

Fundraise Your Way

Organising a Raffle or Auction and Sourcing Prizes



In support of:

North Manchester General Hospital
Manchester Royal Infirmary
Wythenshawe Hospital
Royal Manchester Children's Hospital
Manchester Royal Eye Hospital

Saint Mary's Hospital
University Dental Hospital of Manchester
Withington Community Hospital
Trafford General Hospital
Altrincham Hospital

Manchester Foundation Trust Charity is registered with the Charity Commission as
Manchester University NHS Foundation Trust Charity. Registered charity 1049274.



Manchester Foundation
Trust **Charity**

Our family of hospitals



North Manchester
General Hospital **Charity**

North Manchester General Hospital has a full Accident and Emergency Department, which includes a separate paediatric A&E unit. It also offers a full range of general and acute surgical services and is the base for the region's specialist infection disease unit.



Manchester Royal
Infirmary **Charity**

Manchester Royal Infirmary cares for over 630,000 patients every year with over 135,000 people attending our Accident and Emergency Department. The hospital provides specialist services in haematology and sickle cell disease and is a specialist regional centre for kidney and pancreas transplants.



Wythenshawe Hospital
Charity

Wythenshawe Hospital is a major acute teaching hospital that provides district general hospital services and specialist tertiary services. The hospital's main specialisms include cardiology and cardiothoracic surgery, heart and lung transplantation, respiratory conditions, burns and plastics, cancer and breast care services.



Royal Manchester
Children's Hospital **Charity**

Our young patients come to **Royal Manchester Children's Hospital** from across the North West but also nationally and internationally. As the largest single site children's hospital in the UK, Royal Manchester Children's Hospital offers specialist services including bone marrow transplantation and paediatric intensive care.



Manchester Royal
Eye Hospital **Charity**

Since 1814 **Manchester Royal Eye Hospital** has provided world class ophthalmic care to the people of Manchester, today providing an extensive range of eye services for both adults and children across the North West and beyond.

Our family of hospitals



Saint Mary's Hospital
Charity

Saint Mary's Hospital has successfully developed a wide range of world class medical services for women, babies and children as well as a comprehensive Genomics Centre and Sexual Assault Referral Centre (SARC).



University Dental Hospital
of Manchester Charity

The **University Dental Hospital of Manchester** is one of the major dental teaching hospitals in the UK. The hospital provides specialist treatment and the highest standards of care for patients in a number of areas including oral and maxillofacial specialities, restorative dentistry and child dental health.



Withington Community
Hospital Charity

Withington Community Hospital provides specialist care to those patients requiring diagnostic treatment, day surgery and community services. The hospital's main specialisms include dermatology, urology, audiology, ENT and therapies.



Trafford General
Hospital Charity

Trafford General Hospital is a district general hospital providing a range of services to patients in its community, including general surgery and medicine, children's services, cardiology, elderly care, dermatology and rheumatology.



Altrincham
Hospital Charity

Altrincham Hospital opened in April 2015 and is a purpose-built facility providing a high quality, modern, user-friendly environment for patients and staff and a range of general and specialist outpatient and diagnostic services.

Organising a raffle or lottery

Raffle

Holding a raffle at your event is an easy way to secure some additional income. This type of raffle is known as an incidental lottery and does not require a licence from your local council. This could be run alongside any fundraising activity you are planning such as a charity fun day, a black tie event, a band night at your local pub or even a dress down day at the office.

To hold this type of raffle, you will need to ensure you are meeting all of the below requirements:

- Cloakroom style tickets may be used for this type of raffle.
- Tickets can only be sold on the premises and during the course of the fundraising event i.e. fete, dinner, dance or sporting event.
- The announcement of the results must take place during the main event.
- The draw of the winning ticket(s) must be witnessed by at least one other person.
- No more than £250 can be spent when purchasing prizes.
- The proceeds, after deducting certain specified expenses, must, along with the proceeds of the fundraising event, be used for charitable purposes.
- Refunds on ticket sales cannot be made.
- Children under the age of 16 are prohibited from selling or buying tickets.
- The ticket price for your raffle should be sold at a standardised price for all participants.

Small society lotteries

A small society lottery is a type of lottery that is promoted for the benefit of a non-commercial society, such as our Charity.

For this type of lottery, tickets can be sold in advance of your planned activity and can be promoted to the general public. To run your own small society raffle, you will need to register your raffle with your local council and their licensing department. There will be a fee for your licence which will last a full year.

To hold your own small society lottery, you will need to ensure you are meeting all of the below requirements:

- A small society lottery can raise upto £20,000 in a single draw and upto £250,000 over a year.
- You will need a person registered as the 'promoter', who is responsible for the lottery and what must be printed on all tickets.
- When you register for your licence, you can register under your name or a group raising money for the hospital you are supporting. However, you must not register under the Charity's name.

Other forms of raffles

You may decide to organise a prize competition or a free draw. These are different to raffles and do not require a licence.

