

**ST TERESA’S CHARITY DRAW APPLICATION FORM**

|  |  |
| --- | --- |
| **Name**  **(applicants must be over 16)** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Number of shares required at £2 per month** |  |
| **Signed:** |  |

**Please ensure you fill in all your details above or we cannot allocate you a number in the St Teresa’s Charity Draw**

**By signing this form you are declaring that you have received and accept the rules of the St Teresas Charity Draw**

**Please return this form with your standing order mandate to the school office or pass to a member of the SA**

**This member has been allocated the number/s:**

****

**St Teresa’s Catholic Academy Charity Draw Rules**

1. The Charity Draw will operate as a Small Lottery as defined by the Gambling Act 2005.
2. The object of the Charity Draw is to raise funds for St Teresa’s Catholic Academy
3. Anybody over 16 years can become a member of the Charity Draw and you are encouraged to get family and friends to join. There is no limit to the number of members or the number of shares any one member can purchase. The more shares we sell the bigger the prizes.
4. Each share will cost £2 per month, payable in advance by standing order either:
   * Monthly, £2 per month on the first of each month
   * Quarterly, £6 per quarter on the first of January, April, July and October
   * Annually, £24 per year on the first of January
5. Each share shall be allocated a unique number which will remain with the member for as long as their subscription is up to date. Registers will be kept recording the name and address of each member and the number of any shares they have allocated to them.
6. There will be a monthly draw with prizes for the first, second and third numbers drawn. The draw will be made on the last working day of each month in the presence of at least two people including one SA member. Draws scheduled to take place during the school holidays will be made whenever practical.
7. The monthly prize fund will be 50% of the monthly income – this will be split as follows:
   * 1st prize = 60% (£150 if 250 members)
   * 2nd prize = 30% (£75 if 250 members)
   * 3rd prize = 10% (£25 if 250 members)
8. The charity draw will be run on an annual basis commencing September 2018. There is no provision to opt in/out on a month by month basis. Admission to the draw will commence in the month following receipt of the subscriptions. Members joining after the start of the normal charity draw year will be entered in the next available draw following payment.
9. Unless otherwise advised, a member will be deemed to have left the charity draw if his or her subscription remains unpaid.
10. Anyone wishing to join the charity draw should complete an application form and a standing order mandate (attached).
11. The charity draw shall be administered by the School Association. The treasurer of the School Association will be responsible for keeping the accounts of the Charity Draw.
12. A share is eligible for inclusion in the draw so long as the subscription for that month has been paid.
13. The relevant numbers of all paid up members will be entered in the draw for each month.
14. The charity draw administrators will make all reasonable efforts to pay or post prizes to the winners within a reasonable period after the monthly draw.
15. Prize winners will be notified by email and payment will be made by cheque or direct debit. If payment is made by cheque it will be posted to the winner at the provided address on the membership application form or to such other address as the member may of subsequently advised. Prize winning numbers will also listed on the newsletter each month after the draw. The allocation of numbers and draw results will also be available from the school or any member of the SA committee on request.
16. If the winner of any prize in a monthly draw cannot be contacted within 6 months, the winnings will be placed into the St Teresa’s School Association funds.
17. The decision of the St Teresa’s School Association will be final in all matters requiring adjudication.
18. The St Teresa’s School Association shall also have the power to amend or revoke these rules at their absolute discretion with such reasonable notice to the charity draw members as is necessary.



**Standing order mandate form**

Name of bank ………………………………………………………………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………………………………………………………………………....

……………………………………………………………………………………………………………………………………………………………………………………..

**ACCOUNT TO BE DEBITED BENEFICIARY DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

SORT CODE BANK Lloyds TSB

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

ACCOUNT NUMBER BRANCH DETAILS Wokingham

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 | 0 | 9 | 1 | 1 | 1 |

ACCOUNT NAME SORT CODE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 0 | 2 | 5 | 7 | 2 | 0 | 5 | 0 |

ACCOUNT NUMBER

REFERENCE St Teresa’s School Association Charity Draw

**PAYMENT DETAILS**

AMOUNT OF FIRST PAYMENT £ DATE OF FIRST PAYMENT

AMOUNT OF USUAL PAYMENT £

AMOUNT OF USUAL PAYMENT IN WORDS

TO BE PAID

MONTHLY QUARTERLY ANNUALLY DATE OF USUAL PAYMENT \_ \_ /\_ \_ / \_ \_

COMPLETE EITHER

AMOUNT OF LAST PAYMENT £ & DATE OF LAST PAYMENT \_ \_ /\_ \_ / \_ \_

OR PLEASE CONTINUE PAYMENT UNTIL FURTHER NOTICE

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CUSTOMER SIGNATURE (S) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_ \_ /\_ \_ / \_ \_