

USC TRANSPORTATION TRANSIT PROGRAM MONTHLY RAFFLE PROCESS/RULES

OVERVIEW:

Beginning in the calendar month of July, 2015, USC Transportation will be conducting a monthly raffle for approximately \$3,000 in prizes from among all eligible transit program participants.

ELIGIBILITY:

In order to be eligible for a given month's raffle prize drawing, participants must meet the following conditions:

1. Participation is limited to USC faculty or staff members who are formally enrolled in a transit program through USC Transportation (by way of USC payroll deduction, or other tracking methods as determined solely by USC Transportation). Participants who withdraw from their USC transit program before their biweekly or monthly payment is processed in a given calendar month, or who voluntarily choose not to load their transit card in a given calendar month, regardless of their continued participation in any transit program or not, are ineligible for the raffle drawing. Transit program participants who choose not to enroll/participate formally through USC are similarly ineligible. "Transit program" is further defined as participation in any program of Transportation's transit partners (currently: Metro monthly, Metro ATAP, Metrolink, and LADOT).
2. Winners of the previous month's drawing are ineligible for the current month's drawing. (e.g., the monthly winners from August 2015 are not eligible to win in September 2015. The August winners ARE eligible again thereafter; winners are only excluded from winning in consecutive calendar months.)

PRIZE STRUCTURE:

There will be a total of forty-three (43) winners chosen at random on a monthly basis from all eligible participants, as defined above. Drawings will be conducted on, or shortly following, the last calendar day of a given month, but usually not more than one (1) week after a given month has ended (extenuating circumstances may force the delay of the drawing, but they should be considered rare exceptions, not the governing rule). The following prizes will be awarded monthly:

- Grand prize: One (1) winner will receive a \$500 USCard gift card
- Second prize: Five (5) winners will each receive a \$100 USCard gift card
- Third prize: Thirty-seven (37) winners will each receive a \$50 USCard gift card

The total dollar value of the prizes listed above is \$2,850/month. The remaining \$150/month will be used to cover fulfillment expenses (card production costs, etc.) All gift card raffle prizes listed above will expire one year after their creation, and the expiration date will appear on the card itself.

(continued)

DRAWING PROCESS:

On the determined drawing date, the Transportation Rideshare Coordinator or Associate Director will proceed using the following steps:

1. RANDOMIZING THE LIST OF PARTICIPANTS

- a. The Rideshare Coordinator will provide a Microsoft Excel list of all eligible transit program participants for the given calendar month (as determined in the “ELIGIBILITY” section above).
- b. For any calendar month OTHER than the first month in which this process is completed, the Rideshare Coordinator or Associate Director will first delete from the spreadsheet the raffle prize winners from the previous calendar month, thereby eliminating the possibility of anyone winning in consecutive months.
- c. Using the Excel formula “=RANDBETWEEN(1,1000000)”, each eligible participant will be assigned a random number between one (1) and one million (1,000,000).
NOTE: While there are only anticipated to be a few thousand eligible participants in a given month, a very high range is intentionally used to greatly reduce the possibility that two individuals will be randomly assigned the same number.
- d. The column in which the random numbers were created will be copied and “pasted as values” in place, in order to lock in the randomly-generated numbers and simultaneously eliminate the formula.
- e. The entire spreadsheet will then be sorted in ascending order by the randomly-assigned numbers created in step #1c above. At this point the list of eligible participants will have been randomized.

2. SELECTING THE WINNERS

- a. Once the eligible participants list has been randomized in accordance with steps 1a.-e. above, the Rideshare Coordinator or Associate Director will ask another employee in Transportation who has not been a direct part of the process to select a number between one (1) and one million (1,000,000) via email. The number randomly returned by that individual will be the given month’s Grand Prize winner.
 - i. *NOTE:* If the number randomly returned is not an exact match to anyone’s number on the list, the *next highest number* on the list will be selected as the Grand Prize winner.
 - ii. *NOTE:* If the number randomly returned is higher than the highest number on the list, then the list will be “rolled over” and the Grand Prize will be awarded to the person with the *lowest* number on the list.
- b. Once the Grand Prize winner has been determined, the remaining prizes will be awarded, in order, to the next-highest forty-two (42) numbers/people on the list.
 - i. *NOTE:* If, at any point during the process of choosing the next forty-two winners, the highest number on the list is reached, then the list will be “rolled over” and the process continued with the person with the lowest number on the list.
- c. The winners’ individual prizes will be added to the spreadsheet, and those forty-three (43) rows will be highlighted on the list in **yellow** for easy identification.
- d. The spreadsheet will be saved to the shared Z drive, with the following folder/naming convention: “Z:\Finance Trojan Shared Directory\TRANSPORTATION\Shared Operations-Rideshare\FY16\Monthly Raffle Awards\RS Awards- [year][month].xlsx”, wherein “[year]” and “[month]” will be replaced by the corresponding year and month. A copy of the email including the randomly-returned number of the Grand Prize winner for every month will also be saved in the same directory.

NOTIFICATIONS:

1. Winners will be notified directly via email, and instructed to pick up their prize at the USC Transportation office in PSX on the UPC campus. At the sole discretion of the Rideshare Coordinator or Associate Director, reasonable alternate arrangements (e.g., picking it up at the Transportation office on HSC instead) may be accommodated, provide that all requirements detailed in the "PRIZE FULFILLMENT" section (below) are completed.
2. A list of all winners will be posted to the "Alerts and Notices" section of the USC Transportation website (<http://transnet.usc.edu/index.php/alerts>) within one (1) week of the prize drawing. This posting shall be added to and refreshed monthly so that the names of all previous winners are publicly available at all times.
3. At the sole discretion of the Associate Director and/or Director of Transportation, the winners' names may also be submitted monthly to USC Communications staff for inclusion/publication on the USC Employee Gateway website (<http://employees.usc.edu>).
4. USC Payroll will be emailed a list of all the winners as soon as they are drawn, so that prizes may be properly applied to the winners' tax statements as income.

PRIZE FULFILLMENT:

1. All prize distribution will be handled by the Rideshare Coordinator, or in cases of approved alternate arrangement, by his/her designee. Once the complete list of winners is determined for any given month, the Coordinator will print out a signature page for the list, write the winner's names on the outside of all respective envelopes containing their gift card, and keep the list and all accompanying prizes in a secured location for distribution.
2. Prizes may only be picked up by the winner or, at the sole discretion of the Rideshare Coordinator and/or Associate Director, by a pre-arranged and agreed-upon designee. Winners or their approved designee must present a valid USC ID card to claim any prize, and will be required to sign the signature page mentioned above, indicating prize receipt.
3. Prizes not claimed after three (3) calendar months following the drawing date may be subject to forfeiture, at the sole and complete discretion of USC Transportation. All reasonable attempts will be made to contact and/or make arrangements with the winners to claim their prize. Forfeited prizes will not be re-awarded to an alternate winner for that given prize drawing.

RULES EFFECTIVE DATE: 8/13/2015