

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 for the event

- Licensing - If your raffle is being held as part of an event, you don't need a licence. However, if it's a standalone raffle, you will need one. You can easily get a licence from your local council website.
- Organising your prizes - Aim to source some prizes for free. Speak to Meningitis Research Foundation about getting a letter of authority which outlines that you are authorised to fundraise for the charity and what you are raising money for. You can then use your letter of authority to approach local businesses, friends, families and work colleagues about donating prizes. 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 either online or with posters. Decide on the date of your raffle draw and how much you will sell tickets for.



What you'll need

- Raffle tickets
- Prizes
- Contact details for participants
- Licence (dependent)
- Letter of Authority (speak to your charity contact if you don't already have this)

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James raised £350 from his raffle!

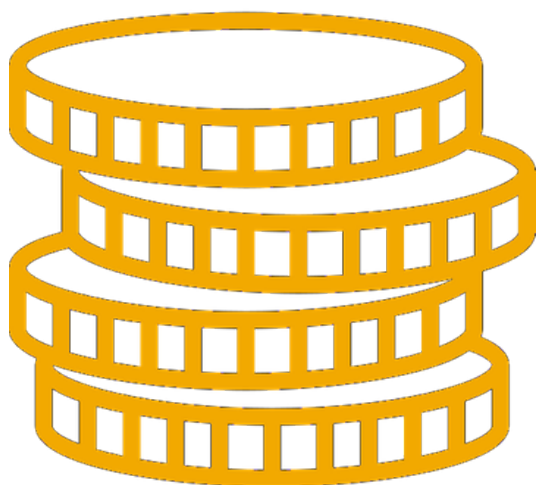
- James Coffin, Kilimanjaro

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On the day

- Make sure when selling tickets that you take contact details for the participants so that you can get in contact with them if they end up being the winner. Don't forget to make sure that they are aware of when the draw will be.
- Decide where you will be doing the draw. Will you be doing it at another event? 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!



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 to MRF as soon as you can.

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. For example, you could £1 per strip or 4 strips for £3 (which could be one of each colour).

**For more information contact
fundraising@meningitis.org**

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

- Glenn Worth, London Marathon

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