



FRIENDS OF SWINDON VILLAGE PRIMARY SCHOOL



September 2019

Dear Parents

100 Club back for its second year.

Our '100 Club' is a private lottery that is open to parents, carers, staff and supporters of Swindon Village Primary School. The lottery is run by the Friends of Swindon Village Primary School under our Small Society Lottery Licence. We are a registered Charity and all of the funds we raise go to the School to help fund equipment, resources and opportunities for pupils.

All you need to do to take part is complete the attached form and pay your membership fee for the numbers and months you want to play. Every month we will draw three numbers at random. The prize money will be divided between those 3 winning tickets and the Friends: 25% of the total amount collected that month will go to the first number drawn, 12.5% will be given to both of the 2nd and 3rd numbers drawn. The remaining 50% goes to the Friends of Swindon Village Primary School (FOSVPS) for school use. **The more members we have, the better the prizes and the more money raised for the school at the same time!**

HOW IT WORKS.

For the 2019/2020 term, membership will run from September 2019 to July 2020 and costs £1 per month per number (so £11 for one number a month from September to July). Once we have received your completed form and payment, a membership number will be given to you and entered into that month's draw. The draws will take place on last term time Friday of each month. The numbers will be picked electronically by Mr Mills in the school office at 3:30pm and participants are welcome to come along

If you win then a cheque will be available for collection from the school office within 1 week of the draw – we will contact you to confirm that it is ready - and the name of the winners will be published in the school's newsletter, on the Friends of Swindon Village Primary Facebook page and The Friends page on the school website.

Although this is called this a '100 Club' we have decided that there is no upper limit to the number of membership numbers that may be sold by the Friends. We hope that if the 100 club is successful we will both sell more than 100 numbers and run it again next year from the start of the autumn term.

As a responsible organization the Friends have decided that the most membership numbers that one person can buy is 10 membership numbers for any single draw and that all participants must be over 18 years of age.

CLOSING DATES

To be included in the first draw, please return the completed form to the School Office and payment membership fee by 3.30pm on the 20th September 2019. If you would like to enter in future months then the form and payment must be received no later than the Friday before the draw.

If you have any questions about this then please contact us by email (chairfosvps@gmail.com) or via our Facebook page, and good luck!

On behalf of all the members of the Friends of Swindon Village Primary School, thank you for taking the time to read this letter.

The Friends of Swindon Village Primary School

FOSVPS 100 CLUB RULES

PURPOSE

The purpose of the '100 Club' is to raise funds to support the goals of the charity. All monies will be paid into the FOSVPS bank account and all proceeds will be used to meet funding requests from the School, and to provide equipment, resources and opportunities for SVPS pupils.

RULES

1. The '100 Club' is open to all parents, carers, guardians and staff at Swindon Village Primary School provided that they are aged 18 or over. Committee members and Trustees of the Friends of Swindon Village are also permitted to join.
2. For a cost of £1 per month (i.e. per draw) you will be allocated one number.
3. A draw will be made every month with a 1st, 2nd and 3rd prize.
4. The prizes will total 50% of the monthly income. This will be apportioned as: 1st prize of 25%, 2nd prize of 12.5% and 3rd prize of 12.5% for 8 months.
5. No single person may buy more than 10 membership numbers for any single draw.
6. Membership numbers will be allocated by the Friends.
7. Payments must be made by cheque, cash, bank transfer or standing order. For payments by standing order months' notice is required for cancellation.
8. A member's number(s) will only be entered for the monthly draw if their subscription is up to date.
9. If a member has no valid reason for missing a payment and unless otherwise advised, a member will be deemed to have left the 100 Club if his/her subscription renewal remains unpaid for a period of one month.
10. The draw shall be made by the Head Teacher or the Deputy Head Teacher on the last term time Friday of each month, apart from December and July when these are moved to the week before to allow time for prize cheque to be issued. Draws will take place at 3.30pm in the school office on:
 - 29 September 2019
 - 18 October 2019
 - 29 November 2019
 - 13 December 2019
 - 31 January 2020
 - 28 February 2020
 - 27 March 2020
 - 24 April 2020
 - 22 May 2020
 - 26 June 2020
 - 10 July 2020
11. Where circumstance requires the timing of the draw to be varied the new timing will be announced as far in advance as possible.
12. The winning cheques will be available for collection from the school office within one week of the draw. If the draw takes place close to or in the school holidays, the cheque may be posted to the address provided. It is the responsibility of the winners to arrange to collect their cheques from the office.
13. The name and winning membership numbers for each month's winners will be posted in the school's newsletter, on the Friends of Swindon Village Primary Facebook page and The Friends page on the school website. The Friends will also email winners using the contact details provided.
14. The '100 Club' is run by the FOSVPS under the terms of its Small Societies Lottery License. In the case of any dispute then the decision of the FOSVPS Chair is final.
15. If a winner cannot be contacted using the details that they have provided and does not collect or cash their cheque within 6 months, then their winnings may be considered to have been donated to FOSVPS.
16. The Friends will retain membership forms and will process the details provided by entrants for the purposes of running the '100 Club'. We will use the contact details provided to inform participants if they win and to communicate any updates, changes or decisions about the future of the '100 Club'. All personal data will be handled in accordance with the Friends published Data Protection Policy and Privacy Notice, as published on the Friends page of the School website.
17. These rules will remain in force for the duration of the '100 Club': a separate announcement will be made regarding any continuation of the '100 Club' after July 2020. Any change to these rules will be communicated directly to members and will be publicised to the parents of pupils of the school.

