

FAQ – Hospital Family 50-50 Draw

- 1) How do I sign up for the lottery?
 - a. It's easy! Sign up by downloading the form at southlakefoundation.ca/waystogive/forourstaff and follow the instructions for return.
- 2) What are the methods of payment?
 - a. Methods of payment are:
 - i. \$5 biweekly via payroll – for full time staff ONLY.
 - ii. \$130 one-time via cheque or credit card – for casual and part time staff, physicians and volunteers (covers the cost of your ticket for all 26 draws in 2015).
- 3) When are draws done? Where?
 - a. Every payday! Draws are conducted every payday Thursday in the 2015 calendar year. The draws will be overseen by two staff and will be done in the Foundation offices by 4pm every payday.
- 4) When are the first and last draws?
 - a. The first draw will be Tuesday, January 13th, 2015. All subsequent draws will take place on payday Thursdays, with the last draw date being Thursday, December 24, 2015. How's that for a Holiday gift?
- 5) How are winners notified?
 - a. We will do everything we can to get in touch with you. Winners will be notified via email, hospital extension, or any other preferred method of contact included on the initial enrollment forms. We will do so within 48 hours. But if we don't hear from you within 20 business days, you will not be able to claim your prize. Be sure to check your email and voicemail the Friday-Monday after every draw!
- 6) What if the lottery is sold out?
 - a. Names will be placed on a waiting list. If a spot becomes available, the ticket will be reassigned to the next person on the list in the order in which their enrollment form was received.
- 7) Why are there only 384 tickets being printed?
 - a. This is because of the limits of our license. Our license allows us to sell up to \$50,000 of tickets. When you factor in 26 draws at \$5 apiece, that works out to be 384 tickets for the whole year without going over the license limit. Don't worry, if the first year of this lottery is successful, we can apply for a bigger limit! Don't forget to send your form in so that we can plan for a bigger limit for 2016!
- 8) What if I want to opt out of the program?
 - a. To opt out of the program, you may do so at any time by completing an opt-out form and returning it to the Foundation. Opt-out forms can be downloaded either via the intranet or Foundation website. Participants must allow two weeks' processing time to

opt out of the draw. Should an employee opt out, the next person on the waiting list will receive that person's ticket number. Should the employee wish to re-enroll, they may do so by submitting the Enrollment form, but will be placed at the bottom of the waiting list. Should the employee opting out have paid by cash, credit or cheque, the balance of the remaining draws will be refunded notwithstanding opt-out processing time.

9) What if I lose my ticket?

- a. Don't worry! Please try to treat your ticket like you would any lottery ticket. If the worst happens, simply bring your hospital badge and one piece of photo ID to the Foundation offices. Your name will then be checked against our ticket number list, and you will receive the matching reprinted ticket marked Duplicate.

10) What does the lottery support at Southlake?

- a. All proceeds from the lottery will support hospital-wide equipment needs.

11) Can I choose what program area I want my lottery ticket purchase to support?

- a. No, we must choose specific equipment in order to comply with licensing standards set forth by the Town of Newmarket. Hospital-wide equipment needs seemed like the best place to get the most benefit to all departments.

12) What are the lottery rules?

- a. A complete list of rules can be found online at southlakefoundation.ca/waystogive/forourstaff

13) Who can participate?

- a. The draw is open to all Southlake staff, physicians, and volunteers.

14) Is anyone excluded from participating?

- a. Yes, all Foundation staff, and the Hospital CEO cannot participate.

15) Will I see the deductions on my electronic payroll slips?

- a. Yes, there will be a line showing your lottery deductions of \$5 per week. If you are also donating through your payroll, you will see those separately in their usual spot.

16) Can I have a tax receipt?

- a. Sorry, but lottery ticket purchases are non-receiptable, as per CRA guidelines.