

## Frequently Asked Questions

Lottery license #M869124



### **Who is eligible to participate in the Staff Lottery?**

The Staff Lottery is voluntary and open to all PRHC employees, physicians and registered volunteers over the age of 18. A staff member must have been paid during the pay period in question in order for a deduction to be applied and to then be eligible to participate in the Lottery. The reasons for ineligibility could range from termination, leave of absence, unpaid vacation, etc.

PRHC Foundation staff members and volunteers are not eligible to participate in the draw. PRHC Payroll staff members will not be permitted to participate in the Staff Lottery.

Staff members enrolled in the Lottery who have not paid through payroll deduction for **three (3) consecutive pay periods** will be automatically withdrawn from the Lottery in its entirety.

### **How do I register?**

To participate in the Lottery, employees must complete the Staff Lottery Enrollment Form available on the PRHC Foundation website (<https://prhcfoundation.ca/ways-to-give/staff-giving/>), PRHC intranet or at the PRHC Foundation office. The designated value of tickets will be deducted from the employee's pay every 2 weeks.

PRHC physicians and volunteers are eligible to participate in the Staff Lottery by purchasing their tickets directly from PRHC Foundation with a cheque in the amount equal to value of their desired tickets for the entirety of the gaming period remaining at the time of purchase. Payment must be renewed in advance of each gaming period, or enrollment will be cancelled and tickets re-assigned.

### **How much are the tickets?**

Tickets are \$4 each and a maximum of six tickets per individual per draw can be purchased.

### **How many tickets are printed?**

A maximum of 2,500 tickets will be printed. If all 2,500 tickets are sold and eligible for a given draw, each ticket gives the holder a 1 in 2,500 chance to win each draw.

### **Can I enter more than once per draw?**

Yes. A maximum of six tickets per individual per draw can be purchased.

### **Can I change the number of tickets I want deducted from my pay once I enroll?**

Yes. If you wish to add or remove tickets from your bi-weekly pay, please submit a Change Form noting how many tickets you would like to add or remove and your desired total. Tickets will be available on a first come, first served basis. If no tickets are available, you will be added to the waiting list and tickets will be awarded as they become available. The Change Form must be submitted to PRHC Foundation. Once the form is received, it will be submitted to Payroll for processing for the upcoming payroll cycle.

### **How do I find my employee ID?**

Your employee ID number can be found on your *Informe* profile.

### **Will I receive a charitable receipt?**

No. 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.

### **When and where will the draws take place?**

Draws will be conducted on the Wednesday after each pay day at 10:00 am at the PRHC Foundation, 1 Hospital Dr., Peterborough, Ontario.

### **How much can I win?**

Actual prize amount varies with total number of tickets sold and eligibility for each draw. The maximum possible prize value per draw is \$5,000. 50% of the Lottery earnings are awarded to the winner and the remaining 50% will be directed to the PRHC Foundation to support the purchase of essential medical equipment and technology at PRHC.

### **How do I know if I am a winner?**

Winners will be notified by a PRHC Foundation representative by phone and/or email and the winning name will be posted on PRHC's intranet and on the PRHC Foundation's website (<https://prhcfoundation.ca/ways-to-give/staff-giving/>) no later than 4:00 pm on the day following the draw date. A PRHC Foundation representative will also send an All User Email sharing the name of the winner, prize value, and photo of the winner if available, no later than 4:00 pm on the day following the draw date.

### **How do I collect my winnings?**

A cheque will be presented to the winner as soon as possible, subject to the availability of signing officers of the PRHC Foundation corporation.

### **Can I win more than once?**

Yes, as long as your ticket is eligible and you have continued your payroll deductions, you will continue to be eligible for all draws.

### **Who will be making the draw?**

Two staff members of the PRHC Foundation will draw a ticket and verify that the ticket is eligible. PRHC Foundation staff members are not eligible to participate in the Staff Lottery.

### **What if my employment status changes?**

In the case that an employee is enrolled in the Lottery and does not have sufficient funds in their pay to be deducted for the Staff Lottery, they will NOT be eligible for that particular draw. Staff members who have not paid through payroll deduction for **three (3) consecutive pay periods** will be automatically withdrawn from the Lottery in its entirety.

If a ticket is drawn and the winner is determined to be ineligible (due to insufficient funds, termination, leave of absence, unpaid vacation, etc.), the ticket in question will be considered ineligible to win and a new ticket will be drawn.

PRHC staff members, physicians or volunteers who have retired, resigned or been terminated will no longer be eligible to be in the draw. If a participant provides an invalid payment (NSF cheque, etc.), they are ineligible for the prize, even if their name is drawn.

### **What if I want to cancel my enrollment in the Lottery?**

Participants who wish to withdraw from the Lottery are able to do by completing a Withdrawal Form available on the PRHC Foundation website (<https://prhcfoundation.ca/ways-to-give/staff-giving/>), PRHC intranet or at the PRHC Foundation office, or by notifying the PRHC Foundation in writing by email at [vgagnon@prhc.on.ca](mailto:vgagnon@prhc.on.ca).

Enrollments and cancellations must be submitted to PRHC Foundation. Once the form is received, it will be submitted to Payroll for processing for the upcoming payroll cycle. If a participant's name is included in any draw, they are not eligible for refund on that draw.