



**DIRECTOR'S ORDER NUMBER TWENTY THREE (2020)**

**VIRGINIA LOTTERY'S "THANK A TEACHER" FINAL RULES FOR OPERATION.**

In accordance with the authority granted by §§ 2.2-4002B(15) and 58.1-4006A of the *Code of Virginia*, I hereby promulgate the Virginia Lottery's "Thank a Teacher" Promotion ("Promotion") Rules to support Teacher Appreciation Week and recognize outstanding current Virginia K-12 public school teachers.

The Promotion, which includes one availability period, one Entry Period, and one Drawing, opens April 1, 2020, and closes May 20, 2020, with the completion of the singular Drawing. These rules amplify and conform to the duly adopted Virginia Lottery regulations for the conduct of lottery games.

The rules are available for inspection and copying during normal business hours at the Virginia Lottery headquarters, 600 East Main Street, Richmond, Virginia, and at each of the Virginia Lottery offices. A copy may be requested by mail by writing to: Director's Office, Virginia Lottery, 600 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on Monday, April 1, 2020, and shall remain in full force and effect unless amended or rescinded by further Director's Order.

/s/ Amy Dilworth

March 16, 2020

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Amy Dilworth, General Counsel

\_\_\_\_\_  
Date

/s/ Kevin Hall

March 17, 2020

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Kevin Hall, Executive Director

\_\_\_\_\_  
Date



**VIRGINIA LOTTERY'S "THANK A TEACHER" PROMOTION  
OFFICIAL RULES**

**A. PURPOSE:** A Promotion will be conducted to support Teacher Appreciation Week and recognize outstanding Virginia K-12 public school teachers. With this Promotion, one (1) Prize Drawing will be conducted to award two (2) trips.

**B. PROMOTION PERIOD:** This Promotion will begin April 1, 2020, and will end May 20, 2020, ("Promotion Period"), with the completion of the singular Drawing.

**C. DEFINITIONS** (for purposes of this Promotion):

"Director" means the Executive Director of the Virginia Lottery as established in Chapter 40 of Title 58.1 (§58.1-4000 *et seq.*) of the *Code of Virginia* or any other employee(s) to whom the Executive Director's authority is lawfully delegated.

"Drawing" means a formal process of randomly selecting Entries in accordance with the Promotion Rules.

"Entrant" or "Participant" means a Person who is at least eighteen (18) years of age, who validly enters a Promotion according to the approved Entry method stated in the Promotion Rules.

"Entry" or "Entry Form" means a method, whether electronic or paper-based, by which a Person enters a Drawing or Promotion.

"Entry Period" means the time frame during which Entries for this Promotion will be accepted.

"Lottery" means the Virginia Lottery.

"Lottery Board" means the group of five (5) people, appointed by the Governor of Virginia, with the power to adopt regulations governing the establishment and operation of the Virginia Lottery and to perform other functions that are set out in the *Code of Virginia*.

"Person" means a natural person and may not extend to or be applied to a corporation, company, partnership, association or other entity.

"Prize" or "Prizes" means the winnings as defined in **Section I** ("Prize Description").

"Prizewinner" means a verified Person who is entitled, via Entry verification, to receive a Prize under the rules of a Promotion.

"Promotion" means the "added value" offer to consumers or licensed retailers named in the title at the top of Page 1 of these Rules. A Promotion is not a lottery game.

"Promotion Rules" or "Rules" means these rules.

Teacher Appreciation Promotion Rules – Drawing (Form Entry) April 1, 2020

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“Winning Entry” or “Winning Entry Form” means an eligible Promotion Entry, drawn during the established Drawing(s), that has passed all Lottery validation and security requirements and processes.

#### D. ELIGIBILITY:

1. Entry to this Promotion is open to individuals currently employed (not retired) as full-time Virginia K-12 public school teachers eighteen (18) years of age or older. \*

\*Persons under eighteen (18) years of age may complete and submit a *Thank a Teacher Note* (“Note”) but will need to include the following self-certification on the Note: I am under 18, but I have permission from my parent or guardian to submit this *Thank a Teacher Note*.

2. No officer, employee or Board member of the Lottery; or any officer or employee or board member of any vendor to the Lottery of computer-generated or scratch game goods or services working directly on a contract with the Lottery for such goods or services; or any person residing in the same household of any such board member, officer or employee; or any person under the age of eighteen (18) years, shall be eligible to participate in this Promotion. The Lottery will not award a Prize on an Entry submitted by, for, or gifted to or transferred to anyone under eighteen (18) years of age, or to the transferee of such Person.

