

# APPLICATION FORM

- Please ensure that you have carefully read and understand the terms and conditions
- Complete all sections of the application form
- Sign the declaration at the end of the document
- Return the form to the freepost address provided
- If you have any queries please Tel: 01229 840015 or e-mail [enquires@sterlinglotteries.co.uk](mailto:enquires@sterlinglotteries.co.uk)

## Section A - General Information

Organisation name	
Contact address	
	Postcode
Contact name (lottery set up and admin queries)	
Position	
Telephone number	
Fax number	
E-mail address	
Charity registration number (if applicable)	
Registered address (if different from contact address)	
	Postcode
Trading Company name (if applicable)	
Address	
	Postcode
Telephone number	
Trading Company registration number	

## Section B - Financial Information

At the end of each month, your monthly profit will be paid to your organisation via BACS payment.

Please supply:

Account Name

Sort Code

--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--

Contact Name (to receive financial information)

Email address

Position

Address


Post code

## Section C - Leaflets and Letters

**Information for your Promotional Leaflets** - The information provided below will be used to customise your leaflets

### Small Society Lottery License Information

Registering Authority	
Registration Number	
Lottery promoters name and address	

- Please enclose a copy of your Small Society Lottery Registration. **You are responsible for completing lottery returns and returning to your registering authority. Information needed for returns is included on the back of monthly profit cheques.**
- **Please note:** If you are registered with the Gambling Commission you will need to purchase an online lottery license if you wish to offer online payment options to your supporters

### Logo

Please e-mail a clear high resolution image of your charity logo in jpeg format.

### Personalised Text

Please provide a brief paragraph describing your organisation and why your work is important. This will be included on your promotional leaflet and will persuade the general public to support your organisation.

Description of organisation  
(max 60 words)

--

## Letters to players

Please write text to appear on letters sent to your members to remind them why you need their support. The text will read as follows:

“Thank you once again for your support. It is important to us because ....

(Max 20 words)	
----------------	--

Please nominate a representative from your organisation - their signature will appear on letters sent to your players. (Some organisations choose the lottery promoter others choose a fundraising manager or director.)

Signatory's Name	
Signatory's Job Title	
Signature	TO ENSURE A CLEAR SIGNATURE IS FEATURED ON YOUR LETTERS - PLEASE SIGN A BLANK PIECE OF WHITE PAPER IN BLACK MARKER PEN

## Promotional starter pack

You receive 250 Leaflets when you set up a Clubdraw Lottery, We can arrange printing of additional leaflets for you, or provide you with a PDF to take along to a printer of your choice. Some organisations choose to design and print their own leaflets, we just need you to use our format for the form part of the leaflet and send us a proof before you go to print.

Please tick option

Number of Leaflets	Cost
250	Free

Starter pack leaflets are only available with single colour overprinting (black). If multi-colour printing required, additional fees will be charged. Please contact us for further information.

<p><b>I require additional leaflets and/or posters</b></p> <p>Please obtain a quote for me for</p> <p>..... * Number of Leaflets</p> <p>..... * Number of Posters</p> <p>* insert number required</p>
---

<p><b>Please send me a PDF of the leaflet so I can send it to a printer of my choice</b></p>
--

<p><b>I am going to design my own leaflets</b></p>
--

## Section D - Website Content

The information below will be used to create your dedicated web page on [www.clubdraw.co.uk](http://www.clubdraw.co.uk). If you would like to include a photo or image please provide in j-peg format via email. You can have a maximum of 3 images. Your logo will also be included.

Website address – a link will be provided to your site

If you would like to use the text supplied for the promotional leaflet on your Clubdraw website page – please tick here

You can also supply a further 200 words to appear on your Clubdraw web page.

Text to appear on your Clubdraw website page  
(continue onto a separate sheet if necessary)

## Section E - Declaration

I / We hereby apply to participate in the Clubdraw lottery, and agree to the Terms and Conditions as stated in this Clubdraw Agreement.

I/ We agree to notify Clubdraw immediately in the event that there are any changes in any of the above information.

Authorised Signatory

Print name

Position

For (Organisation)

Date


### Check List – Please ensure you have .....

- Completed all sections of the form
- Enclosed a copy of your lottery registration with the Local Authority / Gambling Commission
- Provided copy of your organisations logo (if you have one) -  via e-mail
- Provided an image/photo to be included on the website -  via e-mail  
(maximum 3 images) - optional
- Enclosed a copy of the signature to appear on your letters to players in black marker pen on a blank piece of paper

### Payment of £199 Set up fee

- Enclosed a cheque  Paid via BACS      Date of BACS Transfer   
Sort Code 20-04-68  
Account Number 80168173      Reference Used

**Return to –: Sam Finan, Clubdraw, 6 Furness Gate, Furness Business Park, Barrow-in-Furness, Cumbria, LA14 2PE**

**Email: [enquires@sterlinglotteries.co.uk](mailto:enquires@sterlinglotteries.co.uk)**