

Registered Ticket Raffle License #97846

RULES OF PLAY

Each payroll period we (Spirit of the North) receive a master list of all Northern Health employees who have contributed, and the entry amounts (\$5, \$10, \$15, etc.) deducted from their pay cheques, which also includes the total amount produced from this specific draw. Half of the total for that pay period is what is awarded as the prize.

The master list is then expanded so that each individual entry has an assigned token number. Therefore, if you pay \$10 you will have 2 assigned numbers, if you pay \$15 you have 3 assigned numbers and so on.

Each assigned number has a corresponding, numbered token contained in a lottery barrel. Only those numbers eligible to participate in each draw are in the barrel, so only those employees who have an amount deducted for that particular draw are eligible to win.

Participation in the NH-Staff Lottery is voluntary. You may withdraw or change the amount you play at any time by calling the Northern Health Payroll Department at **250.565.2300** or by emailing **payroll.corporate@northernhealth.ca**.

Due to the fluctuating nature of the payroll deductions, there are weeks when we must add or remove tokens from the barrel – in either case there is a tag with a number on it for **EVERY \$5 deduction**. A full audit of all tokens is done annually, and whenever the token drum is used for any other draw outside of the staff lottery. In addition, whenever tokens are added or removed from the barrel, the tokens are removed or added in the presence of a minimum of two Foundation staff, one of whom must be a licensed gaming worker. When tokens are added, only the required numbers to match the draw are added. The drum is kept locked at all times and keys kept in a secure place.

The winner is selected in a public drawing in the Spirit of the North office at 10:00 am on each payroll Friday. The draw is supervised by one of the Directors of the Healthcare Foundation and a staff member. The winning number is selected by a member of the public (19+; not involved in the draw and therefore not eligible to win). They witness the matching of the number on the token with the corresponding number and name on the master list and sign a document to that effect. We then photocopy the winning tag number and attach the copy to the master list for that draw.

After the winner has been selected we contact them, confirm their

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corresponding employee number, and if that is a match, we advise them that they have won and the amount they have won. We then inform (via OurNH and <http://spiritofthenorth.ca/ways-to-give/NH-Staff-Lottery>) the general staff of Northern Health. We also issue an email monthly with the winners. The funds are paid on a gaming cheque to the winner. The winner is required to sign our form which acknowledges them as the winner for that draw and that their contact and mailing address are correct to ensure their cheque is sent to the correct address; the winner is also required to sign a consent to release their name to the public.

This is the process for determining the winner of the Northern Health Staff lottery. We also have and maintain a list of every draw date, winner, total prize pool, prize awarded and this is provided to Gaming Policy and Enforcement Branch annually or as required by them.

PRIVACY

We respect your privacy. The Spirit of the North Healthcare Foundation protects personal information and adheres to all legislative requirements with respect to privacy. We do not rent, sell, or trade our mailing lists. Information provided through ticket purchase will be used to deliver services and keep you informed on Foundation activities, including programs, services, and special events, funding needs, opportunities to volunteer or give and more, through periodic contacts.

To be removed from these contacts, call 250-565-2515 or email spiritofthenorth@northernhealth.ca

ELIGIBILITY

The NH-Staff Lottery is open only to Northern Health employees with payroll deductions who are 19+. Board members and employees of Spirit of the North Healthcare Foundation are excluded from eligibility. Winners are notified by phone and/or mail by the Spirit of the North Healthcare Foundation as to prize(s) and how to claim.

For enquiries please call (250)565-2515 or 1-877-792-7773 or email spiritofthenorth@northernhealth.ca