

Raffle Policy

Redcliffe Mums Inc

A practical policy for fair, transparent and compliant fundraising raffles in Queensland.

Organisation	Redcliffe Mums Inc
Purpose	Fundraising activities supporting disadvantaged children, teens and families in and around the Redcliffe Peninsula.
Applies to	Committee members, volunteers, members, employees (if any), contractors and persons assisting with raffle activities.
Version	Draft for committee consideration
Review cycle	At least every three years, or earlier if Queensland law, regulator guidance or organisational practice changes.

Important note: This policy is intended as practical governance guidance. It should be read alongside the Charitable and Non-Profit Gaming Act 1999 (Qld), relevant Queensland Government guidance, Redcliffe Mums Inc rules/constitution, and any conditions that apply to a particular raffle or fundraising activity.

1. Purpose

- This policy sets out how Redcliffe Mums Inc will conduct raffles in a fair, transparent and accountable manner.
- Raffles are an important fundraising activity that can help support the organisation's charitable work with local children, teens and families.
- The policy aims to protect community confidence, support volunteers, and reduce actual, potential or perceived conflicts of interest.

2. Policy principles

- Fairness: every valid ticket in the draw must have an equal chance of winning.
- Transparency: raffle rules, eligibility and draw arrangements should be clear before tickets are sold.
- Accountability: records must be kept so the organisation can explain and verify the outcome if questions are raised.
- Community trust: where a volunteer, member or committee member wins, the organisation should be able to confidently explain that the process was properly managed.

3. Eligibility to purchase tickets

- Unless the advertised raffle terms state otherwise, members of the public, volunteers, ordinary members and committee members may purchase raffle tickets.

- A person must not be disadvantaged or given preferential treatment because they are a volunteer, member, committee member, donor, sponsor or supporter.
- The committee may decide to apply stricter eligibility rules for a particular raffle, especially where the prize value is significant or where public perception risk is higher.

4. Recommended exclusion for draw officials

- The Raffle Coordinator and other draw officials may purchase tickets in a raffle, provided they do not personally select, mix, draw or otherwise determine the winning ticket. Where a Raffle Coordinator has purchased a ticket, that person should not conduct the draw or handle the physical selection of the winning ticket.
- Where a draw official has purchased tickets, the draw must use separation of duties, with the person recording the winning number separate from the person mixing the tickets and the person drawing the ticket. The process should be independently witnessed where practical.
- No one person should have sole control over the records and the physical draw. The person recording the winning number must not be the person who mixes or physically draws the winning ticket.

5. Conflict of interest management

- Any actual, potential or perceived conflict of interest must be declared to the President, Secretary or nominated committee representative before the draw is conducted.
- Where a conflict exists, the committee should document how it was managed, including the use of independent witnessing, separation of duties or exclusion from the draw process.
- People involved in ticket sales, ticket reconciliation, prize custody and the draw should act honestly, impartially and in the best interests of Redcliffe Mums Inc.

6. Conducting the draw

- The draw must be conducted on the advertised date, time and location unless a change is lawful, reasonable and appropriately communicated.
- All valid tickets must be included before the draw occurs.
- The winning ticket should be selected by a fair random process.
- For Redcliffe Mums Inc Cent Auctions, three people should be used wherever practical: (1) one person to mix/prepare the tickets or numbers, (2) one separate person to physically draw the winning ticket/number, and (3) one separate person to record the winning number. The person recording the winning number may be the Raffle Coordinator, including where that person has purchased tickets, provided they do not mix or draw the tickets.

Where a winning number is drawn, the winning number should be recorded immediately, together with the prize details and winner's name when the winner is identified. The draw roles and any relevant conflict of interest should also be recorded.

The Raffle Coordinator may purchase Cent Auction tickets and may be the person who records the winning numbers. However, the Raffle Coordinator must not physically draw the winning tickets/numbers or be the person responsible for mixing/preparing them where they have entered the Cent Auction.

6A. Cent Auction draw procedure

For Redcliffe Mums Inc Cent Auctions, the draw should use three separate roles wherever practical: a person responsible for mixing/preparing the tickets or numbers, a separate person responsible for physically drawing the winning ticket or number, and a separate person responsible for recording the winning number.

7. If a volunteer, member or committee member wins

- The prize may be awarded if the person was eligible under the published raffle terms and the draw was properly conducted.
- There should not be a redraw solely because the winner is a volunteer, member or committee member.
- The outcome should be recorded in the raffle file, including the winning ticket number, winner name, draw officials and witness details.
- If public questions are raised, Redcliffe Mums Inc should respond calmly and factually, confirming the published eligibility rules and the draw safeguards used.

8. Public communication

- Raffle promotional material should clearly state the draw date, ticket price, prize details and any eligibility exclusions.
- Where practical, raffle terms should state whether volunteers, members and committee members are eligible to enter.
- If a volunteer or committee member wins, communication should be transparent but respectful of privacy obligations.

9. Record keeping

- For each raffle, Redcliffe Mums Inc should keep sufficient records to verify ticket sales, prize details, draw arrangements and the outcome.
- Records should include the raffle purpose, dates of ticket sales, gross ticket sales, prize descriptions and value, winning ticket number, winner details, names of draw officials, witness name, and any conflicts declared.
- Records should be retained in accordance with legal, accounting, ACNC and organisational record-keeping requirements.

10. Compliance

- Raffles must comply with Queensland charitable gaming requirements, including the relevant game category and any applicable licensing, ticket sales, prize and record-keeping requirements.
- Where estimated ticket sales or prizes are significant, the committee should check the current Queensland Government requirements before tickets are sold.
- This policy does not override legislation, regulator requirements, grant conditions, venue requirements or the Redcliffe Mums Inc constitution/rules.

11. Minimum raffle procedure checklist

Stage	Minimum action	Responsible person
Before sales	Confirm raffle category, prize details, eligibility rules, draw date, ticket price and record-keeping approach.	Raffle Coordinator / Committee
During sales	Keep ticket and money records secure; reconcile tickets and sales regularly.	Raffle Coordinator / Treasurer
Before draw	Confirm all valid tickets are included and any conflicts have been declared and managed.	Raffle Coordinator / Secretary
Draw	Conduct random draw in the presence of at least two people. Use an independent witness for major raffles.	Draw officials / Witness
After draw	Record winner, ticket number, prize awarded, witness details and any public communication issued.	Secretary / Treasurer

12. Suggested statement if a volunteer or committee member wins

"The winning ticket was held by a volunteer/member of Redcliffe Mums Inc. Volunteers and members were eligible to participate under the published raffle rules. The draw was conducted randomly and was witnessed in accordance with our raffle procedures. The winning ticket number and draw record have been documented."

13. Approval

Approved by	
Date approved	
Next review date	
Policy owner	Secretary / Committee

Reference sources used to tailor this policy

- Queensland Government, Business Queensland: Competitions, raffles, bingo and other charitable games. This outlines charitable game categories, licensing thresholds and prize requirements for not-for-profit gaming in Queensland.

- Queensland Government, qld.gov.au: Charities and fundraising. This provides Queensland fundraising and charity regulatory context.
- Australian Charities and Not-for-profits Commission (ACNC): Redcliffe Mums Inc charity register profile. This confirms registration status, address, size, charity purposes, beneficiary groups and recent activity summary.
- Redcliffe Mums Incorporated website: Home page. This describes the organisation's mission and local support activities involving school books, uniforms, school fees, school trips and other schooling essentials.

Prepared as a governance template. This is not legal advice.