Staff Lottery Application Form

It couldn’t be simpler to join the Trust’s staff lottery! All you need to do is complete the authorisation form below and return to the Payroll Department at Commonhead Offices.

You have the opportunity to buy up to **TEN** chances to win monthly cash prizes ranging from £50 - £1,000. Each chance will cost you £1 per month (or 23p per week for weekly paid staff).

So the most that you pay is £10 per month and you won’t need to worry about finding the cash as the pay is deducted each month (or week) from your salary.

**Guaranteed top prize of £1,000!!!!**

Imagine what you could do with £1,000! It could make a real difference to your annual income.

You could take an extra holiday, buy something for the house. Prizes are dictated by the number of chances bought, but hundreds of staff have already joined.

Money not paid in prizes will be put into a Staff Amenity Fund. This fund will exist solely to be used for the benefit of staff to enhance your working lives. Bids from groups of staff or individuals that aim to help provide staff with social events/amenities (not electrical) are welcomed.

See the complete rules of the Lottery on page 2 of this leaflet.

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**TO JOIN THE LOTTERY**

**Authorisation Form**

How many chances would you like? ………………… (Maximum of ten) Each chance will cost £1 per month (or 23p per week for weekly paid staff)

I authorise the Great Western Hospitals NHS Foundation Trust to deduct £ ………….. from my salary/wages each month/week until further notice.

|  |  |
| --- | --- |
| **Name …………………………………………** | **Department …………………………………** |
| **Hospital ……………………………………..** | **Pay Number (on your payslip) …………..** |

# Work extension no. …………….. Signed ……………………………………………………

Please complete this form and return it to:

Payroll Dept, Commonhead Offices

1. The Staff Lottery is a private club under the terms of the Lotteries and Amusement Acts 1976. The conduct of the club is regulated by the Lottery Subcommittee of the Trust.
2. Entry to the club is permitted to members of staff of the Great Western NHS Foundation Trust only. Payment of entry fees can only be made by deduction from salaries/wages. Prizes will only be paid or delivered to the person to whom the winning number has been allocated. Identification will be required.
3. Members may join or leave the club at any time. Joining the club will be by completing a written application (attached) including signed authority to deduct the appropriate amount from salary/wages. Withdrawal from the club will be either by one month’s notice in writing to the Payroll Department or by ceasing to be employed by the Trust. Weekly paid employees must join the club before they receive their pay for the first week of the month they join.
4. The draw will be held monthly on the third Thursday of each month in Great Western Hospital. This will be undertaken by at least two members of the subcommittee with an independent witness.
5. At each draw the appropriate number of winning numbers will be drawn and allocated to the available prizes in order of prize value. No number will be eligible to win more than one prize in any draw.
6. If any subscription is not received on the date it falls due the relevant number(s) will be immediately suspended from the draw until the subscription is received. The onus will be on individuals to ensure that their subscriptions are paid by the due date. Staff who **for any reason** are not paid during one month or week will have their numbers suspended from the draw (this includes staff on unpaid leave) until their salary/wages are enough to cover their subscription.
7. All winners will be notified via telephone and notices indicating winner’s names and departments will be communicated on the Intranet.
8. The club will be limited to 3,000 chances. If, however, chances are not taken up or are oversubscribed, the lotteries subcommittee may vary the number and value of prizes each month as long as notices are placed on noticeboards, throughout the Trust. The percentage of prizes against takings will always be at least 50%.
9. Chances will cost £1 each per month or 23p each per week. Members may purchase up to ten chances.
10. Accounts will be produced annually.
11. The lottery subcommittee may vary the entry fee at any time provided that they notify the club members in advance and that the value of prizes to takings is maintained.
12. Upon receipt of the written authorisation form (attached) the relevant chance numbers will be notified in writing to each subscriber.
13. All proceeds will be available to enhance staff and improve staff working lives, e.g. social and teambuilding events and holistic treatments.
14. In the event of a dispute about the interpretation of the club rules or conduct of the draw, the decision of the lottery subcommittee will be final.

*Promoted by:*

*The Lottery Subcommittee*

*The Great Western Hospitals NHS Foundation Trust*

*Great Western Hospital*

For further details please contact:

Lisa Campisano, Finance (5585) or Janine Sullivan, IM&T (5671)

**\*Both are on internal e-mail**