

# 50/50 Staff Lottery Rules & Regulations

---

1. This raffle is licensed by the Town of Newmarket License number 718853 and is subject to the regulations set by the Alcohol and Gaming commission of Ontario and the Town of Newmarket.
2. All current Southlake staff with valid employee numbers, physicians and volunteers may participate with the exception of Foundation staff and the Hospital CEO.
3. When each participant enrolls in the draw, s/he is enrolling for all 26 draws in the 2015 calendar year or the amount of draws remaining, unless the Foundation is notified in writing otherwise. Participants keep their ticket issued prior to the first draw for the entire year. Participation is limited to one ticket per person.
4. Participants must be 18 years of age or older at the date of the first draw. Participants may register anytime throughout the year by submitting the enrollment form via fax (905-836-5651), interoffice mail (Box 21), or by scanning and sending the completed form to [a4wilson@southlakeregional.org](mailto:a4wilson@southlakeregional.org). Enrollment forms can be downloaded from the foundation website at [foundation.ca](http://foundation.ca), or via the Foundation Intranet page, or by request from the Foundation office at extension 5101. **The deadline to enroll for the first draw is December 11, 2014.**
5. In the event that the lottery is sold out, registrants will be placed on a waiting list in the order in which forms are received. The Foundation will inform the registrant if this is the case, and where they are on the waiting list.
6. At the end of the 2015 calendar year all current ticket holders will maintain their existing ticket number, which will roll over into the next calendar year lottery. For staff participating via payroll, your payment will automatically renew in 2016 unless the Foundation is notified otherwise in writing; for staff participating via other methods, your ticket number will roll over when payment is received. A reminder will be sent to all participants beginning in November 2015.
7. Actual prize amount varies with participation up to a maximum of \$1920 per draw. 50% of all monies received for each biweekly draw will be awarded (\$960 to the winner, and \$960 to the Foundation). At the end of 2015, funds will be granted to a hospital-wide equipment item from the AMC-approved list and approved by the licensing authority.
8. Price of ticket is \$5 per draw for a maximum of \$130 per person for all 26 draws in the calendar year. A maximum of one ticket per person will be issued per draw. Only one name can be entered per ticket. A winner is still eligible to win in future paid draws.
9. A maximum of 384 tickets will be played per draw, with a maximum of 9984 tickets to be played per year, i.e. 26 draws per year. Tickets are issued on a first come, first serve basis. Should the number of enrollment forms received exceed 384, Foundation will keep a waiting list and as tickets become available, they will be offered to those on the waiting list in the order in which entries were received.
10. Methods of payment are via payroll deduction, cheque, or credit card. **If a participant is paying via cheque or credit, s/he must pre-pay in full for the year's participation in all 26 draws (\$130) or for the balance for the remaining draws.** If a participant is paying via payroll, the cost of the ticket per draw will be deducted from employee's pay on a biweekly basis (\$5 biweekly).

11. Draws will be conducted biweekly on each Thursday payday by 4pm at the Foundation office, located on the first floor of the Medical Arts Building. **The first draw will take place on Tuesday, January 13, 2015, with all subsequent draws taking place biweekly on payday Thursdays**, with the last draw to take place on December 24, 2015. Roll tickets matching all eligible ticket numbers will be placed in a drum and all draws will be overseen by a minimum of two people, one of whom is a full-time Foundation employee with knowledge of the lottery regulations.
12. Winners will be notified of their prize, including amount, and date it will be available for pick-up. This notification will be by phone and email within 48 hours of the draw, or by method indicated on enrollment form. The winner can claim winnings via cheque within two weeks of the draw date at the Foundation office. **Hospital ID must be presented along with a copy of your original ticket and one other piece of photo ID at the Foundation office to receive winnings.** The winner must claim prize within 20 business days; if prize is unclaimed, two tickets will be drawn at the next draw following that 20 days. All reasonable effort will be made to notify the winner. Prizes will be paid via cheque only in the name of the ticket holder.
13. In order to be eligible for the draw, your ticket must be paid for prior to the draw date.
14. If there is a waiting list, the Foundation will hold ineligible tickets for two draws. The Foundation will make all reasonable effort to inform participants after one failed payment; if the second payment also fails, that ticket will be assigned to the next person on the waiting list.
15. Purchase of tickets is not eligible for a tax receipt per Canada Revenue Agency (CRA) guidelines
16. The Winner will be featured in Hospital Communications vehicles, including This Week at Southlake Lifeline, the Intranet, the Foundation website, Foundation social media, etc. By purchasing a ticket you agree to have your name shared for this purpose only in these communication vehicles. Names of winners will also be shared with the licensing authority, per licensing requirements.
17. To opt out of the program, Participants can do so at any time by completing an opt-out form available upon request to the Foundation office at the Foundation office at extension 5101, or [a4wilson@southlakeregional.org](mailto:a4wilson@southlakeregional.org). 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. If the employee opting out paid by cash, credit or cheque, the balance of the remaining draws will be refunded notwithstanding opt-out processing time. No refunds will be issued for draws which have already occurred.
18. If a participant has a concern with the lottery, they can be in touch with Anna Wilson at the Foundation office at extension 5101, or [a4wilson@southlakeregional.org](mailto:a4wilson@southlakeregional.org). Complete lottery rules will be listed on the Foundation section in the Southlake Intranet, as well as the staff page at [southlakefoundation.ca](http://southlakefoundation.ca), and enrollment and opt-out forms will be available for download in both of these locations as well.

# Rules for Printing on Tickets

---

Actual prize amount varies with participation up to a maximum of \$1920 per ticket per draw. 50% of all monies received for each biweekly draw will be awarded (\$960 to the winner, and \$960 to the Foundation). A maximum of 384 tickets at \$5 each will be played per draw, with a maximum of 9984 tickets to be played per year (384 tickets at all 26 draws). A maximum of one ticket per person will be played per draw. Only one name can be entered per ticket. Draws will be conducted biweekly on each Thursday payday by 4pm at the Foundation office, located in the Medical Arts Building, 581 Davis Drive, Newmarket ON, L3Y 2P6, in Suite 102. Participants must be 18 years of age or older at the time of the draw. Complete Rules and Regulations are available on the Foundation page on the Southlake intranet, and on the Foundation website, at southlakefoundation.ca or upon request to the Foundation office, at 905-836-7333 ext 5101. **Please retain this ticket until December 31, 2015. This will serve as your ticket for all draws taking place in the 2015 calendar year.** This ticket will be forfeit in the event of two (2) missed payments.