



# STAFF LOTTERY ENROLMENT FORM

I hereby authorize my employer to deduct and remit to UHKF (University Hospitals Kingston Foundation) five dollars (**\$5.00**) from my pay every two weeks for fundraising by means of a Staff Lottery. One thousand dollars (**\$1,000**) and an additional five hundred dollars (**\$500**) will be given away every two weeks and from time to time, bonus draws will be added.

## I UNDERSTAND THAT

- If I withdraw from the lottery, I am not permitted to participate for one full year.
- Proceeds will support patient care.
- UHKF reserves the right to discontinue the lottery at any time.
- I will be excluded from the draw during unpaid periods, but I will not be automatically withdrawn from the lottery.
- I can stop participating in the lottery at any time by giving thirty (30) days written notice to UHKF.

Name

PLEASE PRINT

Employee Number

IF YOU KNOW IT (YOUR LOTTERY TICKET NUMBER WILL BE YOUR EMPLOYEE NUMBER)

Work Location/Unit

Email Address

Phone

Mailing Address

City

Province

Postal Code

Signature

Date

D / M / Y

Witness

Date

OR send your completed and signed PDF to

[foundation@uhkf.ca](mailto:foundation@uhkf.ca)

or fax to **613.549.5433**

OR print and send your completed form through inter-office mail to

**UHKF | 4-55 Rideau St  
Kingston ON  
K7K 2Z8**



University Hospitals Kingston Foundation

[uhkf.ca](http://uhkf.ca) | 613.549.5452 | [foundation@uhkf.ca](mailto:foundation@uhkf.ca)

4-55 Rideau St Kingston ON K7K 2Z8

PROUDLY SUPPORTING

Kingston Health  
Sciences Centre

Centre des sciences de  
la santé de Kingston

Providence  
Care



# STAFF LOTTERY RULES AND REGULATIONS

UHKF respects your privacy and protects your personal information. We do not buy, sell, rent or trade our donor lists. Personal information collected is for UHKF communication purposes only. Charitable Registration No. 820218147R0001.

1. Kingston Health Sciences Centre (KHSC) and Providence Care will provide payroll deductions to employees who wish to enrol in the voluntary Staff Lottery.
2. A **\$5.00 deduction will be taken from the employee's pay each payday** (every 2 weeks) for those who enrol in the lottery. These deductions are **NOT** eligible for charitable receipts.
3. Non-salaried employees, registered volunteers and associated employees are eligible to participate in the Staff Lottery by purchasing their tickets directly from UHKF by means of cheque or cash in the amount of one hundred and thirty dollars (\$130) which represents 12 months participation. Enrolment through this process will be continuous until the tickets paid for have run out. This one time payment is **NOT** eligible for a charitable receipt.
4. To participate in the Lottery, employees must complete the Staff Lottery Enrolment Form which is available on the UHKF website [uhkf.ca/stafflottery](http://uhkf.ca/stafflottery), have it witnessed and delivered to UHKF, 4-55 Rideau St via inter-office mail.
5. A minimum of 400 participants is required at all times. Should the enrolment drop below 400 employees, the Staff Lottery will be suspended. Additionally, UHKF reserves the right to discontinue the Lottery at any time and to refund deductions where required.
6. Each hospital will direct the funds to UHKF. Proceeds from the Staff Lottery Program will be returned to the facilities to support patient care.
7. A draw will take place at **1 p.m. every second Wednesday** in one of the UHKF office. The names of all eligible participants will be placed in a ballot box. A winner will be selected at random from the ballot box by a staff member from UHKF. The winners will receive a cheque issued in their name in the amount of \$1,000 and \$500 (tax free) from UHKF. Winners will be notified in person by phone and email following the draw. Employees who wish to withdraw from the Lottery are able to do so at any time by providing (30) thirty days written notice to UHKF using the staff lottery withdrawal form found on the UHKF website. Otherwise, deductions will continue indefinitely.
8. Non-salaried employees, registered volunteers and associated employees who wish to withdraw from the Lottery are able to do so at any time by providing (30) thirty days written notice to UHKF using the staff lottery withdrawal form found on the UHKF website. Once the withdrawal form has been processed, the individual will be issued a cheque for the ticket price of any pre-paid draws that they have requested to be removed from.
9. The winning ticket number will be posted on the UHKF website the day of the draw. Winning names will only be released upon consent from the winner. Following each selection draw for a winner, all remaining names will be destroyed.
10. Employees enrolled in the Staff Lottery are eligible to win in every draw to which they have paid the cost of their ticket.
11. The prize is **fixed at the amount of \$1,000 and \$500 regardless of the number of participants – as long as a minimum of 400 players are enrolled. As the number of employee participants increase, UHKF will hold bonus draws (amounts and dates TBD).**
12. If a participant's name is included in any draw, they are ineligible for refund on that draw. Also, if a participant's name is excluded from any draw for whatever reason, a refund of the ticket price only will be made.
13. The Staff Lottery will be administered by the staff of UHKF in partnership with payroll departments at each hospital.
14. Staff of UHKF and volunteer board members **will not be permitted to participate** in the Staff Lottery thereby avoiding any questions of conflict of interest.
15. In the case that someone who wishes to enrol in the Lottery does not have sufficient funds on their cheque to be deducted for the Staff Lottery, their name will **NOT** be placed in that particular draw. Staff will also be excluded from the draw during unpaid periods, but will not be automatically withdrawn from the lottery.
16. If someone gives an invalid payment (NSF cheque, etc.), they are ineligible for the prize, even if their name is drawn.
17. 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**. Since the employee has a chance to win a prize, this is a not considered a charitable donation.
18. New participants may enrol at any time. Employees are encouraged to check their pay stub to confirm they are enrolled in the Staff Lottery Program.
19. Employees who withdraw from the lottery cannot sign up again until **one year** after the date of their withdrawal.