

LONGDEAN 100 CLUB RULES

1. Name

The lottery will be known as the **Longdean 100 Club**.

2. Management

The lottery will be managed by the members of the Longdean School Association (LSA) Committee.

3. Lottery Registration

The lottery is registered as a non commercial society lottery with Dacorum Borough Council.

4. Promoter

The Promoter shall be members of the Longdean School Association (LSA) Committee.

5. Members

The sale of tickets is open to Longdean School Associates. This includes: members of the LSA; Parents and Guardians of past or present students; school staff who are on long-term contracts.

6. Payment

- Entry to the draw will cost £5.00 per number, per month. More than one number can be purchased by a member ie 1 Number = £5/month, 2 numbers= £10/month etc. This will be payable by Bank Standing Order ONLY and will be debited from subscriber's bank account on the 1st of each month.
- Failure to make payment on a particular month will result in the subscriber's number(s) being withdrawn from that month's draw. If no payment is made on two consecutive months, it will be deemed that the subscriber has left the scheme.
- The relevant application forms will be available to download from *the school website (LSA section)* or will be sent out by post with each application to the club.

7. Disposition of Funds

The total monthly income from numbers in the lottery will be distributed as follows:-

- 50% to payments of prizes for winning numbers.
- 50% to the Longdean School Association.

8. Prizes

Each month, members numbers will be entered into a draw, winning numbers will be paid according to the following scale (based upon the total income from payments for numbers in that month):

- First number drawn 35%
- Second number drawn 10%
- Third number drawn 5%

9. Lottery Numbers

Every member will be allocated a number between 1 to 100. Numbers will not be transferable but may be reallocated following the withdrawal of a member. The records of allocation of numbers will be kept by the promoter and can be inspected at any time, upon request. This record must be produced at every draw.

10. Contact Details

Information on all members will be kept on file which will include name, address, email and contact telephone number. This information is held to enable the promoter to distribute prizes and to contact members regarding the club.

11. Date and Place of Draw

- Draws will normally be held once each calendar month and will be held as soon as possible after the last day of the month.
- Draws will take place openly at suitable public events such as LSA committee meetings, staff and management meetings.

12. Conduct of the Draw

- The draw will be conducted openly and under the supervision of a permanent member of staff or LSA committee members.
- The highest prize will be drawn first, followed by the next highest and so on until all prizes have been drawn.
- Once a prize has been won, the winning number is not eligible for further prizes in that month's draw.

13. Payments to Winners

Payments to winners will be by cheque ONLY.

14. Notification of Winners

- The names of winners, lottery numbers and amounts of each prize drawn will be placed in the Longdean Link, on the School website (LSA section) and via SchoolComms (if the member is registered).
 - It is the responsibility of the member to notify the promoter of any change of address, telephone number or email address in order that prizes may be distributed effectively.
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