FOSVP 100 CLUB ENTRY FORM

Name of entrant: (if you win then the cheque will be made out to this person)

Contact telephone no. _____ (daytime) _____ (evening)

Postal address: (if you win then the cheque *may* be sent to this address)

Email address we can use to contact you: _____

(a) How many membership numbers do you want to buy? _____

(b) How many months do you want to keep your membership numbers for? _____ (maximum 11)

Payment Details

Payment can be made by cash, cheque, bank transfer or standing order on a monthly basis or as a single payment. Monthly payments must be received no later Friday before the draw. If a monthly payment is not received then the numbers will not be entered into the draw and may be allocated to another player. Please make cheques payable to Friends of Swindon Village Primary School.

If you wish to pay by bank transfer or standing order then please make payments to the **Friends of Swindon Village Primary School, Sort Code 20-20-15, Account number: 30855006** and please let us know your payment reference so that we can identify your payment: _____

Please note that we are not responsible for payments that go astray as a result of incorrect payee details.

Please note that if you are paying by monthly standing order then it is your responsibility to cancel the standing order when you no longer wish to play in order to avoid overpayment.

Please tell us how you would like to pay by ticking the relevant boxes:

I would like to make	<input type="checkbox"/>	A single payment	Cash	<input type="checkbox"/>
		OR	Paid by	
	<input type="checkbox"/>	A regular monthly payment	Cheque	<input type="checkbox"/>
			Bank Transfer	<input type="checkbox"/>
			Standing Order set up	<input type="checkbox"/>

The cost of a single payment will be equal to the number of membership numbers requested (a) multiplied by the number of months (b)

The cost of each monthly payment will be equal to the number of membership numbers requested (a) for each month played.

I agree to join the FOSVP '100 Club' and that I have arranged my membership payment(s). I agree to abide by the published rules.

Signature _____ Date _____

Please return this form to the school office so we can allocate your membership number(s). Please note that we will keep our copy of this form for our records.

THANK YOU FOR YOUR SUPPORT AND GOOD LUCK!

FOSVP 100 CLUB MEMBERS FORM

To be completed by the Friends of Swindon Village Primary School and returned to you. Once returned to you, please check and make sure that the information on this form is correct

This form is important – it lists the details we have for you and the numbers you’ve been allocated (and the months you have them for). Please check that this form is as you would expect (that we’ve got your name right, that you’ve got as many numbers as you’d expect). If you think that there’s a mistake on the form then please contact chairfosvps@gmail.com as soon as possible.

Name of entrant: (if you win then the cheque will be made out to this person)

Email address we can use to contact you: _____

(a) We have allocated _____ membership numbers

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(b) We have allocated you these numbers for the following draws:

29/09/2019	18/10/2019	29/11/2019	13/12/2019	31/01/2020	28/02/2020
27/03/2020	24/04/2020	22/05/2020	26/06/2020	10/07/2020	-

(c) Our records show that you have chosen to pay by:

<input type="checkbox"/>	A single payment	Paid by	Cash	<input type="checkbox"/>
			Cheque	<input type="checkbox"/>
			Bank Transfer	<input type="checkbox"/>
			Standing Order set up	<input type="checkbox"/>
<input type="checkbox"/>	A regular monthly payment			

If you are paying by Bank Transfer your payment reference is: _____

Please note that we are not responsible for payments that go astray as a result of incorrect payee details. Please remember that if you are paying by monthly standing order then it is your responsibility to cancel the standing order when you no longer wish to play in order to avoid overpayment.

The 100 Club is organized by the Friends of Swindon Village Primary School under the terms of their Small Society Lottery Licence. 18/00430/LOTR. The Lottery Organiser is Alex Page, 105 Mandarin Way, Cheltenham