**Rules & Regulations**

1. This raffle is licensed by the Alcohol and Gaming Commission of Ontario (AGCO) License # RAF1287457 and is subject to their rules and regulations.
2. Trent University will facilitate bi-weekly Payroll deductions for employees enrolled in the voluntary 50/50 Raffle Draw. A staff member must have been paid during the pay period in question in order for a deduction to be made and to be eligible for the corresponding Raffle draw.
3. Participants must be 18 years of age or older.
4. A maximum of 100,000 tickets will be available per draw (bi-weekly).
5. Tickets costs 5 for $5, 25 for $10, or 100 for $20, per bi-weekly pay period.
6. A maximum of one hundred (100) tickets per draw, per individual can be purchased (i.e. maximum $20 per bi-weekly pay).
7. Tickets will be available on a first come, first served basis (based on form submission to payroll). Enrolment automatically continues each bi-weekly pay until a cancellation form is submitted. Should the number of employees interested exceed the available tickets, a waiting list will be maintained and they will be offered tickets in order of request as they become available.
8. Participants who wish to withdraw from the Lottery are able to do so at any time by submitting a Cancellation Form prior to the payroll deadline of a given draw. To resume participation, individuals must submit a new Enrollment Form and will be awarded tickets on a first come, first served basis as available.
9. In the case that an employee is enrolled in the Raffle Draw and does not have sufficient funds to deduct the amount of tickets they signed up for, they will NOT be eligible for that particular draw.
10. Employees who have insufficient funds through payroll deduction to purchase tickets for three (3) consecutive pay periods will be automatically withdrawn from the Raffle Draw in its entirety.
11. Recurring employees who have insufficient funds through payroll deduction during a scheduled period of layoff of not more than four (4) months will not be eligible for those draw(s), however they will automatically resume in the draws upon return from layoff.
12. Employees who retire, resign, or are terminated will automatically be withdrawn from the Raffle Draw in its entirety.
13. If a ticket is drawn and the winner is determined to be ineligible, the ticket in question will be considered ineligible to win and a new ticket will be drawn.
14. Non-Trent paid employees, and staff who are directly responsible for administering the Raffle Draw, will not be eligible to participate.
15. Participant’s personal information will be entered into Trent’s Payroll system and will be treated as confidential.
16. The bi-weekly winner will be determined by electronic draw conducted by BUMP Worldwide Inc., a division of Canadian Bank Note and by two (2) Payroll/HR staff (who are not enrolled in the Raffle Draw), every other Monday at 3:00 p.m. (unless the Monday falls on a University closure), starting May 6, 2023, and continuing for 26 bi-weekly pays (ending April 21, 2025).
17. The list of participant names, winner selected and draws details will be saved by BUMP Worldwide Inc., for a period of one (1) year, following the draw date.
18. Actual prize amount will vary bi-weekly with the total number of tickets sold each pay. Fifty percent (50%) of all monies received for the bi-weekly draw will be awarded to one (1) winner. The net proceeds (50% of sales, less processing and licencing fees will be donated to Student Scholarships / Bursaries to support Trent University Students.
19. The winner will be notified by a Trent Payroll/HR representative by email no later than 4:00 p.m. on the day following the draw date. A payment will be issued to the winner as soon as possible, subject to the availability of signing officers of Trent University.
20. Trent University will publish the name of the winner, prize value, and photo of the winner if available, no later than 4:00 p.m. on the day following the draw date on the Trent University website [www.trentu.ca/humanresources/employee-raffle](http://www.trentu.ca/humanresources/employee-raffle).
21. Should you be a winner, your signature on the Enrollment or Change forms gives consent for Trent University to post your name, photo and/or video footage on the Trent website, Intranet, and in emails.