A prize draw can have an entry fee but must require a participant to have a certain skill or knowledge that will allow them to answer, such as the answer to a question or the first person to enter when a limited number of people are allowed to enter the competition. Please make sure the rules are clear to your participants.

A free draw should be in addition to other fundraising activities, as this type of raffle relies on donations and does not require an entry fee.

For further information on holding your own raffle, lottery or auction visit gamblingcommission.gov.uk.



Tips for sourcing prizes

We've compiled a list below of our top tips to help you snag the best prizes and ensure your guests are queuing up to take part:

- Give yourself plenty of time to secure your prizes and ask well in advance of the auction or raffle – we would recommend at least 3 months in advance.
- Request free donated prizes from organisations and businesses. We can provide you with a letter of authorisation explaining that you are fundraising on behalf of the Charity. Consider what you could offer in return for a prize. This may include a mention on your event flyer or some brand promotion at your event. Some businesses such as supermarkets may have a monthly or quarterly 'budget' to give away prizes – if they can't help this month, ask when it would be appropriate to make a request again.
- Pool your list of contacts and see who you know that has any useful connections. Think of signed memorabilia, a video message from a celebrity and anything that may be particularly sought after.
- Try to include a wide variety of prizes and consider your audience when sourcing these items. Look for experiences as well as physical items. You may want to bundle several donated items together – for example, a box of chocolates, scented candles, flowers and a voucher to a hairdressing salon, when combined together, could make a luxurious pamper session prize!
- Ask local businesses – they have the independence to make a decision quickly and by donating a prize they are also promoting their service to their local community.



“ Getting raffle prizes can be hard work – my top tips are:

- Stick to your local shops and visit in person if you can – a person is harder to say no to than an email/letter.
- Prepare your 'hitlist' before you set out to maximise your time.
- Ask to speak to the manager, as they are normally the person who can make a decision. If they are not there, ask for their name and when they will be in the store next.
- Whether a yes or a no to asking for a prize, ask if the shop can put up your poster for your event (make sure you have some with you)!
- Thank everyone who donated a prize and let them know how much your event raised. This will make asking for a prize next time much easier! “

Lisa B, from Preston

Organising a live or silent auction

Holding your own auction is a great way to boost your fundraising and can create a feeling of excitement and entertainment amongst your guests.

Unlike raffles and lotteries, auctions do not fall under the gambling law. Please take the time to read our guide below to ensure you are aware of the relevant legislation to hold your own auction:

- If you are holding an auction as part of an event, we recommend sending out a list of your auction prizes with your event invite so that your guests know what to expect and are likely to know what they plan to bid on.
- Display your higher-value and most anticipated items in a prominent location at your event and consider whether a volunteer could walk around with the prizes once the bidding has started.
- Give a realistic value for each of your prizes and consider setting a reserve price for your higher value items.
- Silent auctions are a great way of enabling people that can't attend your event the chance to still participate and support your fundraising. You may also consider opening your silent auction before the event if you have an online platform to use. Some fundraisers choose to opt for a company who specialises in silent auctions – if you do decide to use such a company, please be clear on the fees they charge before entering into any agreement.
- Be sure to list all of your terms and conditions within your auction listings. Consider any expiry dates, date availability and sizes (if specific to clothes and accessories). You may also need to consider what to do if someone decides they no longer want the prize they bid on. We strongly recommend not releasing any auction prizes until full payment has been made from the winning bidder.
- Cost up the total amount you would like to raise from your auction and raffle. This may help to determine the raffle ticket price or the reserve for an auction item.



Useful hints and tips

We've sought the advice from our event experts in the Charity team and gathered their top tips to ensure your raffle, lottery or auction is a big success!

Try to emphasise the purpose of your fundraising and showcase the Charity and the work that we do. There is information about the Charity and how we support our family of hospitals on our website mftcharity.org.uk - if you would like to talk through this before your event, please do get in touch with your named Charity contact.

We will send you our logo for use in the promotion of your event along with guidance for its use. Please note that all materials will need to be approved before print or publishing to ensure our logo is being used appropriately and in conjunction with our brand guidelines.

When you approach organisations for potential prizes, make your contact personal and try to get a name within the organisation that you can approach. Look into local businesses and organisations that you may already have a link to.

You should also consider setting up a JustGiving page to link in with your event, raffle or lottery. Creating a [JustGiving](#) page is really simple and will give you an online platform that you can share via your social media channels. You could even use your page to draw in online donations on the day of your event and once it's finished.

We would be happy to send you some charity fundraising materials such as balloons, t-shirts and buckets to help support your fundraising.

Share your fundraising total with everyone involved. You've achieved something amazing – spread the word!



Get in touch

Contact the Charity team

charity.office@mft.nhs.uk

0161 276 4522

mftcharity.org.uk



As a charity our mission is simple: to support the excellence in treatment, research and care we provide to our patients each and every day.



We would love to stay in touch!

Sign up to receive our regular e-newsletter at mftcharity.org.uk/keep-in-touch

  Manchester Foundation Trust Charity

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