



Community and supporter- led raffles and lotteries

A guide for supporters on raising money for
Hospice through raffles and lotteries

Introduction



Thank you for your interest in supporting Jersey Hospice Care by organising a raffle or lottery.

The aim of this guide is to support you and protect you and Hospice by explaining the legal requirements of charitable gambling activities.

All gambling activities in Jersey are overseen by the Jersey Gambling Commission, who have very strict rules for everybody raising money for charities through raffles and lotteries.

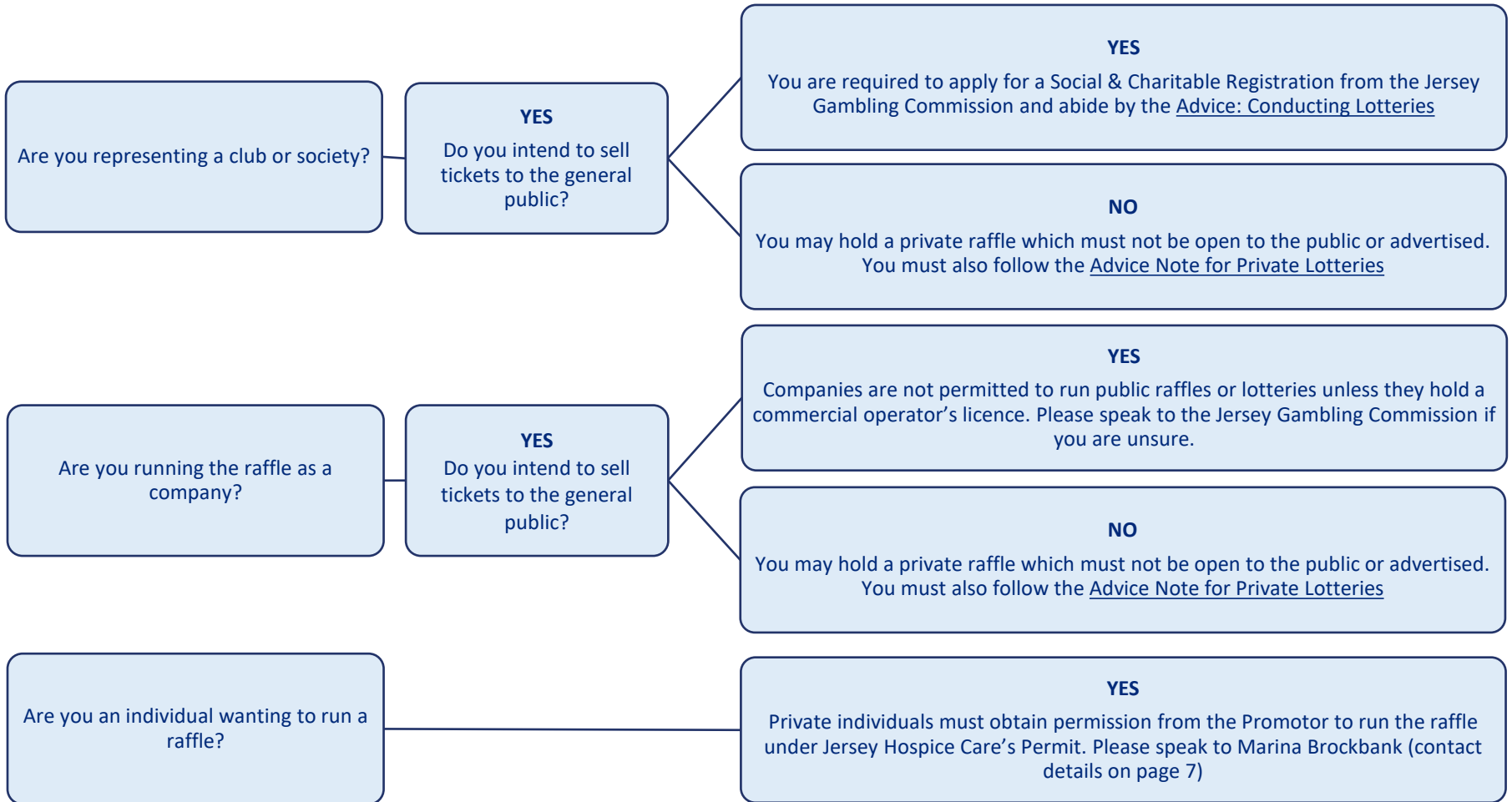
Jersey Hospice Care holds a Registration for its raffles and lotteries, and a Permit for each of the larger lotteries: Million Pound Lottery, the Christmas Lottery and 5000 Club.

