Policy – Raffles for fund raising

Introduction

As Whittlesea U3A is a not-for-profit organisation, funded by membership fees and various Government grants, we must ensure we meet the rules and regulations regarding the holding of raffles for fund raising.

Purpose

The purpose of this policy is to outline the rules of holding raffles to raise funds for a not-for-profit organisation.

Policy

As a community organisation, Whittlesea U3A is permitted to hold a raffle provided the following conditions are met:

- Raffles whose total prize pool are $500 or less have only ONE DAY to sell their tickets or sell the tickets within an 8 hour period without using printed tickets.
- Raffles with a prize pool between $501 and $5000 have three months to sell their tickets.
- Raffles greater than $5,001 will require a permit and have 12 months or less.
- Where prize value exceeds $500, ticket sellers are required to collect ticket buyers' contact details.
- Raffles whose prize value exceeds $500 (or last longer than one day) are required to have printed tickets. Each ticket must show the following information:
    - the name of the declared community or charitable organisation to benefit from the raffle
    - the permit number in cases where a minor gaming permit is required and has been issued
    - the ticket price and, where there is a permit, the maximum number of tickets authorised by the permit
    - a description of each prize and its value
    - when and where the raffle will be drawn, and the method of publication or notification of the results
    - details of any book buyers prize (if applicable)

Procedures

If any Whittlesea U3A member wishes to hold a raffle for any reason, prior approval must be sought from the Secretary and the Committee of Management.

The Secretary will review the details of the raffle and confirm that all the conditions above have been met before providing the information to the Committee of Management.

Responsibilities

The Whittlesea U3A member planning to hold the raffle must seek prior approval from the Secretary. The member must provide details of the date of the raffle, the venue the raffle will be held, the total value of the raffle and the suggested prizes of the raffle.

The Secretary will review the request and based on the rules and regulations, will provide the information to the Committee of Management for approval. If the request does not meet the rules and regulations, the Secretary will notify the member and decline the request. The Committee of Management will minute the request at the monthly meeting. The Secretary will provide the member wishing to hold the raffle written approval prior to the event.

On the completion of a raffle held by Whittlesea U3A, the relevant member must provide details of the outcome to the Secretary within 24 hours and provide the proceeds to the Treasurer within 3 days. The Treasurer must deposit the funds and record the relevant amount in the financial statement.

Authorisation

This Policy was reviewed by the Committee of Management of Whittlesea U3A Inc. and minuted as such on the 11th of May 2026.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.