



**The Country Women's
Association of Victoria Inc.**

care empower contribute

Raffle procedure for Groups and Branches

A raffle is a lottery where tickets are sold, and winners are determined by chance. From simple school fundraisers to large-scale raffles with significant prizes, all raffles in Victoria must adhere to the **Gambling Regulations Act 2003** and rules set by the **Victorian Gambling and Casino Control Commission (VGCCC)**.

The Country Women's Association of Victoria Inc. renewed its Declared Status as a Community or Charitable Organisation with the Victorian Gambling and Casino Control Commission in January 2022. Only community or charitable organisations with Declared Status with the VGCCC (VCGLR) may legally hold raffles in Victoria.

The Board has reviewed the compliance requirements in relation to the VGCCC (VCGLR) raffle regulations to ensure that we continue to meet these obligations, as the Board is responsible for all raffles held by our Branches, Groups and Committees, as well as state-wide raffles. This obligation has been delegated to the State Treasurer and Executive Director.

Branches, Groups and Committees require the permission of the authorised delegates in order to conduct raffles. Permission to conduct any type of raffle may be withdrawn from a Branch or Group if these conditions are not met.

Raffle regulations have slightly changed since 2022 and as such the following revised process is now in place.

General requirements

- Prizes must be delivered within 28 days of the draw.
- Unclaimed prizes must be retained for 3 months. Perishable items or livestock can be sold if unclaimed, with proceeds held for 12 months

Prohibited prizes:

- Cash or debit cards
- Liquor
- Firearms or bladed weapons (that now includes kitchen knives)

Price of tickets:

- Provided it's offered consistently from the start of sales and advertised as such you can sell tickets at \$2 each or 3 for \$5. If using printed tickets, this must be included on the ticket
- Ticket sales must be at least twice and no more than six times the prize value. eg. Your branch is running a raffle. Total prizes value \$200 and tickets are \$2 each. Therefore, we must have ticket sales of between \$400 and \$1200 so we need to print between 200 and 600 tickets.

V2 June 2025

Phone (03) 98278971 Email statetreasurer@cwaofvic.org.au

A 0004857F | ABN 55 584 949 677

www.cwaofvic.org.au



Raffles with prizes under \$500

Branches and Groups who conduct small raffles with tickets sold over a period of one day (eight hours) and prizes with a value no greater than \$500, are required to register their raffle prior to tickets being sold, with the State Treasurer.

Permission will be given if the following requirements are met

- the total value of the prizes in the raffle is \$500 or less;
- the tickets are sold during one day, or within an eight-hour period;
- all tickets are sold in person, not online;
- ticket sellers cannot be paid.
- book buyers' prizes are not allowed.
- can be blank raffle books with numbered tickets or buttless numbered tickets for spinning wheel draws. Blank raffle tickets must have a stamp of some description that can identify the ticket as sold by the branch – this can be any kind of stamp such as a star, butterfly etc. Just so that it is distinguishable as being bought at this event.
- Accurate records of funds and prizes must be kept for **3 years**.

Branches are required to provide name and contact of the winners and money raised to the State Treasurer so that the records can be kept for the required time frame.

Raffles with prizes \$500-\$5000

Branches and Groups who conduct raffles in this category with tickets sold over a period of one day up to 3 months, and prizes with a value of \$500-\$5000, are required to register their raffle prior to tickets being sold, with the State Treasurer.

Permission will be given if the following requirements are met

- Tickets may be sold for a maximum of 3 months.
- Book buyers' prizes are not permitted.
- Tickets already drawn are not eligible for a redraw.
- Printed tickets are mandatory
- Must occur within 14 days of the last ticket sale.
- Organisers must maintain detailed records for **3 years**, including ticket sales, buyer details, and prize distribution.

Branches are required to provide name and contact of the winners and money raised to the State Treasurer so that the records can be kept for the required time frame.

Additional documentation

Raffle application form