



STAFF LOTTERY ENROLMENT FORM

University Hospitals Kingston Foundation
55 Rideau Street, Ste. 4, Kingston, Ontario K7K 2Z8
Ph: 613-549-5452 Fax 613-549-5455
www.uhkf.ca ~ Email: foundation@uhkf.ca
Charitable Registration Number #820218147RR0001

I hereby authorize my employer to deduct and remit to the University Hospitals Kingston Foundation (UHKF) five dollars (\$5.00) from my pay every two weeks for fundraising by means of a Staff Lottery.

One thousand dollars (\$1,000) and an additional five hundred dollars (\$500) will be given away every two weeks and from time to time, bonus draws will be added.

I understand that:

- If I withdraw from the lottery, I am not permitted to participate for one full year.
- Proceeds will support patient care.
- UHKF reserves the right to discontinue the lottery at any time based off of participation.
- I will be excluded from the draw during unpaid periods, but I will not be automatically withdrawn from the lottery.
- I can stop participating in the lottery at any time by giving thirty (30) days written notice to the University Hospitals Kingston Foundation.

Name: _____
Please print

Employee Number*: _____
*Your lottery ticket number will be your employee number.

E-mail address: _____

Full Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Work address: _____ **Unit:** _____

Telephone: (Work): _____ **(Home):** _____

Signature: _____ **Date:** _____
D/ M /Y

Witness: _____ **Date:** _____
D/ M /Y

Please send your completed form through inter-office mail to:
University Hospitals Kingston Foundation at 55 Rideau Street, Ste. 4

The University Hospitals Kingston Foundation respects your privacy and protects your personal information. We do not rent, sell or trade our donor lists. Personal information collected is for UHKF communication purposes only. Please contact our Privacy Officer for more information at 613-549-5452.

OFFICE USE ONLY:

Date form received: ____ / ____ / ____ Date form filed in lottery binder: ____ / ____ / ____

Date form sent to Payroll: ____ / ____ / ____ UHKF Staff signature: _____





Kingston Hospitals' Staff Lottery Rules and Regulations

My lottery ticket number is my Employee number.

1. Hotel Dieu Hospital, Kingston General Hospital and Providence Care will provide payroll deduction to employees who wish to enroll in the voluntary Staff Lottery.
2. **\$5.00 will be deducted from the employee's pay each payday** (every 2 weeks) for those who enroll in the lottery. These deductions are not eligible for charitable receipts.
3. Non-salaried employees, registered volunteers and associated employees are eligible to participate in the Staff Lottery by purchasing their tickets directly from UHKF by means of cheque or cash in the amount of one hundred and thirty dollars (\$130) which represents 12 months participation. Enrolment through this process will be continuous until the tickets paid for have run out. This one time payment is not eligible for a charitable receipt.
4. To participate in the Lottery, employees must complete the Staff Lottery Enrollment Form (available on the Intranet and the UHKF website www.uhkf.ca/StaffLottery), have it witnessed and delivered to University Hospitals Kingston Foundation (UHKF) 55 Rideau Street, Ste 4 via inter-office mail.
5. A minimum of 400 participants are required at all times. Should the enrolment drop below 400 employees, the Staff Lottery will be suspended. Additionally, UHKF reserves the right to discontinue the Lottery at any time and to refund deductions where required.
6. Each hospital will direct the funds to UHKF. Proceeds from the Staff Lottery Program will be returned to the facilities to support patient care.
7. A draw will take place at **1pm** every second **Wednesday** in one of the Kingston hospitals. The names of all eligible participants will be placed in a ballot box. A winner will be selected at random from the ballot box by a staff member from UHKF. The winners will receive a cheque issued in their name in the amount of \$1,000 and \$500 (tax free) from UHKF. Winners will be notified by phone and e-mail following the draw. Every attempt will be made for the winner to have a cheque in hand the following day (Thursday) at 1pm at which time they will have their picture taken with a giant cheque. If UHKF is unable to coordinate this with the winner, the presentation will happen as soon as there is a mutually agreed upon time.
8. Employees who wish to withdraw from the Lottery are able to do so at any time by providing (30) thirty days written notice to UHKF using the staff lottery withdrawal form found on the UHKF website. Otherwise, deductions will continue indefinitely.
9. Non-salaried employees, registered volunteers and associated employees who wish to withdraw from the Lottery are able to do so at any time by providing (30) thirty days written notice to UHKF using the staff lottery withdrawal form found on the UHKF website. Once the withdrawal form has been processed, the individual will be issued a cheque for the ticket price of any pre-paid draws that they have requested to be removed from.
10. The winning ticket number will be posted on the UHKF website the day of the draw. Participant names are confidential and only winning names will be released upon consent from the winner. Following each selection draw for a winner, all remaining names will be destroyed.
11. Employees enrolled in the Staff Lottery are eligible to win in every draw to which they have paid the cost of their ticket.
12. **The prize is fixed at the amount of \$1,000 and \$500 regardless of the number of participants – as long as a minimum of 400 players are enrolled. As the number of employee participants increase, UHKF will hold bonus draws (amounts and dates TBD).** In the event of bonus draws, the winners of the \$1,000 and \$500 regular draws will be put back in the ballot box for the bonus draws.
13. If a participant's name is included in any draw, they are ineligible for refund on that draw. Also, if a participant's name is excluded from any draw for whatever reason, a refund of the ticket price only will be made.
14. The Staff Lottery will be administered by the staff of UHKF in partnership with payroll departments at each hospital.
15. Staff of UHKF and volunteer board members, and the hospital payroll staff person who has **direct** contact with the names to be entered into the lottery **will not be permitted to participate** in the Staff Lottery thereby avoiding any questions of conflict of interest.
16. In the case that someone who wishes to enroll in the Lottery does not have sufficient funds on their cheque to be deducted for the Staff Lottery, their name will **NOT** be placed in that particular draw. Staff will also be excluded from the draw during unpaid periods, but will not be automatically withdrawn from the lottery.
17. If someone gives an invalid payment (NSF cheque, etc.), they are ineligible for the prize, even if their name is drawn.
18. Deductions will show on employee pay stubs and will be on the year-end T4 as a non-taxable deduction. This is **not considered a donation to a charity**. Due to the fact that the employee has a chance to win a prize means this is a not a charitable donation.
19. New participants may enroll at any time. Employees are encouraged to check their pay stub to confirm they are enrolled in the Staff Lottery Program.
20. Employees who withdraw from the lottery cannot sign up again until **one year** after the date of their withdrawal.