

Guide to planning a fundraiser (minor gaming activity)

If you are planning a minor gaming activity to raise funds for a club or organisation, you need to be a declared community or charitable organisation.

A minor gaming activity includes any activity involving payment to play and that relies on chance such as raffles, bingo and casino nights. If your activity relies on skill (i.e. a sporting event), it is not considered a minor gaming activity. Activities such as footy tipping or sweepstakes where funds raised do not go to winning participants but to a club or organisation for fundraising, require that organisation to be a declared community or charitable organisation.

If you are raising funds on behalf of a charity (i.e. Cancer Council Victoria), you need their written permission before proceeding.

The following outlines the requirements of clubs and organisations when it comes to fundraising activities. A minor gaming permit is required for certain activities. If you already have a minor gaming permit check the conditions of your permit, and if you're conducting a raffle then keep in mind:

- no reverse raffles
- cash prizes can only be included as part of a travel or accommodation prize and not be more than 10 per cent of the total prize value.

Are you a declared community or charitable organisation?

Yes

Are you planning one or more of the following:

- fundraising event e.g. casino night
- selling lucky envelopes
- a raffle with a total prize pool of more than \$5000
- a raffle that will run more than three months?

Yes

You will need a minor gaming permit. If you don't already have a minor gaming permit, apply now at vcglr.vic.gov.au/communitygaming at least 21 days prior to your first minor gaming activity.

No

To host bingo, you must submit a *Notification of intention to conduct bingo session* form seven days in advance. Search 'Bingo forms' on the VCGLR website vcglr.vic.gov.au

No

To become a declared community and charity organisation, complete the application form available at vcglr.vic.gov.au/communitygaming (Declaration is free and lasts for 10 years)

Once these steps are complete, check the minimum requirements relating to each type of fundraising activity or event.

For more information, search 'Fundraising event' on the VCGLR website vcglr.vic.gov.au or email contact@vcglr.vic.gov.au for support.

Unsure

For a full list of declared community and charitable organisations, see: vcglr.vic.gov.au/communitygaming

