



\$1k A Pay!
Thousand dollar staff lottery
EMPLOYEE LOTTERY Enrollment Form
For NS Health employees of South West Nova Scotia

I hereby authorize NS Health (formerly Southwest Health) to deduct five dollars (\$5.00) from my pay cheque every two weeks to be given to my Foundation of choice for fundraising by means of an Employee Lottery. \$1000 will be given away every payday!

I understand that to continue holding the lottery, a minimum of 400 Nova Scotia Health employees from the Tri-county area of Digby, Shelburne and Yarmouth must participate at all times.

Please select the foundation you would like your funds designated to:

Yarmouth Hospital Foundation Digby Hospital Foundation Roseway Hospital Foundation

I understand that I can stop participating at any time by giving two weeks notice in writing to the Yarmouth Hospital Foundation

Name: (Please Print) First: _____ Middle: _____ Last: _____

Employee Number (if applicable): _____ Date: _____

Telephone Number: **Work:** _____ **Home:** _____

As a winner, you have my permission to use my photo for internal publication, i.e Intranet, newsletters etc

Yes No

Signature: _____ Witness: _____

For individuals NOT on regular NS Health Payroll (i.e registered volunteers, physicians and their staff, retired NS Health (SWH) staff etc) - The following payment options are available:

- () Personal Cheque* (Payable to the Yarmouth Hospital Foundation)
- () Credit Card* _____ Exp. ___/___
- () Cash*

*Payment must be in the amount of \$130 (participation for 12 months)

NOTE: Cut off date for new participants will be two weeks prior to next draw. No exceptions.

Return completed form to your administration office for payroll processing:
Digby Hospital Administration (contact – Cindy Atwood 742-3542 ext 1313)
Roseway Hospital Administration (contact – Wanda Reid 875-4144 ext 2211)
Yarmouth Regional Hospital Administration (contact – Cindy Atwood 742-3542 ext 1313)

For further information please contact the Yarmouth Hospital Foundation: phone 749-1669; fax 749-0748
or email info@yarmouthhospitalfoundation.ca

FOR OFFICE USE ONLY	Date received: M _____ D _____ Y _____
Original to Payroll <input type="checkbox"/>	
Copy to Yarmouth Hospital Foundation <input type="checkbox"/>	

FREQUENTLY ASKED QUESTIONS about the Employee Lottery

1. Can casual employees of the Southwest Health participate in the lottery?

Yes, casual employees can participate. As long as you have an employee number, you can participate.

2. Can I still participate if I am on maternity leave?

Yes, employees who are on maternity leave, long-term disability or educational leave can participate. You must contact the Yarmouth Hospital Foundation office, located at The Yarmouth Regional Hospital, and pay for your lottery ticket directly to the Foundation. An amount of \$130.00 is required to play for one year. Payment can be made in the form of cheque, credit card, or cash.

This method of payment also applies to non-salaried physicians, registered volunteers and retired staff who do not have employee numbers.

Cut off date for new participants will be two weeks prior to next draw.

3. I am a casual employee and I do not receive a pay cheque every pay period. Can I still participate?

Yes, a casual employee who, on occasion, is not receiving a cheque during a pay period can participate in the following manner:

- (a) drop off \$5.00 at the Foundation office in Yarmouth, or at the admin office in Digby or Shelburne, by 4 p.m. on the Wednesday before the draw OR
- (b) a casual employee can make a lump sum payment of \$130 payable to the Yarmouth Hospital Foundation

4. Where will the draw be held?

Draws will be held every payday, Thursday shortly after 12:00 noon in the cafeteria of the Yarmouth Regional Hospital.

5. How will I know if my name is actually in the draw? Will the Foundation post a list of participants?

To ensure that your name will be in the draw, please check to confirm that the lottery deduction is on your pay stub. Unfortunately, the Foundation is not permitted to post the list of participants due to confidentiality regulations. If the Foundation were to post the names of those employees receiving the deduction, it would be like posting part of a pay stub. Pay stubs are strictly confidential.

6. How will the ballots be produced?

The Payroll Department will provide the Yarmouth Hospital Foundation with a list of employees receiving the lottery deduction on their pay stubs. Ballots will be created from this list.

7. How will I know who won the lottery?

The name of the lottery winner will be posted on the intranet, and an All Users email will be sent out the day of the draw.

8. Who will be administering the lottery?

The Employee Lottery will be administered by staff of the Yarmouth Hospital Foundation none of whom will be allowed to participate in the lottery so as to avoid a conflict of interest.

9. When will my deduction start?

Your deduction (\$5.00 per pay) will start on the pay period of your first eligible draw date.

THINGS TO REMEMBER:

- To participate in the Employee Lottery, complete, sign and submit the required enrolment form to the Yarmouth Hospital Foundation. This will initiate a \$5.00 deduction from your pay every payday. You may withdraw from the lottery at any time by providing two weeks notice in writing to the Yarmouth Hospital Foundation.
- Deductions will show on your pay stub and will be included on your T4 as a non taxable deduction therefore participation in the program is **not considered a charitable donation.**
- The Employee Lottery will aim for a minimum of 400 participants at all times.
- A fixed cash prize of \$1,000 tax free will be awarded every payday Thursday. Participants are eligible to win repeatedly!!
- All funds raised will be used to support the work of Foundations in Yarmouth, Shelburne & Digby sites.

THANK YOU FOR YOUR SUPPORT!