



RAFFLES (LOTTERIES) IN AID OF BOSP - ESSENTIAL INFORMATION CODE OF PRACTICE

To start with we would like to thank you for deciding to fundraise in aid of BOSP!

BOSP is a charity organisation that depends on generous donations and assistance. Without supporters such as you, our work supporting Essex families with children and young people with disabilities would not be possible.

Before you begin to organise your raffle, it is important that you read this information as charity raffles are regulated by law.

If your raffle/lottery is taking place at an event, please also see '**Organising an Event in Aid of BOSP – Essential Information**'.

WHAT IS A RAFFLE?

A raffle is an alternative name for a lottery. It is an agreement whereby individuals purchase an opportunity to win a prize. The prize-winner is selected at random entirely by chance.

There are two different types of raffle you can organise in aid of BOSP:

1. Incidental, non-commercial lotteries.

These are the simplest raffles to run. They do not require a license from either the Gambling Commission or the local authority as long as all the following rules are adhered to:

- BOSP must either be the sole beneficiary or the % of funds allocated must be clearly stated, and there must be no private gain.
- **Tickets can only be sold during the event** and on the premises where the event is taking place.
- There must be no cash prizes
- The draw and the announcement of the results must take place during the event.
- There can be no more than £100 deducted for costs.
- There can be no more than £500 spent on buying prizes; however there is no limit on the value of donated prizes.
- There are no rollovers allowed.

There are no set ticket requirements, so for example, cloakroom tickets can be used.

2. Society Lotteries

If you hold a larger raffle, where for example tickets are sold over a period of time prior to the draw, the raffle must be registered with the local authority and tickets must be printed.

There are regulations regarding the information printed on the tickets which includes the date of the draw. (The information required can be normally be obtained from the ticket retailer/printer). A named promoter should be nominated to take responsibility for the raffle and if ticket sales exceed £20,000 it must be registered with the Gaming Board. As they are governed by many rules we recommend contacting your local Licensing Authority for advice before organising a Society Lottery.

KEEPING IT LEGAL

In England and Wales, lotteries/raffles (other than the National Lottery) are now governed by the Gambling Act 2005. The Act defines a lottery as an arrangement whereby individuals pay for an opportunity to win a prize and the prize-winner is selected entirely by chance.

It is therefore unlawful for an organisation to run a lottery without the appropriate licences from the gambling commission or has registered with the local authority (as required) or the lottery falls into one of the exempt categories of lottery set out in the Gambling Act 2005.

IN AID OF BOSP

It is vital that you make clear on any materials that you are raising funds in aid of BOSP and are not actually representing BOSP.

CHARITY REGISTRATION NUMBER

By law, BOSP's charity registration number (1107392) must appear on all forms, posters, flyers and advertisements that invite people to donate, participate or help with the cause.

BOSP LOGO

You will need prior approval in order to use the BOSP logo. If used, it must be clear that you are not acting as BOSP but fundraising in aid of BOSP.

The BOSP logo cannot be altered. The dimensions and quality of the logo must be maintained.

CANCELLATION

If a Society Lottery is cancelled for any reason, any supporters who have paid in advance must be offered refunds. If the refund is declined, or if the donor is untraceable the money must be paid immediately to BOSP.

Good luck and thank you once again for your kind support!