

HARRIS ACADEMY FORMER PUPILS' ASSOCIATION 100 CLUB

INSTRUCTIONS

1. The forms you require for completion are
 - 1.1. The **Standing Order Mandate**
 - 1.2. The **Confirmation of Creation of Standing Order** form.

2. The **Standing Order Mandate** enables you to create a Standing Order and is necessary for an accurate audit of the Association's Accounts. Its completion should be self-evident apart from the following points:-
 - 2.1. Completion of the "**Reference**" field is required to enable the Association to identify you in the Association's Bank Statements and to allocate your unique ticket number or numbers to you. Its completion is therefore mandatory. You can use anything you like, for example, a name (including your own), or some sort of password, as long as it is unique to you and will identify you to the Association. Take a careful note of this Reference for your own records and for completion of the Confirmation of Creation of Standing Order form.
 - 2.2. The cost of one ticket for the Lottery is £5.00 per quarter. You may purchase a maximum of 3 tickets by opting to make quarterly payments of £5.00, or £10.00, or £15.00, as the case may be. So, for example, a Member purchasing one ticket will pay £5.00 per quarter.
 - 2.3. The "**Month**" field will be completed with the name of the month in which you intend to commence payment.
 - 2.4. Either print the Mandate and complete it, then send it to your Bank, or, if you have internet banking, complete a Mandate online.
 - 2.5. The Standing Order Mandate will require to be operational at your Bank by the 1st day of the month which immediately precedes the month in which the next quarterly draw is to take place, otherwise your ticket or tickets may not enter the draw until the subsequent quarterly draw.
 - 2.6. As soon as the Association has evidence that your Standing Order is operational you will be allocated a number for each ticket purchased, which will be intimated to you, and then your ticket or tickets can enter the draw.

3. The **Confirmation of Creation of Standing Order** form
Before you lodge the Standing Order Mandate with your Bank, print and complete the **Confirmation of Creation of Standing Order** form, ensuring you include the Reference and other details you inserted in the Standing Order Mandate. Return this form as directed at the same time as you lodge the Standing Order Mandate.

4. This Lottery was registered with Dundee City Council on 7 April 2016 as a Small Society Lottery under the Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007 made under the Gambling Act 2005.