The Promotor who holds the registration and permits and is personally responsible for Hospice's raffles and lotteries is Rachael Smith, Director of Finance.

The Million Pound Lottery is the largest charitable gambling activity in Jersey and is a vital source of income for Hospice, raising over £770,000 each year. For this reason, Hospice must demonstrate the highest levels of compliance with gambling laws and regulations, as we are considered to set the standard for charitable gambling on the Island.

Not everyone is permitted to run public raffles and lotteries in Jersey. The flowchart overleaf details the permissions required.

Raffle Flowchart



Legal requirements for all raffles



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- The price of every ticket must be the same
 - No ticket may be sold to anyone under the age of 18
 - No-one under the age of 18 may be involved in the advertising the raffle or the sale of tickets
 - Each ticket must have a unique reference number
 - A list of prizes must be made available when the tickets are sold
 - Payment for every ticket must be received in full before the ticket is entered into the draw
 - No unsold tickets should be placed into the draw
 - One individual (the Promotor) must take responsibility for the raffle and oversee the draw (this will be a Hospice representative where permission has been granted for the raffle to be held under Hospice's registration).
 - All proceeds from the raffle (after the deduction of the cost of any prizes) must be donated to Hospice
 - Prizes must be drawn in order of 1st, 2nd, 3rd etc. Tickets must not be re-entered into the draw once drawn
 - True and accurate records must be kept of the draw (see page 6)

The above is a summary of key points. Please read the [Jersey Gambling Commission Advice Note on Conducting Lotteries for the full requirements.](#)

Same day ticket sales



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- Cloakroom tickets may be used where the tickets are sold on the same day as the draw.
 - Prior to selling tickets, at a minimum the top three/four prizes should be advertised, and people should be able to view the prizes prior to purchase.
 - You should advise the time the draw will take place, prior to people purchasing a ticket.
 - Contact details of ticket purchasers are not strictly required, unless the purchaser requests to give their details if they may be absent at the time of the draw.
 - If a prize is drawn and not claimed at the time, it may not be re-drawn as the holder of the winning ticket may contact the organiser after the event to claim the prize.
 - The regulatory return (see page 6) must detail that all prizes have been collected but does not need names or contact details for winners.

Tickets sold in advance of the draw date



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- Where Printed tickets must be used, with unique numbers and must display the following information:
 - The name of the club/charity/society
 - The name and contact details of the Promotor
 - The time, date and place of the draw
 - The prizes (at least the top three)
 - The price of the ticket
 - The return date for tickets
 - Where club or society members sell tickets, the Promotor must keep a record of the ticket numbers allocated to each person and ensure that all sold and unsold tickets are returned by the date specified, together with the proceeds from ticket sales.
 - The Promotor must know who has purchased each ticket and be able to contact them to ensure that all winners receive their prizes.
 - Once tickets go on sale, the prize structure cannot be changed, with the exception of donated prizes which may be added to the draw.

Record keeping



The Promotor must keep accurate records of the raffle and complete a Regulatory Return, which will be provided to you by a member of the Hospice Team. The following information is required for the regulatory return:

- The total proceeds from the raffle
- The number of tickets printed, sold and unsold
- The sums deducted to pay for expenses (including prizes)
- The value of each prize and whether or not it was donated
- The recipient of the proceeds of the raffle (charity, club or society)
- The dates when ticket sales started and ended
- The ticket number and winners' names and contact details for all prizes (where tickets are sold in advance)
- Confirmation that all prizes have been collected

The regulatory return should be signed by the Promotor and a second member of the club/society and provided to a member of the Hospice team after the event.

Tickets should be retained for a minimum of one month after all prizes have been collected or paid out.

THANK YOU



Thank you for supporting us – you're the
reason we can care!

Contact details



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