

# Set Up Your Charity Lotto

There are a few simple steps before you can start fundraising with the Charity Lotto. Once up and running, it follows the same easy process each month.

## 1 Your Details

Please provide us with a few details below. We will need a nominated person in your company to send us the list of entrants each month. You can change your chosen charity at any time.

Company Name	<input type="text"/>
Address	<input type="text"/>
Contact Name	<input type="text"/>
Email Address	<input type="text"/>
Telephone	<input type="text"/>
Chosen Charity	<input type="text"/>
Charity Contact Name (If Known)	<input type="text"/>
Registered Charity Number	<input type="text"/>

## 2 Charity Lotto Declaration

As your clients choose to opt-in to the Charity Lotto, the below declaration will need to be added to your initial documentation e.g. Letter of Instruction, Client Agreement or Welcome Pack.

- I/We confirm that I/we wish to enter the Conveyancing Charity Lotto at a cost of £1.00. I/We also confirm that I/we wish to make a single donation of £9.00 to the Conveyancing Foundation (Registered Charity no. 1161310). I/We confirm that I/we understand that this entitles me/us to a single entry into the Charity Lotto.
- Please claim Gift Aid on my donation. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference. I/We understand that the Conveyancing Foundation will reclaim 25p of tax on every £1.00 that I/we have given.
- I would like to be added to the Conveyancing Foundation mailing and marketing list. I understand that I can unsubscribe at any time by contacting the Conveyancing Foundation.
- Please confirm that you have/ will provide a copy of your updated initial documentation**

### 3 Terms and Conditions

As your clients will also need to opt-in to the terms of the Charity Lotto, please add the following to your own Terms and Conditions.

All of our clients have the opportunity to enter into the Conveyancing Foundation Charity Lotto, which is designed to generate revenue for our favourite charities and to offer you the opportunity to win the £500.00 monthly prize draw. The Charity Lotto has helped to raise hundreds of thousands of pounds for charity over recent years and your contribution will be gratefully received.

[Enter company name here] nominated charities are [enter charity/s name here] and such other charities or good charitable causes that the staff and Directors may decide to support from time to time. Charities and charitable causes must be approved by the Conveyancing Foundation in accordance with the guidelines of its charitable status.

#### How it works:

1. The client chooses to enter the monthly Competition upon completion of their property transaction.
2. The Competition winner is announced at the start of each month in respect of the previous month's entries.
3. The winner receives a £500.00 payment direct from the Conveyancing Foundation Charity Lotto fund.
4. Client donations help to raise thousands of pounds for wonderful charities each month.

**Clients can choose to opt in or out of the competition at any time, up to the date of completion of their transaction, by providing us with their instructions in this respect.**

The cost of entering the Conveyancing Foundation Charity Lotto is £1.00. We also request that clients make a single donation to the Conveyancing Foundation (Registered Charity no. 1161310) of £9.00 at the same time, at a total cost to the client of £10.00. The £9.00 donation may also attract Gift Aid at 25%, making a total charitable donation of £11.25. To claim Gift Aid clients will need to confirm that they have or will pay an amount of Income Tax and/or Capital Gains Tax for the current year that is at least equal to the amount of tax that all of the charities and/or Community Amateur Sports Clubs that they donate to will reclaim on their donations for the current tax year, and that they understand that the Conveyancing Foundation, where applicable, will reclaim 25p of tax on every £1.00 that they donate.

We may ask to use client details and quotes to help promote our nominated charities and the Conveyancing Foundation Charity Lotto to other clients and our business contacts. By entering the competition clients are consenting to us promoting them winning the competition and providing the Conveyancing Foundation with their details and contact information in order to facilitate the prize draw and the collection of any eligible Gift Aid claims on their donation.

**Please confirm that you have / will provide us with a copy of your amended Terms and Conditions**

Who will the main point of contact be?

## 4 Conveyancing Foundation Charity Lotto Policy Agreement

Please ensure that you read the below policy document outlining the process of the Charity Lotto.

You will need to comply with the policy terms.

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#### 1. Introduction

#### 2. Procedure a. Pre-Draw b. Draw c. Post-Draw

#### 3. Marketing – From Welcome Pack to Competition Winner

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### 1. Introduction

The Conveyancing Foundation Charity Lotto has been established to help conveyancers and those in the property industry to raise funds for their chosen charities.

### 2. Procedure

#### a. Pre-Draw

- i. Charity Lotto Information - Each client should be provided with marketing information as part of their initial documentation. This should provide information on the Charity Lotto, as well as the charities that you regularly support and the funds raised.
- ii. Entry Fee - Each client is invited to enter the Charity Lotto by agreeing to pay an entry fee of £10.00 - £1.00 Lotto fee & £9.00 charity donation. Clients must opt in to take part in the Lotto by selecting the Charity Lotto declaration in their initial documentation.
- iii. Statement of Account – Entrants into the competition will have a cost line included in their statement of account detailing the Charity Lotto £10.00 payment.
- iv. Terms and Conditions – Your Terms and Conditions must include the Charity Lotto Terms and Conditions which are detailed above.

