

## CPA ONTARIO WRITE TO IGNITE COMPETITION OFFICIAL RULES

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- 1. NO PURCHASE OR PAYMENT IS NECESSARY TO ENTER OR WIN:** The CPA Ontario Write to Ignite Student Competition (the “**Student Competition**”) and the CPA Ontario Write to Ignite Teacher Draw (the “**Teacher Draw**”) (collectively, the “**Competitions**”) are sponsored by Chartered Professional Accountants of Ontario (“**CPA Ontario**”). The Competitions start at 9:00 AM Eastern Time (“**ET**”) on October 15, 2024 and close at 11:59:59 PM ET on March 17, 2025 (the “**Competition Period**”). All references in these rules (the “**Official Rules**”) are to Eastern Time. By entering the Competitions, entrants agree to abide by and be bound by these Official Rules.

**2. ELIGIBILITY:**

To be eligible to win the Student Competition, you must be:

- a. A high school student (in grades 9 to 12 inclusive) in the Province of Ontario; and
- b. Be registered with CPA Ontario’s High School Ambassador Program (HAP).

To be eligible to win the Teacher Draw, you must be a high school teacher (of grades 9 to 12 inclusive) in the Province of Ontario of an eligible entrant of the Student Competition.

The Competitions are open to legal residents of Ontario who meet the criteria in this Section 2. Employees, council members, representatives and agents of CPA Ontario, its affiliates, and their respective and promotional agencies, or the independent Competitions organization, if any, (CPA Ontario and such entities, collectively, the “**Promotion Entities**”), members of any such person’s immediate family (regardless of where such family members live) and persons with whom such persons reside (whether related or not) are ineligible to enter or win. “**Immediate family**” is defined as (a) spouses or domestic partners, and (b) parents, siblings, and children and their respective spouses and domestic partners.

**In the event an entrant is under the age of majority in their province of residence at the time of entry, that entrant’s parent or legal guardian will be responsible for all aspects of the Student Competition on behalf of the entrant, including signing any needed releases or other documents.**

- 3. HOW TO ENTER:** During the Competition Period you must 1) visit CPA Ontario’s website located at [CPA Ontario Write to Ignite](#) and 2) submit your entry by following the instructions found on the page. When submitting your slideshow, you must:

- a. Include the following in the body of your email: your name, CPA Ontario ID (HAP #), phone number, e-mail address, your teacher's name, and contact information for your teacher;
- b. Address the Student Competition theme: "Planning for tomorrow today: how can businesses use new tech, trends, or training to stay future proof? (the "**Theme**")";
- c. Not include any videos in your slideshow;
- d. Avoid including any music, photos or other creative content that are copyrighted by another owner. If you include copyrighted materials that belong to another owner, you must attach copies of the permission from the owner(s) to include their material in your entry. If there is material subject to a third party's copyright or other intellectual property in your entry and you have not submitted the permission from the copyright owner to CPA Ontario, you will be disqualified from the Competition and you will be responsible for any claim against CPA Ontario for infringement.

For the Student Competition there is a limit of one entry per eligible entrant. If it is discovered that you attempted to enter more than once, all your entries will be void.

For the Teacher Draw, the teacher's name and contact information must appear on one or more eligible entries in the Student Competition.

Maximum of one entry per entrant. Entries that do not satisfy the requirements set out in these Official Rules may be removed and are ineligible for entry into the Competitions. Entries must be received on or before 11:59:59 PM ET on March 17, 2025 (the "**Competitions Closing Date**"). Any attempt to enter in any manner other than as set forth in these Official Rules will not constitute a valid entry. Use of any automated system to enter, or otherwise participate in, the Competitions are prohibited and will automatically result in disqualification.

**4. SLIDESHOW REQUIREMENTS:** To be eligible for a prize in the Student Competition, your slideshow must:

- a. Be a maximum of eight (8) slides, including title slide and bibliography (six (6) slides of content);
- b. Be a maximum of 50 words on each slide (excluding the bibliography) and maximum of 50 words in the notes section of the slide;
- c. Bullet points may be used for slideshow;
- d. Address the Theme;
- e. Include in-text citations in MLA format; and
- f. Include a bibliography in MLA format.

