



fundraising@epilepsyqueensland.com.au

www.epilepsyqueensland.com.au

Ph: 07 3435 5000 or 1300 852 853 (regional Qld)

PO Box 1457 Coorparoo DC QLD 4151

ABN 42 025 269 961

Gaming & Raffle Guidelines

**Thank you for your interest in fundraising
to make an impact for Queenslanders to live well with epilepsy**

Under the *Charitable and Non-Profit Gaming Act 1999* only eligible non-profit associations are permitted to conduct raffles in Queensland. Therefore, no individuals, groups or companies can conduct a raffle on behalf of Epilepsy Queensland without its prior knowledge and approval.

Epilepsy Queensland has developed these Guidelines to assist those in the community who wish to raise funds through conducting raffles on behalf of Epilepsy Queensland.

All games (Art unions, raffles, bingo, lucky envelopes, calcutta sweeps and promotional games) must comply with the Queensland Office of Liquor and Gaming Regulations.

We ask that you read the following Guidelines and then complete the **Raffle Application Form**, to be submitted to our Fundraising Team for approval, prior to planning and/or commencement of any raffles/competitions. You will be advised in writing once your raffle has been approved by Epilepsy Queensland.

Within 14 days of the raffle draw you will be required to submit a **Raffle Results Form** including the winners' names and tickets.

Types of Raffles

Category 1 games - Gross proceeds are not more than \$2,000.

[Queensland Office of Liquor and Gaming Regulations - Guidelines for Category 1 games](https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/6d34128b-22ed-47b1-be76-d16c739d10e3)
<https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/6d34128b-22ed-47b1-be76-d16c739d10e3>

Category 2 games - Gross proceeds are more than \$2,000 but not more than \$20,000.

However, Epilepsy Queensland will not approve any raffles which may exceed \$10,000 as an Auditor's report will be required.

[Queensland Office of Liquor and Gaming Regulations - Guidelines for Category 2 games](https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/88a19632-e081-4bac-ac6f-13a2e0b71826)
<https://publications.qld.gov.au/dataset/charitable-and-non-profit-gaming-forms-and-resources/resource/88a19632-e081-4bac-ac6f-13a2e0b71826>

Summary of Regulations – Category 1 games

- The total value of prizes in any raffle must be at least 20% of the estimated gross proceeds (total ticket sales). In simple terms, if the prize is valued at \$20.00, the maximum permissible ticket sales is \$100.00 (i.e. prize value x 5).
- All tickets must be sold at the same price. However, tickets may be sold as a bundle (e.g. one for \$1.00 or three for \$2.00). Every ticket buyer must be offered the same discount.
- ticket must not be sold to a minor if a prize for includes liquor or a gaming product e.g. alcohol, scratchies or lottery tickets.
- If a raffle is not conducted and drawn on the same day, the tickets must have the name and either the address or telephone number of the ticket buyer legibly written on the ticket butt.
- A person is not eligible to buy a ticket in any raffles if the person is directly engaged in conducting the draw.
- If more than one prize is being offered, **the major prize must be drawn first**, and the other prizes then drawn in descending order of number and value.
- Every reasonable effort must be made to locate the prize winners for the game and deliver the prizes to the winners.
- Prizes in a game must be kept for a reasonable period after the prize winner is decided. If not claimed the prize must be drawn again.
- Advertising winners must be in the same way/place as when tickets for it are sold. For example, if tickets are sold at the local shop counter, after the raffle draw a sign should be placed on the same counter advertising the winning tickets numbers and if possible, surnames.
- Standard raffle (check) tickets can be used for all Category 1 raffles.
- However, Category 2 raffles must include Epilepsy Queensland's name and raffle details on the tickets or be supplied at time of sale.

Record Keeping

A person conducting a category 1 game must correctly record and explain the transactions for the game. Epilepsy Queensland will provide you with a Raffle Results Form to complete and submit after your raffle draw, including the winners' names and tickets.

Stay in touch

We enjoy sharing your enthusiasm in fundraising for Epilepsy Queensland and invite you to contact a member of our Fundraising Team about your fundraising goals and activities, or if you have any questions.

Thank you for taking this positive approach to support Epilepsy Queensland and we look forward to receiving your completed application.