

Terms and Conditions of sale and Guidelines for participating charities



This sheet of guidelines addresses the issues associated with the sale of the Small Charity Car Draw tickets, and highlights the procedures which need to be taken into account. The sale of lottery tickets, albeit for good causes, is regulated by The Gambling Commission in relation to The Gambling Act 2005. It is therefore considered as a gambling transaction. The FSI is therefore issuing these guidelines for the use of participating charities and their staff and volunteers.

Eligibility

Only 100% not-for-profit organisations with an annual raised voluntary income of less than £1.5 million are eligible to participate in the Small Charity Car Draw, as befitting the criteria of the beneficiaries that the FSI works with. Only charities registered with the Charity Commission or who are able to satisfy the FSI that they are not for profits/charities raising less than £5,000 per annum and therefore not able to register with the Charity Commission will be able to participate.

Authorisation to sell

The FSI will be in control of the lottery and will be handling the tickets and we will do this only in association with charities who are registered with the charity commission or who are able to satisfy the FSI that they are not for profits/charities raising less than £5,000 per annum and therefore not able to register with the Charity Commission. Persons selling the tickets on behalf of participating charities must be volunteers or the staff of these organisations.

Tickets must only be sold for the price stated on the ticket.

Underage and vulnerable persons

No volunteer or member of staff under the age of 16 will be able to sell lottery tickets.

Children under the age of 16 and other vulnerable persons should under no circumstances be sold lottery tickets. Should any employee, volunteer or supporter selling tickets on behalf of a charity be unsure of the age of the person being sold a lottery ticket they should ask for 'proof of identity and age' before selling the lottery ticket. This could be a passport, driving licence, Connections card, school ID card, Student travel card, or any other means of age verification identification which includes the holder's photograph and which has been issued by an organisation or statutory. If anyone selling lottery tickets is still concerned that the customer is not 16 years of age and the persons age cannot be verified, it is far safer to decline the purchase.

If there are any repeated attempts to gamble made by a person who is under-age please inform the FSI (cardraw@thefsi.org).

Payment

Tickets sold by charities will be paid for by cash and cheque only (made out to the charity NOT to the FSI). Please be aware of any attempt to pass forged banknotes and coins. Cheques should be supported by a debit card number and the card inspected.

Problem gambling

Participating charities and their employees, volunteers and supporters must do their utmost to be aware of vulnerable gamblers and those who might be experiencing problems.

While the issue of problem gambling mainly concerns customers who might play online or may gamble hour after hour in cash betting offices it is also possible that offline (paper ticket) lottery players might become over-enthusiastic and play more than they can afford. Charities selling tickets must not encourage customers to play beyond their own budget.

Self-exclusion

Care must be taken not to exploit the young, the immature or those who are otherwise socially vulnerable. A player can self-exclude for a period from 6 months up to at least 5 years as per the guidance in the Gambling Commission's compliance document, Licence Conditions and Conditions of Practice. It is the responsibility of the seller (charity) to offer support in this way.

Support organisations

If you believe that a customer has a gambling problem please be aware that there are several agencies available which are able to offer professional advice and counselling. There are organisations such as Gamcare www.gamcare.com (0845 6000133) and the Responsibility in Gambling Trust (www.rigt.org.uk) and its website, www.gambleaware.co.uk

All Small Charity Car Draw lottery tickets bear a reference to the support, advice and counselling available from Gamcare and www.gambleaware.co.uk

Committee of Advertising Practice

Marketers should neither exploit the young or vulnerable nor imply gambling can solve financial or personal problems or is indispensable, a rite of passage or linked with sexual success.

Please visit <http://copyadvice.co.uk/Ad-Advice/Advice-Online-Database.aspx> for guidelines of advertising.

PLEASE DO NOT advertise or market this lottery in your own name. It is the FSI who is promoting the lottery, and participating charities are beneficiaries and will achieve donations in relation to the sales they achieve.

Ticket stubs

All ticket stubs must record the relevant information of the purchaser. This is to ensure the purchaser can be contacted should they win the draw. All ticket stubs must be sent to the FSI by **20th September 2010** – otherwise they will not be entered into the draw and the selling of this ticket would be void.

It is the responsibility of the charity to ensure that the FSI receives all ticket stubs, sold and unsold by 20th September 2010. The FSI will alert charities of this responsibility 3/2 and 1 week prior to the closing of the lottery. The FSI guidelines for sale of tickets clearly stipulates that only numbers on ticket stubs received back to the FSI by the specified date will be entered into the draw.

Illegal operations

If it comes to the attention of the FSI that any charity selling tickets are operating in an illegal manner this will be immediately reported to the Charity Commission and the Gambling Commission and the FSI will withdraw the opportunity to sell tickets from the said charity.

Unsold tickets

All unsold tickets must be sent back to the FSI by **20th September 2010**. Charities must do everything possible to ensure that all unsold tickets are returned and accounted for.

Funds raised

All funds raised from ticket sales must be deposited in the FSI bank account by **20th September 2010** in one bank deposit or cheque from the charity. By law, the promoter of the lottery (the FSI) must have received funds for all tickets sold before the draw is made.

After the draw, the FSI will distribute the 95.2% of proceeds from the Small Charity Car Draw as donations to the participating charities, directly proportional to the number of tickets each charity has sold.

Participating charities may deposit the money into the FSI's Car Draw bank account, informing the FSI of the following details: charity name, registered charity number, number of tickets sold, amount deposited, date deposited (email cardraw@thefsi.org).

Or the participating charity may send a cheque for the **full amount** of raised funds through ticket sales, cheques made payable to 'The Foundation for Social Improvement'. Cheques can be sent to the address below, along with the following information: charity name, registered charity number, number of tickets sold. The FSI will **not** accept cheques from supporters; payment must be received in one payment for full amount, from the charity.

A copy of the rules of the FSI lottery is available on the FSI website www.thefsi.org.

Ticket stubs, unsold tickets and cheques must be sent to The FSI by 20th September 2010 at:

Car Draw, The FSI, Level 2, Ingestre Court, Ingestre Place, London, W1F 0JL

Any queries please contact Jessica Brown, Project Manager, 020 7637 2264 or jess@thefsi.org