



## Frequently Asked Questions

**1. Can I still participate if I am on maternity leave?**

Yes, employees who are on maternity leave, long-term disability or educational leave can participate. You must go to the Foundation office located on 3NE of the DECRH and pay for your lottery ticket directly to the Foundation. An amount of \$130.00 is required for you to play for one year; cheques, e-transfers, credit cards or cash will be accepted.

***This also applies to non-salaried physicians and volunteers who do not have employee numbers.***

The deadline for buying lottery tickets directly from Foundation staff is Wednesday noon, the day prior to the payday draw.

**2. I am a casual employee and I do not receive a pay cheque every pay period. Can I still participate?**

Yes, a casual employee who is not receiving a cheque during a pay period can pay \$5 directly to the Foundation office by noon on Wednesday, the day prior to the payday draw.

**3. Where will the draw be held?**

Draws will be held every second Thursday payday for the \$1,000 and \$200 prizes.

**4. How will I know if my name is in the draw? Will the Foundation post a list of participants?**

To ensure that your name will be in the draw, please check to ensure that the lottery deduction is on your pay stub. Unfortunately, the Foundation is not permitted to post the list of participants due to confidentiality regulations. If the Foundation were to post the names of those employees receiving the deduction, it would be like posting part of a pay stub. Pay stubs are strictly confidential.

**5. How will the ballots be produced?**

For each draw period, the Payroll Department will provide the Chalmers Foundation with a list of employees receiving the lottery deduction on their pay stubs. Ballots will be created from this list.

**6. How will I know who won the lottery?**

The name of the lottery winners will be posted on Skyline, on the Chalmers Foundation social media the day of the draw and all employees will be notified by email.

**7. Who will be administering the lottery?**

The Employee Lottery is administered by staff of the Chalmers Foundation, none of whom can participate to avoid any conflict of interest.

### **THINGS TO REMEMBER:**

- To participate in the Employee Lottery, complete, sign and submit the required enrolment form to the Foundation office or register thru the Chalmers Foundation website. This will initiate a \$5.00 deduction from your pay every payday. You may withdraw from the lottery at any time by providing thirty days' notice in writing to the Foundation office.
- Deductions will show on your pay stub and will be included on your T4 as a non-taxable deduction, therefore, not considered a charitable donation.
- The Employee Lottery requires a minimum of 400 participants always.
- A fixed cash prize of \$1,000 tax free and a fixed cash prize of \$200 tax free will be awarded every payday Thursday. Names of the winners will be posted on Skyline, the Foundation social media and sent via email.
- Participants (even past winners) are eligible to win in each payday draw!
- All funds raised will be used to support the work of participating Hospital Foundations and Health Centres.

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