For questions regarding MLA format, please reach out to [getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca) if required.

Your slideshow:

- a. Must not, in the sole and unfettered discretion of CPA Ontario, contain any nude, sexually explicit, disparaging, discriminatory, libelous or other

- inappropriate content;
- b. Must be intended for family audience viewing and contain only content that, in the sole and unfettered discretion of CPA Ontario, is suitable for all persons, including persons under the age of 13;
- c. Must not contain any language suggesting or encouraging illegal activity;
- d. Must include copies of permission from the owner(s) if any identifiable third party products and/or trade-marks, brands, logos or copyright, other than those of CPA Ontario, or anything that infringes or that may infringe anyone's rights, including intellectual property rights; and
- e. Must be original.

Entries are subject to the approval of CPA Ontario and must satisfy all the requirements set out above. Entries that do not satisfy the above requirements (or that are otherwise considered inappropriate in the sole and unfettered discretion of CPA Ontario) will be void and ineligible for entry into the Competitions. In the event an entrant has submitted inappropriate content, he/she/they will be disqualified. CPA Ontario may, in its sole discretion, elect to use, in whole or in part, any entry, including any slideshow, entered into the Competitions for its own future advertising and/or promotional activities, without notice or compensation. Each entrant warrants to the Released Parties (see rule 9) that the entry does not contravene or infringe on any copyright or other intellectual property and by submitting the entry will assign all copyright in favour of CPA Ontario and waive all moral rights in the work.

## **5. PRIZES:**

For the Student Competition, three (3) cash prizes will be awarded, one to each of the first, second and third place winners as follows:

- a. First Prize: \$800 to the student, a \$75 e-gift card to the student's teacher, and a class plaque;
- b. Second Prize: \$600
- c. Third Prize: \$400
- d. Fourth Prize: \$200; and
- e. Fifth Prize: \$100

For the Teacher Draw, the prize will be one (1) \$100 e-gift card, drawn from the names of teachers on the slideshow cover pages of eligible entries.

A prize must be accepted as awarded. A prize may not be sold or transferred. If the prize is not awarded in cash, it is not convertible to cash. All amounts are in Canadian dollars.

The odds of winning a prize will depend on the number of eligible entries received during the Competition Period.

The Student Competition is skills-based. The odds of winning a prize will depend on the number of eligible entries received during the Competition Period and the quality of those entries. The number of entrants is presently unknown.

The Teacher Draw will be random. Teachers' names are put in the draw by having students in their class submit an entry. Each time a student in a teacher's class enters the Student Competition, the teacher's name will be added in the draw, increasing the chances to win. The odds of winning a prize will depend on the number of eligible entries received during the Competition Period. The number of entrants is presently unknown.

CPA Ontario reserves the right at any time to substitute a prize or a component thereof for any reason with a prize or a prize component of equal or greater value.

- 6. DETERMINATION OF WINNERS:** Winners will be announced by 5:00 PM on April 7, 2025 through email and the CPA Ontario website from among eligible entries received by the Competition's Closing Date (the “**Winners Announcement Date**”).

CPA Ontario will select five winners for the Student Competition from among all eligible entries received during the Competition Period and subsequently determine whether they have won the First Prize, Second Prize, Third Prize, Fourth Prize or Fifth Prize. If chosen as a winner, that student may request for their entry be posted/publicized anonymously. CPA Ontario will select the winners based on the following criteria:

- a. Creativity and Originality
- b. Clarity in conveying ideas
- c. Spelling and Grammar
- d. Research and Referencing (Bibliography)
- e. Demonstration of and adherence to the Theme;

In the Teacher Draw, CPA Ontario will randomly draw a teacher's name, from among all eligible entries received in the Student Competition during the Competition Period, to be the winner of the \$100 e-gift card.

- 7. WINNER NOTIFICATION:** CPA Ontario will attempt to contact the selected entrants of the Competitions by phone or email by the Winners Announcement Date to obtain contact information so that a Declaration and Assignment (described below) can be issued via email and the mathematical skill testing question can be administered to confirm that the selected entrants qualify for the prize(s). Once the First Prize winner has been notified, the teacher included on the title page of the First Prize winner's slideshow will be contacted regarding their prize. Once the prize allocation has been determined by CPA Ontario, it will be announced by the Winners Announcement Date and may be posted on CPA Ontario's website, and/or any of CPA Ontario's social media pages.

