

Dr Kershaw's Hospice



Turf Lane, Royton, Oldham, OL2 6EU Telephone: 0161 624 9213

Email: lottery@drkershawshospice.org.uk www.drkershawshospice.org.uk

“Extending care in your local community”

Starting & Running a Syndicate

- Ask people if they want to join the syndicate. The more people that join the more entries you will have in the draw and the greater your chances of winning. A poster is included in this pack to help you get started.
- Give your syndicate a name and appoint a deputy syndicate collector to cover in your absence.
- Make sure you have a syndicate agreement. When people begin to sign the agreement, make sure that you have completed all the special arrangements so that each syndicate member knows what they are agreeing to. Have signatures witnessed by someone in authority. We have enclosed a syndicate agreement for you to complete.
- Everyone in your syndicate should sign and date the agreement, and all members will be issued with their own completed copy.
- Set a regular day and time to collect your payments on a four or eight weekly basis. For each member that joins the lottery the fee for one entry is £1.
- Once you have collected the money, please complete the application form in the name of your syndicate and complete all the details as requested on the agreement. Please enclose your cash / cheque made payable to DR. KERSHAW'S HOSPICE LOTTERY and return to the above address or to your local Hospice Lottery collector.
- Payments for weekly entries can be made easier by paying by standing order. Simply collect the syndicate money on a monthly basis and pay this into one account. This should be the account that standing orders are paid from. This payment is set for an unlimited period.

Remember that winning numbers are chosen at random every Friday by computer and there is no need to claim your prize, winners will automatically receive their cheque by post. This makes managing your syndicate very easy and practical. More importantly you will be helping to provide valuable funds to support the patients and families of Dr. Kershaw's Hospice. Your contributions really do make a difference.

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Syndicate most frequently asked questions

What is Dr Kershaw's Hospice Lottery?

Dr Kershaw's Hospice Lottery is a great fundraising initiative to help raise much needed funds to enable us to continue to provide specialist care and support for patients and their families, living with cancer and other life limiting illnesses within our local community.

What are the weekly prizes?

There is a guaranteed jackpot of £1,000 plus five prizes of £50 every week.

How does the Lottery work?

When you join Dr Kershaw's Hospice Lottery, your syndicate will be allocated a unique five digit number for each £1 entry. These numbers will belong to your syndicate for as long as you wish. The winning numbers are chosen at random every Friday by computer. An independent bureau manages the Draw. There is no need to claim your prize, winners will receive their winning cheques by post the following week which makes playing your syndicate lottery easy and straightforward.

Is there a limit on the size of the syndicate?

There is no limit. A syndicate can be two or more people. There is no limit on the amount of entries for each syndicate

How do we share the winnings?

This is the responsibility of the syndicate members to decide. Our syndicate agreement has a designated box for special arrangements, and these should be made clear to all syndicate members from the beginning. We have listed the most common special arrangements but there is also room for any additional special arrangements you may wish to add.

What happens when a syndicate member does not pay on time?

It is the responsibility of syndicate members to decide this. We advise that you make a note of the outcome in the box for special arrangements, and this should be made clear to all syndicate players from the beginning before they sign the agreement.

What terms and conditions apply to our syndicate?

This is entirely the responsibility of syndicate members. Once you have agreed on your terms and conditions, we advise that a copy of your syndicate agreement be given to each member. Dr Kershaw's Hospice Lottery has no responsibility or liability for the implementation of any special arrangements included in your syndicate agreement, or for the organisation, management or operation of the syndicate.

What do we call our syndicate?

You can call your syndicate a mutually agreed name. Winning cheques will be issued in the name of the person that you have written and agreed to on your syndicate agreement. You need to make sure that all the special arrangements have been completed before each individual member signs the syndicate form so they know what they are agreeing to.

What if we have more questions?

Please ring the hotline on 0870 241 3495 Monday – Friday 9.00am – 5.00pm or Dr Kershaw's Hospice Lottery office on 0161 624 9213.

