

# \$1k-a-Pay Staff Lottery

For NSHA employees of Southwest Nova Scotia

## ENROLLMENT FORM

**Yes, I want in!**

I hereby authorize Nova Scotia 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.

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

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

I would like my funds designated to:

Yarmouth Hospital Foundation

Digby Hospital Foundation

Roseway Hospital Foundation

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

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

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

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

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

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

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), E-Transfer (to [infoeyarmouthhospitalfoundation.ca](mailto:infoeyarmouthhospitalfoundation.ca)), 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: \_\_\_\_\_

Number: \_\_\_\_\_ Exp.: \_\_\_\_\_ CVV: \_\_\_\_\_

Return completed form to the Yarmouth Hospital Foundation office in the lobby of Yarmouth Regional Hospital or by fax # 902-749-0748 or email [infoeyarmouthhospitalfoundation.ca](mailto:infoeyarmouthhospitalfoundation.ca).

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

### Office Use Only.

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

Original to payroll:

Copy to YHF:



# \$1k-a-Pay Staff Lottery

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 Yarmouth Hospital Foundation. 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.

You may withdraw at any time by providing two weeks' notice in writing/email to Yarmouth Hospital Foundation.

Funds raised by the lottery will be used to support the work of the foundations at Yarmouth, Shelburne & Digby hospitals.

## 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 Employee Lottery is administered by staff of Yarmouth Hospital Foundation, none of whom will be 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, COVID-19 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 from this list prior to 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 and an All Users email will be sent out the day of the draw. 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 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 ticket directly by cash, cheque, credit card or E-Transfer. 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 of NSHA participate in the lottery?

Yes, casual employees 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.