Winners will have five (5) business days from the first notification attempt to accept the prize by replying via phone or email as directed by CPA Ontario in the notification. CPA Ontario is not responsible for and shall not be liable for late, lost, misdirected, or unsuccessful efforts to notify the winners. If a selected entrant cannot be contacted or fails to respond within the allotted time, CPA Ontario reserves the right to void that entry and select another eligible entrant for that prize (and in the event that the subsequent selected entrant cannot be contacted or fails to respond, a further entrant will be selected), until a winner is determined, provided

further that in the event a winner is not determined after attempts have been made to contact three (3) further entrants, CPA Ontario may elect not to conduct any further selections and/or redraws and not award such prize. In the event a potential winner does not comply with these Official Rules, CPA Ontario shall have the right to disqualify the potential winner, and select an alternate potential winner, and CPA Ontario shall be fully and completely released and discharged from any liability or responsibility in this regard.

CPA Ontario may require proof of identity or eligibility (in a form acceptable to CPA Ontario) from an entrant. Failure to provide such proof in a timely manner may result in disqualification of the entrant by CPA Ontario, in its sole discretion. CPA Ontario shall have no liability if any notification is lost, intercepted or not received by the potential winner for any reason. The entrants selected to win a prize must complete a Declaration and Assignment, which must be returned within the time period specified thereon along with any other documentation that CPA Ontario may require. Failure to timely return the completed document(s) or the return of the document(s) as undeliverable will cause the prize to be forfeited and, in such case, an alternate selected entrant may be randomly selected as provided above.

#### **GENERAL RULES:**

8. By entering the Competitions, entrants agree to abide and be bound by these Official Rules and the decisions of CPA Ontario with respect to all aspects of the Competitions, which are final and binding in all respects relating to these Competitions. In the event of any inconsistency between these Official Rules and other statements contained in any Competitions-related materials, including but not limited to, the Competitions post, print or online advertising, the terms and conditions of these Official Rules shall govern.
9. **GENERAL LIABILITY RELEASE/FORCE MAJEURE:** Entrants agree that the Promotion Entities and each of their respective council members, officers, directors, governors, partners, partnerships, principals, employees, volunteers, representatives, agents, affiliates, related entities, successors and assigns (the Promotion Entities collectively with such other entities and persons, the “**Released Parties**”) (A) shall not be responsible or liable for, and are hereby released and held harmless from, any and all costs, injuries, losses or damages of any kind, due in whole or in part, directly or indirectly, to participation in the Competitions or any Competitions-related activity or from entrants’ acceptance, receipt, possession, use and/or misuse of any prize, and (B) have not made any warranty, representation or guarantee of any kind, in fact or in law, with respect to any prize, including, without limitation, to such prize’s quality or fitness for a particular purpose, and disclaim any implied warranty. By entering the Competitions, each entrant hereby releases the Released Parties from any claim that may arise from an unauthorized party’s use of the entrant’s personal information or entry for any purpose. Each entrant further releases CPA Ontario from any claim for royalties, damages or other relief and from any claims of authorship, copyright, moral rights or personality rights related to the entry or entries of the entrant or the use thereof. The Released Parties assume no responsibility for any damage to an entrant’s or any other person’s computer system or wireless phone which is occasioned by accessing the Website, submitting files or otherwise participating in the Competitions, or for any computer system, phone line, hardware, software or program malfunctions, or other errors,

