

Raffle guide

Raffles can either be run as part of a fundraising event, or as their own separate fundraiser. You will be surprised by who will be willing to sponsor you when they might be winning a great prize in return.

Getting ready

- Licensing - If your raffle is being held as part of an event this is called an incidental lottery. You don't need a licence for this type of raffle. We would recommend doing it this way.
- If it's a standalone raffle, you will need to get a licence by contacting your local council. You must follow the rules associated with your licence. (See Ireland-specific licensing rules below.)
- Organise your prizes - Aim to source some prizes for free. Approach local businesses, friends, families and work colleagues about donating prizes. You may need a Letter of Authority for this.
- When sourcing your prizes, think about who will be buying tickets and what they might like.
- Advertising your event - Make sure to publicise your raffle online and on event posters.



What you'll need

- Raffle tickets
- Prizes
- Contact details for participants
- Licence (if your raffle is not during an event)
- Meningitis Research Foundation Letter of Authority

On the day

- Decide where and when you will be doing the draw.
- Make sure to tell people when the draw will take place as they buy tickets.
- Take contact details for the participants on the ticket stubs so that you can contact them if they win.

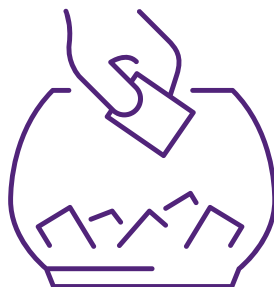
James raised £350 from his raffle!
- James, Kilimanjaro

On the day (continued)

- Be sure to contact the winners as soon as possible and organise to have their prizes given to them.
- Inform the winners, thank the businesses/individuals who have supported you and announce the total that was raised!

Top tips

- Think outside the box when it comes to prizes. They don't have to be physical items - restaurant vouchers or a token for a free haircut are great options too!
- Make the most of your networks. Think about who you know and where they work, and whether these businesses might be able to donate any appropriate prizes.
- Consider doing a bundle deal on tickets and buy raffle tickets in multiple colours to make it easier to upsell.



The important bits

- After the draw, shred and dispose of the tickets or whatever you used to record people's contact details.
- Ensure that a minimum of 2 people are present when counting up the money.
- Keep the money you raise safe and pay it in as soon as you can.

Ireland Raffle Licensing

If you choose to do a raffle as a standalone event, you will be able to run your raffle in Ireland without a licence as long as you meet all of the below criteria.

- You don't make a personal profit from the lottery.
- The total value of the winnings is €2,000 or less.
- The minimum payment to participate in the lottery is €5 or less.
- The maximum number of lottery tickets available for sale is 1,500 or under.
- You have not provided a similar lottery in the last three months.

Glenn raised an extra £400 by running a raffle at his quiz night!

- Glenn, London Marathon