

**CONDITIONS FOR THE CONDUCT OF A RAFFLE
WITH A TOTAL PRIZE VALUE OF \$5,000 OR LESS**

- (a) Raffles with prizes of a total retail value of **\$5,000 or less** are not required to have a permit. The proceeds of a raffle can only be used for the benefit of the community or charitable organisation.
- (b) The raffle may only be conducted with the written authority of the governing body of the community or charitable organisation to benefit from the raffle.

Sale of tickets:

- (c) Tickets may only be sold for a maximum period of 3 months prior to the drawing of the raffle.
- (d) The value of the total number of tickets available for sale must not be greater than 6 times and not less than twice the value of all of the prizes.
- (e) Ticket sellers must ensure that sufficient information is obtained from ticket purchasers to identify and locate the person to whom the ticket is sold.
- (f) A person who sells tickets:
 - (i) must be authorised by the responsible person to do so; and
 - (ii) must not be remunerated in respect of selling tickets.
- (g) If the person who conducts the raffle is not an employee of the community or charitable organisation to benefit from the raffle, that person may receive payment for conducting the raffle. In this situation, every ticket or all advertising material must be printed with:
 - (i) the name of the person; and
 - (ii) the fact that he/she is conducting the raffle for reward.
- (h) A book-buyer's prize must not be offered or paid.
- (i) The following must be printed on each ticket:
 - (i) the name of the community or charitable organisation to benefit from the raffle;
 - (ii) the ticket price;
 - (iii) a description of each prize and its value;
 - (iv) when and where the raffle will be drawn; and
 - (v) the method of publication or notification of results.

The raffle draw:

- (j) The method of the draw must allow each ticket in the draw a random and equal chance of being drawn.
- (k) If there is more than one prize being offered, the draw must ensure the first ticket drawn must win the first prize and so on. First prize is defined as the most valuable prize offered in the raffle. "Reverse draw" raffles are prohibited.
- (l) The draw must be conducted on the day printed on the ticket, being a day not more than 14 days after the proposed last ticket sale.
- (l) A ticket which has been drawn is not eligible to be drawn again.

Winner notification and prize distribution:

- (n) The results of the draw must be published and winners notified in accordance with the method printed on the tickets.
- (o) Prizes must be given to winners within 28 days after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.

Keeping of Records:

- (p) The declared organisation must ensure accurate records are kept for three years in relation to:
 - (i) the disposition of funds after the finalisation of the raffle;
 - (ii) all tickets which have been printed;
 - (iii) the distribution of prizes; and
 - (iv) banking statements clearly identifying all the transactions related to the conduct of the raffle.

Disposal of unclaimed prizes:

- (q) In the event a winner does not claim a prize in a raffle and/or the person who conducted the raffle cannot, after a reasonable effort, find a winner of the prize, the person who conducted the raffle must:
 - (i) ensure the prize is retained for 12 months after the draw; or
 - (ii) if the prize is livestock or property of a perishable nature, sell the prize in a way that brings a reasonable price and retain the proceeds (after deducting the reasonable costs of the sale) for 12 months after the draw.
 - (iii) if the prize has still not been claimed after 12 months the community or charitable organisation must sell or otherwise dispose of the prize, if this has not already been done, and pay the proceeds (after deducting the reasonable costs of the sale or disposal) to the Treasurer for payment into the Consolidated Fund.

3. BANKING REQUIREMENTS

A person conducting a raffle must keep and maintain a single account at a financial institution in Victoria for use for all transactions relating to the conduct of the raffle.

CONDITIONS FOR THE CONDUCT OF A SMALL RAFFLE

- (a) Raffles with prizes of a total retail value of **\$500 or less** are described as a 'Small Raffle'. The proceeds of a 'Small Raffle' can only be used for the benefit of the community or charitable organisation.

Sale of tickets:

- (b) Tickets may only be sold and drawn on the same day or within an 8 hour period.
- (c) A person who sells tickets:
- (i) must be authorised by the responsible person to do so; and
 - (ii) must not be remunerated in respect of selling tickets.
- (d) Tickets for a small raffle may be either:
- (i) a blank raffle book numbered on both butt and the ticket; or
 - (ii) where the method of the draw is to be a spinning wheel, buttless numbered tickets, from a perforated ticket sheet, having not more numbers than there are divisions on the wheel.

The raffle draw:

- (e) The method of the draw must allow each ticket in the draw a random and equal chance of being drawn.
- (f) In the event a winner cannot be identified, or no person comes forward to claim the prize within a reasonable period after the draw is loudly proclaimed, the raffle must be drawn or the wheel spun again.

Winner notification and prize distribution:

- (g) Prizes must be given to winners within 28 days after the draw, unless the winner cannot be identified or located, or does not wish to accept the prize.

Keeping of Records:

- (h) The declared organisation must ensure accurate records are kept for three years in relation to:
- (i) the disposition of funds after the finalisation of the raffle;
 - (ii) the distribution of prizes; and
 - (iii) banking statements clearly identifying all the transactions related to the raffle.

PLEASE NOTE: If you are conducting a raffle where the prizes are less than \$500 but wish to sell tickets for a longer period than 8 hours, you must conduct the raffle in accordance with conditions outline in "**Conditions For The Conduct Of A Raffle With A Total Prize Value Of \$5,000 Or Less**".