



# \$1k-a-Pay Staff Lottery

## ENROLLMENT FORM

For employees of Yarmouth Regional, Digby General and Roseway Hospitals

The Staff Lottery is a payday draw for a fixed cash prize of \$1,000 tax-free.

### To Participate:

- Complete, sign and submit this enrollment form to the Yarmouth Hospital Foundation office in the lobby of Yarmouth Regional Hospital or by fax # 902-749-0748 or email info@yarmouthhospitalfoundation.ca. This initiates a \$5.00 deduction from your pay every payday. Participants are eligible to win repeatedly!
- 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.

### Yes, I want in & I understand that:

- I can withdraw at any time by providing two weeks' notice in writing/email to Yarmouth Hospital Foundation.
- For Yarmouth Hospital Foundation to hold the lottery, a minimum of 400 participants (employees or registered volunteers) of Yarmouth Regional, Digby General or Roseway Hospitals must participate at all times.

### I would like my funds designated to:

Yarmouth Hospital Foundation

Digby Hospital Foundation

Roseway Hospital Foundation

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

Name (first, middle, last): \_\_\_\_\_

Employee number: \_\_\_\_\_

Phone (home/cell): \_\_\_\_\_

Phone (work/extrn): \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

For those who are NOT on regular NSHA Payroll (registered volunteers, physicians and their staff, retired staff, etc.) or who choose not to participate through regular payroll deduction, you can pay through personal cheque (payable to Yarmouth Hospital Foundation), cash or credit card (below or by calling YHF at 902-749-1669). This payment must be in the amount of \$130 (participation for 12 months).

Name on card: \_\_\_\_\_ Exp. \_\_\_\_\_

Number: \_\_\_\_\_ CVV: \_\_\_\_\_

### Office Use Only.

Date received: \_\_\_\_\_

Original to payroll:

Copy to YHF:



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## FREQUENTLY ASKED QUESTIONS



### **When will my deduction start?**

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

### **Who administers the lottery?**

The \$1k-a-Pay Lottery is administered by staff of Yarmouth Hospital Foundation, none of whom are allowed to participate due to lottery regulations.

### **Where will the draw be held?**

Draws are held every payday Thursday shortly after 12:00 noon in the cafeteria of Yarmouth Regional Hospital, restrictions permitting. Otherwise, they are held in the YHF Office, witnessed and recorded, video stored for 1 year.

### **How will the ballots be produced?**

The NSHA Payroll Department provides Yarmouth Hospital Foundation with a list of employees receiving the lottery deduction on their pay stubs. Ballots are created by YHF for payroll and pre-paid participants for each draw.

### **How will I know my name is in the draw? Is the list of participants published?**

To ensure that your name will be in the draw, please check to confirm that the lottery deduction is on your pay stub. YHF is not permitted to post the list of participants due to confidentiality regulations.

### **How will I know who won the lottery?**

The name of the lottery winner(s) will be posted on the bulletin board outside of YHF's lobby level office. Additionally, an email will be sent out after the draw to All Users at YRH, DGH & RWY and any enrolled volunteers who provide an email address! If you are the winner, you will be contacted by YHF staff and notified of your win!

### **Can I still participate if I am on maternity leave?**

Yes, employees of Yarmouth Regional, Digby General or Roseway Hospitals who are on maternity leave, long-term disability or educational leave can participate. To do so, contact YHF (details on the other side of this page) and pay for your lottery enrollment directly by cash, cheque, or credit card. Please note that for this option, a year's total of \$130.00 is required. *This method of payment also applies to non-salaried physicians, registered volunteers and retired staff who do not have employee numbers.*

### **Can casual employees participate in the lottery?**

Yes, casual employees of Yarmouth Regional, Digby General or Roseway Hospitals can participate. As long as you have an employee number, you can participate. Also: a casual employee who, on occasion, is not receiving a cheque during a pay period can participate in either the above manner or by dropping off \$5.00 at the offices of Digby, Shelburne or Yarmouth Hospital Foundations by 4 p.m. on the Wednesday before the draw.

**For further information please contact us at  
902-749-1669 or [info@yarmouthhospitalfoundation.ca](mailto:info@yarmouthhospitalfoundation.ca)**