### 3. Prize Draw

At the start of each month, the details and donations for those clients that have entered the Charity Lotto in the preceding month will be forwarded onto the Conveyancing Foundation. The Conveyancing Foundation will reconcile the donations, claim the required Gift Aid and credit your charity account in

anticipation of sending funds to the charities nominated by your company.

#### a. Draw

At the end of each month the Conveyancing Foundation will reconcile all entrants from all legal practices and businesses whose clients are participating in the Charity Lotto. All Charity Lotto entrants are added to the monthly prize draw list and allocated a number on the prize draw list. An electronic application is used to randomly select the winning number on the prize draw list. The winning number is reconciled against the prize draw list to reveal the winner.

In the event that the number of monthly entrants allows for two or more £500.00 winners, additional numbers will be drawn to use up the lotto entry fees for the month, with any remaining balance falling over into the Charity Lotto pot for the following month's prize draw.

At least two Conveyancing Foundation representatives will be present when the draw is made. The Conveyancing Foundation will maintain a written record detailing the two representatives that oversaw the prize draw procedure, the prize draw list and winning numbers and the names and details of the winners of the prize draw together with details of the legal practice or business that introduced the winners.

#### b. Post-Draw

The Charity Lotto winner will be contacted by the Conveyancing Foundation by telephone within 24 - 72 hours of the prize draw to confirm that they have won the £500.00 Charity Lotto prize draw. The winner will be asked for a quote for promotional and marketing purposes and their consent will be requested to use their details and quote to promote the Charity Lotto.

The winner will receive their winnings by cheque or bank transfer in accordance with their instructions and the Conveyancing Foundation will confirm their winnings by email or letter within 7 working days of the date of the prize draw. The Conveyancing Foundation will make donations to the nominated charities as directed by you from time to time. Full accounts of all Donations, Gift Aid, Charity Lotto and prize draw information are kept at the Conveyancing Foundation offices for reconciliation purposes for up to six years following the date of each monthly prize draw and are available for inspection by all relevant regulatory institutions as required.

#### 4. Legal Position – Gambling Act 2005

The Conveyancing Foundation Charity Lotto is classed as a Small Society Lottery under the Gambling Act. The Conveyancing Foundation holds a valid 'Small Society Lottery License' which is issued by Newport City Council. It is a requirement that the Foundation sends the accounts of the lottery/competition to the Local Authority every quarter. The information below from the Gambling Commission confirms the need for the Conveyancing Foundation, as a small society, to be registered with the local licensing authority:

##### **Gambling Commission's Guidance on Small Society Lotteries:**

**4.1** Societies that run small society lotteries, that is to say lotteries in which no more than £20,000 worth of tickets are put on sale and where the society's aggregate proceeds from lotteries do not exceed £250,000 a year may operate without a Commission licence provided they register with their licensing authority. Where it becomes apparent that a small society lottery will exceed either of the monetary limits, it is the responsibility of the society to ensure they apply to the Commission for a licence, before the limit is exceeded.

**4.2** The promoting society of a small society lottery must, throughout the period during which the lottery is promoted, be registered with a licensing authority in England and Wales or a licensing board in Scotland.

**4.3** The societies are required to be registered with their licensing authority in the area where their principal office is located. If the local authority believes that the society's

principal office is situated in another area it should inform the society as soon as possible and if possible inform that other authority.

**4.4** Details of registration requirements and procedures can be obtained from the licensing department of the relevant local authority.

**4.5** Societies that run small society lotteries under registration with a licensing authority and that sell tickets by means of remote communication (internet, telephone etc) are not required to hold a remote gambling licence issued by the Commission.

#### 6. Agreement

Please confirm the following terms and conditions by signing the declaration at the end of this statement. We confirm and undertake as follows:

To adhere to the terms and conditions for the Conveyancing Foundation (the Foundation) Charity Lotto (the Competition) as published and updated from time to time and in particular to adhere to the following requirements:

1. To advertise the Competition as prescribed by the Foundation from time to time and in accordance with all legal requirements and guidelines.
2. To ensure that all clients entering the Charity Lotto, who are eligible to do so, sign the prescribed Gift Aid declaration and that records are kept for a minimum period of six year, with copies of the signed declarations being made to the Conveyancing Foundation or HMRC as required within 14 days of request.
3. To ensure that Competition entrants and payments are made to the Foundation punctually and within the first calendar week of any month in respect of the preceding months entrants.
4. That all nominated charities are fit and proper organizations or causes in accordance with the constitution of the Foundation.

**Please confirm that you have read and agree to the terms of the Charity Lotto Policy**

Signed

Date

Print name