

Rules of the draw

1. Membership is open to anyone who will subscribe £5.00 per month for a number in the monthly draw.
2. Members may hold as many numbers as they wish at £5.00 each.
3. Money must be paid by standing order by the 15th of each month.
4. Steps will check bank statements on the 17th of each month. Only money paid in by that time by members will be eligible for that month's draw. Money received after this date will be entered into the following month's draw.
5. Normally the draw will take place at Steps near the last working day of each month.
6. The numbers will be drawn by or in the presence of,
 - a) A member of staff or the management team at Steps and where possible by a parent.
 - b) Children of the school may also be co-opted to draw balls as long as condition a) is observed.
7. If the last working day of the month falls within a Steps holiday, two people appointed by the Management Committee will make the draw.
8. Cheques will normally be issued to the winners within 5 working days.
9. The months winners will be regularly posted on the Steps Notice Board.
10. There will be 3 signatories, two of whom must sign the cheque.
11. Cheques left un-cashed after 6 months will be deemed to be a gift to Steps.
12. The monthly prize draw value is £250 unless changes in the number of members makes this unsustainable or allows the monthly prize draw to be increased.

Contact Steps:

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Email: **trustees@stepscentre.org.uk**

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www.stepscentre.org.uk

Registered charity no. 1063143

Steps Super Lottery Club is registered with Charnwood Borough Council under the Lotteries and Amusements Act at 2005,
Steps Promoter Kate Bromley, Finance and Fund Raising Officer.