue, the requirements will be different from the above and you may need to purchase a local lottery license or register with the appropriate local authority.

If you are considering this, then please get in touch with the Fundraising Team for further assistance.

## 2. Time and place

Now it's time to decide when and where you'll host your raffle.

The simplest way to legally organise a raffle is to run it as part of an existing in-person event. You could organise a raffle as part of your own fundraising event, such as a pub quiz or a bake sale, or ask a local community group or organisation if you can run your raffle as part of an event they're hosting.

## 3. Let us know about your plans

The Fundraising Team are so excited to support your fundraising plans! You can get in touch with us by emailing [events@supportkings.org.uk](mailto:events@supportkings.org.uk) or giving us a call on **020 4526 8051**.

We have tons of resources that we can send you, and can also provide a Letter of Authority to Fundraise, which many companies will ask to see before donating prizes.

## 4. Organise your raffle prizes

Sourcing prizes for your raffle could take a few weeks, so be sure to start the process early! Many local businesses are generally happy to donate prizes for charity raffles. This could be anything from a product, a voucher or tickets to an event (there are no limits on how much donated prizes can cost). You could get in touch via email or by popping into stores in person and asking to speak to the manager.

If you have to purchase any prizes yourself, you can take up to a maximum of £500 from proceeds to pay for prizes (although best practice is to source donated prizes so you can donate as much as possible to King's College Hospital Charity).

## 5. Get your hands on some raffle tickets

An essential part of any raffle...the tickets! You must provide physical tickets to those taking part. You can purchase raffle tickets online (simply search for 'raffle tickets'), in most stationery stores or you can create and print them yourself. Keep in mind that you can only take up to a maximum of £100 from your proceeds to cover expenses to run the lottery (e.g. printing tickets or hiring equipment).

## 6. Sell, sell, sell!

It's time to sell some raffle tickets at your chosen event! A few important things to keep in mind when selling raffle tickets...

- You must provide physical tickets, 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. For example, you can use 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 can't sell tickets online (which includes social media) or in advance of the event

## 7. Drawing your raffle winner & saying thank you!

You can draw your raffle winner/s during or after the event where you sold tickets. We recommend that you make it clear to participants when you'll be announcing the result. It's also important to make sure all the prizes are won as you can't roll over prizes from one event to another.

Be sure to say a big thank you to anyone that supported your fundraising raffle, let them know how much was raised overall and how their support has made a difference.

## 8. Returning your fundraising to King's College Hospital Charity

There are a number of ways you can donate the money you've raised:

- Online - Deposit the funds into your bank account and pay with your credit or debit card through [www.donate.supportkings.org.uk](http://www.donate.supportkings.org.uk)
- To donate by bank transfer, please get in touch with the King's College Hospital Charity Fundraising Team by emailing [events@supportkings.org.uk](mailto:events@supportkings.org.uk) or giving us a call on 020 4526 8051.
- Cheque and CAF vouchers can be made payable to King's College Hospital Charity and send to the address listed on this page. Please include a note with your cheque or CAF voucher letting us know your details and how the funds were raised.

**Thanks so much for  
your support and best  
of luck with your  
fundraising!**

**Talk to us**

020 4526 8051

[events@supportkings.org.uk](mailto:events@supportkings.org.uk)

King's College Hospital Charity,  
Coldharbour Lane, London  
SW9 8RR