



**Staff Benefits  
and Wellbeing**

**NHS**

**York Teaching Hospital**  
NHS Foundation Trust

# Staff Lottery Application Form

Fantastic monthly cash prizes to be won

All staff are invited to join the monthly Staff Lottery and have the opportunity to win cash prizes totalling up to £4,955

7

9

5

3

2

4

**16 cash prizes each month to be won!**  
**The more of us in it, the bigger & better the prizes**

It couldn't be simpler. You can buy from 1 number up to a maximum of 10 numbers per month that will cost you £2 for each number. Unlike other lotteries you don't have to remember to buy a ticket for each draw. Please read the lottery rules before submitting an application.

## Draw Dates 2020

### Date

21 January

18 February

17 March

21 April

### Date

19 May

16 June

21 July

18 August

### Date

15 September

20 October

17 November

8 December

**Please Inform the Lottery Office if you change your name, work or home address**

## Cash prizes each month:

Monthly  
total of prizes  
£4,955

1<sup>st</sup>

£2,000

2<sup>nd</sup>

£1,000

6<sup>th</sup>

to

13<sup>th</sup>

£100 each

3<sup>rd</sup>

£500

14<sup>th</sup>

£75

4<sup>th</sup>

£300

15<sup>th</sup>

£50

5<sup>th</sup>

£200

16<sup>th</sup>

£30

### Staff on a bank Contract

Employee's on a bank contract, will need to set up a standing order with their bank to pay for their numbers. The standing order is to be made payable to: 'YORK TEACH HOSP NHS FT' Sort Code 60-70-80 Account Number 10007652. Each number is £2 per month. Please set up standing orders to be paid on the 25th of the month and use reference 'SL/payroll number/name'.

### Staff Retiring and Returning

If you are 'Retiring & Returning' your staff assignment number will be cancelled and you will receive a new one when you return to work. This means that your Staff Lottery numbers will also be cancelled, so when you return, please complete a new application form.

# Staff Lottery Application Form for Salary Deductions

Dr / Mr / Mrs / Miss / Ms Full Name: .....

Job Title: ..... Directorate: .....

Work Address: .....

Email Address: .....

Work Tel no: ..... Home Tel no: .....

Mobile no: .....

Payroll number (can be found on wage slip): .....

Employed by (please tick): York Teach Hosp NHS FT ☐ LLP (Facilities Management) ☐

Tick if on a bank contract & setting up a standing order ☐

I authorise for my details to be used in publications & social media to publicise the Staff Lottery ☐

Part A: I am not a member of the lottery but I want to join. Please allocate me \_\_\_\_\_ number(s)  
at £2 per month per number on the Staff Lottery (maximum number of numbers is 10).

Please deduct £ \_\_\_\_\_ from my salary on a monthly basis.

Part B: I am already a member of the lottery but want extra numbers

\_\_\_\_\_ No. of numbers held  
+

\_\_\_\_\_ No. of extra numbers required

\_\_\_\_\_ = new total

Please deduct £ \_\_\_\_\_ from my salary on a monthly basis

## Part C: To be completed by all applicants

I authorise the deduction of lottery entry fees from my salary with effect from the month prior to my number(s) being entered into the draw following receipt of this form by the lottery office, until cancelled by me in writing or until the termination of my employment with York Teaching Hospital NHS Foundation Trust or LLP. I acknowledge that I have read and understand the York Teaching Hospitals Foundation Trust staff lottery rules (PTO).

Signed: .....

Date: .....

Return completed forms to: **The Lottery Office, Staff Benefits,  
Park House, Bridge Lane, York YO31 82Z**  
Applications will be processed after the 7th of each month



## Staff Lottery Rules

1. The lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust through appropriate mechanisms regulates the conduct of the Lottery.
2. Entry to the Lottery is limited to the members of staff employed by the York Teaching Hospital NHS Foundation Trust & LLP (Estates Management) who are aged 16 and over. Membership is not transferable to any other person.
3. Payment of entry fees can only be made by a direct deduction from salary. If you are employee's on a bank contract (weekly or monthly paid) it is your responsibility to set up a standing order. You will need to set up a standing order with your bank to pay for your number/s. The standing order is to be made payable to: 'YORK TEACH HOSP NHS FT' Sort Code 60-70-80 Account Number 10007652. Each number is £2 per month. Please set up standing orders to be paid on the 25th of the month and use reference 'SL/Assignment no'
4. No prize shall be paid or delivered by the promoters to any person other than the person to whom the winning number was allocated.
5. Members may join or leave the scheme at any time. Joining will be effected by completing an application including a signed authority to deduct the appropriate amount from salary. Joining can also be done online. Withdrawal will be by one month's written notification to the promoter, or on ceasing to be employed by the Trust.
6. Draws will be held monthly on the third Tuesday of each month. Two members of staff from the lottery administration team will undertake each draw in the presence of an independent witness. Each Draw will be performed by a random number generator.
7. At each draw the appropriate number of winning numbers will be drawn and allocated to the prizes available in descending order of prize value. No number will be eligible for more than one prize in each monthly draw.
8. Prize money will only be paid in the form of a cheque in the name of the person to whom the winning chance number was allocated.
9. If any subscription is not received on the date it falls due, the relevant number will be immediately suspended from the draw until subscriptions recommence. After three months numbers will be withdrawn and you will need to reapply.
10. All winners will be notified by either email or letter.
11. The whole proceeds after deduction of relevant expenses, will be devoted to:
  - a) The provision of prizes
  - b) Staff benefits in the Trust
12. The value of prizes will be maintained as close to 50% of annual takings as is possible.
13. Chances will cost £2 each per month. Members may purchase up to 10 chances.
14. The Lottery committee may vary the entry fee at any time provided that they notify the members at least one month in advance and that the value of prizes is maintained as close to 50% of annual taking as is possible.
15. All lottery entry fees are final and no refund will be made at any time. All members acknowledge that their payment of £2.00 per chance does not guarantee that they will win any prize.
16. In the event of a dispute about the interpretation of the rules or conduct of the draw, the decision of the Trust shall be final.
17. The promoter reserves the right to amend these rules at any time and will publish the amended rules.

**Promoter: Teena Wiseman,  
Staff Benefits Project Manager,  
York Teaching Hospital NHS Foundation Trust  
Date 1st January 2020**