



500 Club Rules 2023/2024

1. The '**500 Club**' is organised in aid of the Colyton Grammar School Parents' Association. Membership is limited to 500 individual numbers each year, although this limit may be increased at the complete discretion of the Organisers.
2. Members can hold one or more numbers, each of which will participate in a series of 10 monthly draws each year. The subscription fee of £25 per number must be paid via ParentPay in advance for the whole year (or, if necessary, by cheque; please see paragraph 3). Each number must be applied for with a separate subscription, as per the instructions on the ParentPay system.
3. This club is open to all, not just to parents of Colyton Grammar School students that hold a ParentPay account. A copy of the subscription form is given alongside these rules. If using the paper form to apply, please follow the instructions for payment and submission of the form that are given within the form itself.
4. The administration of the '**500 Club**' will be the responsibility of the Organisers; Jenny Wood and the PA Treasurer.
5. Membership notifications will be given by email once completed subscription forms have been received and subscription amounts paid in full. This email will confirm membership of the 500 Club for the year. No numbers will be entered into a draw until the subscription amount has been fully received in cleared funds.
6. Within the membership notification email will be a request to reply to it, and to ensure that the recipient has added the 500club@colytongrammarschoolpa.org.uk email address to their address book. This should ensure that any future notification of a win will make it to the member's email inbox. There have been problems in the past with winners notification emails not being seen by the recipient (as they were rejected by their inbox or sent to spam/junk folders). CGSPA cannot be held accountable if 500Club emails are rejected by a member's email service and not seen. We recommend members watch out for winners

names in the weekly PA News email and social media announcements each month.

7. Any prizes not claimed within a week of 500club@colytongrammarschoolpa.org.uk notifying the winner via the email address provided in their application will be considered a donation to CGSPA.
8. As part of the application process, members give permission for Colyton Grammar School to pass their name, email address and the name(s) & tutor group(s) of their child(ren), to the CGS Parents' Association for the sole purpose of administering the 500 Club. Please be aware that CGSPA are not able to ask school for updated contact details after this initial registration, due to GDPR legislation.
9. Draws take place at monthly intervals, October to July inclusive. The draws will be made on the 2nd Tuesday of each month.
6. The prizes awarded each month will consist of a first prize of £100 and two runner-up prizes of £50 each.
7. Whilst a unique identifying number will be allocated to each subscription received by the Organisers, these numbers will not be communicated to each member of the 500 Club.
8. The mechanism for drawing the winning numbers is to be agreed by the Organisers and the draw shall at all times be random and allow the holder of each individual number an equal chance of winning in each draw. Once a number is drawn as a winner it is removed from that month's draw (so each number can only win one prize per draw).
9. All numbers sold will be entered into each monthly draw. All winning numbers will be re-entered into subsequent draws (so a number can win in more than one draw in this year).
10. A fresh application for membership should be made each year. This year the first draw takes place on Tues 10th Oct 2023. The closing date for applications is Mon 2nd Oct 2023.
11. If fewer than 150 numbers are sold by the closing date, the 500 Club will not continue for this year and the Organisers will decide if the Club should be re-opened in the subsequent year or not.
12. Matters not covered by these rules will be dealt with at the discretion of the Organiser.