failures, delayed computer transmissions or network connections that are human or technical in nature. Without limiting the generality of the foregoing, CPA Ontario is not responsible for incomplete, illegible, misdirected, misprinted, late, lost, damaged, stolen entries, email or mail or prize notifications; or for lost, interrupted, inaccessible or unavailable networks, servers, satellites, Internet service providers, websites, or other connections; or for miscommunications, failed, jumbled, scrambled, delayed, or misdirected computer, telephone or cable transmissions; or for any technical malfunctions, failures, difficulties or other errors of any kind or nature; or for the incorrect or inaccurate capture of information, or the failure to capture any information. No mechanically-reproduced, illegible, incomplete, forged, software-generated or other automated entries will be accepted. CPA Ontario reserves the right to modify, extend, suspend, or terminate the Competitions if it determines, in its sole discretion, that the Competitions technically impaired or corrupted or that fraud or technical problems, failures or malfunctions or other causes have destroyed or severely undermined or to any degree impaired the integrity, administration, security, proper play and/or feasibility of the Competitions. If the Competitions are terminated or suspended before the designated Competitions Closing Date, notice thereof will be posted on CPA Ontario's website and CPA Ontario will (if possible) select winner(s) in a random drawing or drawings from all eligible, non-suspect entries legitimately received as of the date of the event giving rise to the termination. Inclusion in such drawing shall be each entrant's sole and exclusive remedy under such circumstances. The invalidity or unenforceability of any provision of these Official Rules shall not affect the validity or enforceability of any other provision. In the event that any provision is determined to be invalid or otherwise unenforceable or illegal, these Official Rules shall otherwise remain in effect and shall be construed in accordance with their terms as if the invalid or illegal provision were not contained herein. CPA Ontario reserves the right to correct clerical or typographical errors in promotional materials or these Official Rules.

- 10.** By entering and/or accepting a prize, each entrant consents to the use of his/her/their name, address (city or province), Competitions entry, comments, quotations, biographical material, photograph and likeness without further authorization, compensation, or notification, in connection with any publicity carried out by or on behalf of CPA Ontario with respect to the Competitions, except to the extent prohibited by law. By entering and/or accepting a prize, entrants agree that the Competitions shall be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein, and only an Ontario court of competent jurisdiction shall have jurisdiction and venue over controversies arising out of, or relating to, the Competitions. Entrants hereby irrevocably consent to the personal jurisdiction of said courts and waive any claim of forum non conveniens or lack of personal jurisdiction that they may have.
- 11.** CPA Ontario reserves the right to terminate or amend the Competitions at any time and in any way, without prior notice. Without limiting the foregoing, if, for any reason, the Competitions are not capable of running as originally planned, such as due to tampering, CPA Ontario reserves the right, to cancel the Competitions.
- 12.** Except where otherwise indicated, all intellectual property used by CPA Ontario in connection with the Competitions, including but not limited to official marks, trademarks, trade-names, logos, designs, promotional materials, web pages, source codes,

drawings, illustrations, slogans and representations are owned (or licensed, as the case may be) by CPA Ontario. All rights are reserved. Unauthorized copying or use of any copyrighted material or intellectual property without the express written consent of its owner is strictly prohibited. By entering, each entrant represents and warrants that there is no third-party material in their entry, or that the entrant has received all necessary permissions from the owner(s) to include the copyrighted material or intellectual property in their entry, and has submitted these permissions to CPA Ontario. If there is material subject to a third party's copyright or intellectual property rights included in the entry for which the entrant has not received and submitted the permission from the copyright owner/rights holder to CPA Ontario, the entrant will be disqualified.

**Students shall only use the CPA Ontario logo in their submission if they have contacted [getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca) and received the CPA Ontario logo directly from [getinvolved@cpaontario.ca](mailto:getinvolved@cpaontario.ca). Students shall not edit the CPA Ontario Logo in any way.**

13. All entries become the permanent property of CPA Ontario and will not be acknowledged or returned. The selected entrant(s) must irrevocably transfer and assign to CPA Ontario all right, title, and interest in all copyright and other intellectual property rights that exist in the entry. No correspondence will be entered into except with the selected entrants. The Competitions are subject to all applicable federal and provincial/territorial laws.
14. CPA Ontario respects your right to privacy. Except as set out in these Official Rules, personal information collected from entrants will only be used by CPA Ontario to administer the Competitions and to provide the entrants with information regarding upcoming promotions and/or events from CPA Ontario, its affiliates and business partners. By entering the Competitions, all entrants consent to the manner of collection, use and disclosure of personal information as set out in CPA Ontario's privacy policy, which is available at <https://www.cpaontario.ca/privacy-policy>. CPA Ontario is not responsible for any disclosure made by any third party. Entrants may subsequently opt-out of receiving further emails by following opt-out instructions contained in CPA Ontario's privacy policy.