



## Timeline

(Lottery Mechanic)

	Activity	Date
<b>Registration Opens</b> at <a href="http://www.thefsi.org">www.thefsi.org</a> , through the FSI Community	Community Registration process verifies charitable status through The Charity Commission and agreement to terms and conditions. Registration submission generates welcome email with Charity Information Pack, timeline and deadlines and a copy of the FSI Lottery policy for good practice.	16 <sup>th</sup> March 10
<b>Tickets sent to Charities</b>	Tickets sent to registered address of charities (note of ticket numbers per charity made by FSI).	1st April 10
<b>Launch and tickets available</b>	Tickets available online and offline to be sold to supporters by participating charities.	7 <sup>th</sup> April 10 (to 6 <sup>th</sup> Sept 10)
<b>Reminder Email to Charities</b>	Reminder of: - date for end of ticket sales (6 <sup>th</sup> September), - deadline for submission of ticket stubs, unsold tickets and money to be with the FSI (20 <sup>th</sup> September).	30th August 10
<b>Registration Closes</b>	Online registration option removed.	3 <sup>rd</sup> September 10
<b>End of the Great Big small Charity Car Draw.</b>	Ticket sales no longer available. Participating charities instructed to stop selling tickets	6 <sup>th</sup> September 10
<b>Deadline for submissions</b>	All unsold paper tickets, paper ticket stubs and funds raised offline, must be with FSI.	20 <sup>th</sup> September 10
<b>Draw and winner notified</b>	Winner notified and announced on The FSI website The winning number will be picked randomly and manually from all the sold ticket numbers at the FSI Forum for small charities.	14 <sup>th</sup> October 10
<b>Donation cheques sent to participating charities</b>	Net proceeds (95.2%) of ticket sales donated to participating charities, according to the sales they achieved for their charity, by cheque from the FSI.	30 <sup>th</sup> November 10