#### E. PROMOTION ENTRY:

To participate, an eligible teacher receiving a Virginia Lottery custom hand-written or electronic Note\* shall enter the unique Entry Code found on that Note via the established Entry method for this Promotion to enter the Prize Drawing. Entries for this Promotion will be accepted only via the Internet.

\*A Note itself is not an Entry mechanism for this Promotion. An Entry occurs when a teacher receiving a Note enters specific information from that Note into the Promotion website.

#### F. ENTRY REQUIREMENTS:

1. Thank A Teacher Notes:
  - a. Only a *Thank a Teacher Note* (containing a valid Entry code) issued by the Lottery during the Availability Period referenced in this **Section** shall be considered a valid Entry for this Promotion.
  - b. Each Note must have been issued by the Lottery in an authorized manner, must be intact and must not be mutilated, altered, reconstituted or tampered with in any manner.
  - c. Notes may be obtained:
    - electronically by visiting [valottery.com/thankateacher](http://valottery.com/thankateacher) or [thankateacherva.com](http://thankateacherva.com)
    - in person at designated *Thank a Teacher Note*-writing stations\* located at:
      - Lottery headquarters, Prize Zone, and customer service center locations during normal business hours,
      - certain locations where the Lottery has an on-site presence,
      - certain Lottery retailer locations, and
      - certain locations where the Virginia Parent Teacher Association (PTA) has an on-site presence

from **April 1, 2020, through May 8, 2020** (“Availability Period”).

\**Thank a Teacher Note*-writing station locations may vary and are subject to change during the availability period. The Lottery reserves the right to add additional locations at its discretion as additional opportunities become available.

- d. Participants completing a Note are responsible for delivery of that Note to the recognized teacher bearing in mind **the last date for the recognized teacher to enter the Drawing is May 15, 2020**. Refer to **Section H** ("Entry Period").
- e. The Lottery will not accept Notes nor deliver them to teacher recipients.

2. Thank a Teacher Drawing

- a. Only a valid, unique Entry code found on a *Thank a Teacher Note* issued by the Lottery during the Availability Period referenced in this **Section** will be accepted as a valid Entry for this Promotion.
- b. Qualifying teachers may enter the Promotion more than once as long as each Entry is based upon a different eligible Note.
- c. The Lottery will not be responsible for Entries submitted incorrectly or received outside of the established Entry deadline for the Prize Drawing as specified in **Section H** ("Entry Period"). Such Entries shall be deemed invalid.
- d. Only Entries that are submitted in the manner described in **Section G** ("Internet Entries") of these Promotion Rules during the designated Entry Period will be eligible for Entry in this Promotion. Hand-delivered or mailed Entries will not be accepted for this Promotion and will be deemed invalid.
- e. Each Entry must contain current and valid information in order to be eligible. The Lottery will not change or update Entry information for an Entry that has already been submitted. The Lottery will not be responsible for numbers that are transposed or for information that is entered incorrectly.

**G. INTERNET ENTRIES:**

To enter via the Internet, a Teacher must go to the Lottery's website at [www.valottery.com/thankateacher](http://www.valottery.com/thankateacher) or [www.thankateacherva.com](http://www.thankateacherva.com) and successfully complete the Entry process.

Each Entrant will be required to provide his/her full name [consisting of his/her first name and last name (no initials)], email address, telephone number, name of his/her school, and the name of his/her school division. The Entrant also will self-certify that he/she is currently employed as a Virginia K-12 public school teacher.

**H. ENTRY PERIOD:**

<b>Entry Period:</b>
April 1, 2020 (4:30 AM ET), through May 15, 2020 (11:59:59 PM ET)

**I. PRIZE DESCRIPTION:** The following Prizes will be awarded as part of this Promotion:

PRIZE	# OF PRIZEWINNERS
Grand Prize: Virginia Vacation Value: \$2,500	2

Each Grand Prizewinner will have the opportunity to choose a Wine and Beer or Health and Wellness vacation package supplied by the Virginia Lottery. Should, for reasons out of the Lottery's control, the originally proposed Prize become unavailable, the Prizewinner will be given an alternate Prize of equal or higher value.

All packages include one \$500 VISA gift card for travel and additional meals. All Prizes are valued at \$2,500.

