**The Emmbrook PTA Lottery Rules – September 2018**

This PTA Lottery is a private lottery organised under Section 4 of the Lotteries & Amusements Act 1976.

The rules of the ‘The Emmbrook PTA Lottery’ are as follows:

1. Membership of the ‘The Emmbrook PTA Lottery’ is restricted to friends of The Emmbrook School – Wokingham.
2. Control of the ‘The Emmbrook PTA Lottery’ is vested in the Treasurer of Emmbrook School PTA or a designee who is responsible to the PTA Committee.
3. A register will be maintained with names of members and their membership numbers. The Register will be available on request to current members. Members details will not be shared with outside organisations.
4. The proceeds of the lottery will be divided 50% for prizes and 50% retained for the purposes of the PTA.
5. The subscription will be paid annually, in September, for the next school year, i.e. a period of 12 months from September to August. The subscription can be paid by Standing Order or Bank Transfer (Sort code: 40-47-09; Account number: 81197665. Where possible please provide a reference: Lottery\_ABcd where A is your first name initial and Bcd are the first 3 characters of your surname), or by cheque made payable to The Emmbrook School PTA (please hand in to school office marked for attention of PTA Lottery). New subscriptions taken at other times during the academic year will be pro-rated at £1 per month for the remainder of that year.
6. There will be 10 draws, each representing 50% of the amount collected for that month (e.g. 100 members paying £1 each = £100, 50% = £50 in prizes). The Christmas and Summer draws will have a double prize fund.
7. The prize-winners will be determined by a simple draw taken from a box containing all allocated numbers. 10 draws will take place between September and June of the relevant year.
8. The prize-winners numbers will be displayed on The Emmbrook School PTA Facebook page, possibly any future PTA newsletter and winners will be contacted personally with details of their win. A list of prize-winners will be available upon request to current members.
9. As and when members leave the Lottery their membership numbers will be reallocated.
10. In the event of any dispute regarding the draw:
    1. The names and numbers shall be those contained in the register;
    2. If, subsequent to a draw, it is discovered that a prize has been won by a number for which the current subscription has not been paid, a redraw will be made.
11. The accounts of the Lottery will be kept by the Treasurer of the Emmbrook School PTA or a designee and will be audited by an independent auditor.

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| I hereby apply to become a member of the Emmbrook School PTA Lottery and agree to a) abide by the Lottery rules (see above), and b) pay in advance the subscription from the calendar month specified by me below, until the following August, please pro-rata accordingly) | | | |
| Mr / Mrs / Miss / Ms (delete as applicable)  Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Month and year of application \_\_\_\_\_ / \_\_\_\_\_\_\_  Amount paid £ \_\_\_\_\_\_\_\_  Paid by: Cheque/ Standing Order/ Bank Transfer (delete as applicable).  Bank Transfer reference provided: \_\_\_\_\_\_\_\_\_\_\_ | |
| Child’s name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Year/Form  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| We require your children’s information only to confirm that you are eligible to join this lottery.  Bank account details:  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort code: \_\_\_\_\_\_\_\_\_\_ Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  We require your bank details to pay any winnings.  Contact details:  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your personal information will be used for the administration and management of this Lottery. It will enable us to contact you either by email, phone or SMS to inform you if you win a prize and provide you with renewal details, which we would be unable to do without it. This information will not be shared with anyone else outside of the Lottery organisers and will be securely kept in line with the statutory requirements for PTA accounts, after which it will be securely destroyed. | | | |
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Admin use only: Membership number: \_\_\_\_\_\_\_\_\_\_ Month of first draw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_