**Virginia Winery and Brewery Vacation Package valued between \$1,500 and \$3,000.**

**Virginia Health and Wellness Vacation Package valued between \$1,500 and \$3,000.**

**J. PROMOTION DRAWING:** The following is the one (1) established Drawing date for this Promotion:

**May 20, 2020**

The Drawing will be conducted from all eligible Entries submitted via the established Entry method and by the established Entry deadline date. The following is an overview of how the Entries will be randomly selected for this Promotion.

1. After the established Entry deadline date, but prior to the Drawing, all eligible Entries submitted for the Drawing will be accounted for and the information loaded into a randomizer program.
2. Representatives from the Lottery's Audit and Security, Public Affairs and Community Relations, and Information Technology Services departments will oversee the use of the randomizer program to select the Winning Entries for this Promotion.
3. The Winning Entries will be randomly selected. The Winning Entries drawn shall be recorded by Lottery officials; the Lottery's decision shall be final and controlling.
4. Immediately after the two (2) Prizewinners are selected, ten (10) alternate Entries will also be selected using the same randomizer program. All alternate Prizewinners will be recorded in the order in which they were selected and will be used should any of the other Prizewinners be determined ineligible.
5. After the Drawing is completed, representatives of the Lottery's Audit and Security, Public Affairs and Community Relations, and Information Technology Services departments will confirm that the Entries selected in the Drawing are valid.
6. In the event that a selected Entry is deemed invalid (see **Section D** "Eligibility"), the first alternate with a valid Entry will be selected as the Prizewinner. This process shall continue until a valid Winning Entry has been selected for each Prize in this Promotion.

#### K. PRIZEWINNER PROCEDURES:

1. Each Prizewinner selected in association with this Promotion will be notified by the Lottery during a presentation at the applicable school.
2. Each Prizewinner will be required to complete a *Winner Claim Form* by a certain date established by the Lottery. If the Prizewinner fails to respond by this date, he/she will forfeit the Prize.

#### L. PRIZEWINNER RESPONSIBILITIES:

Each **Grand Prizewinner** understands that failure to adhere to the following will result in the forfeiture of his/her Prize:

1. The trip awarded must be booked and occur within one (1) calendar year of the date of Prize award.
2. Hotel reservations are subject to availability at the time of booking. Blackout dates apply.
3. If a Prizewinner fails to show up for his/her booked vacation, he/she shall forfeit the Prize.
4. The specific hotel and car rental company may require a credit card or cash deposit to cover incidentals.
5. Travel, health, accident and/or life insurance are the responsibility of each Prizewinner and his/her guest.
6. Hotel personnel reserve the right to revoke full or partial components of a Prize from a Prizewinner or his/her guest if either is deemed intoxicated, a safety risk, or has violated any hotel policy or law.

#### M. PRIZEWINNER VERIFICATION:

Methods used by the Lottery to establish and confirm a Prizewinner's identity include, but are not limited to:

- viewing and/or copying the Prizewinner's valid government-issued photo identification,
- viewing and/or copying proof of taxpayer identification number (e.g., Social Security number),
- asking identity-verifying questions in the absence of the aforementioned document proof,
- viewing and/or retaining the information provided on a Lottery *Winner Claim Form*.

#### N. PRIZE AWARD/PAYMENT:

1. When paying any cash Prize **in excess of \$600**, the Lottery shall report the winnings or withhold taxes pursuant to rules established by the Internal Revenue Service and the Virginia Department of Taxation and shall file the appropriate income reporting form(s) with the Internal Revenue Service and the Virginia Department of Taxation.
2. Lottery Prizes awarded during this Promotion are not transferable or assignable. **Virginia** Lottery **vacation** Prizes **are not** redeemable for cash.
3. Each Prizewinner is legally required to include the value of the Prize, as well as any taxes paid by the Lottery on his/her behalf, in his/her taxable income for tax reporting purposes. As a result of accepting a Prize, and taking into account a Prizewinner's total taxable income for the year in which the Prize is accepted, a Prizewinner may fall into a higher tax bracket for his/her federal and state tax liabilities for the year in which the Prize is accepted.

4. Each Prizewinner agrees to participate in a press conference and agrees to the use of his/her name and/or photo for publicity at the Lottery's and the Virginia Tourism Corporation's discretion. Examples of publicity include, but are not limited to, news releases, Internet, news media and signs at Lottery retailer locations. In addition, a Prizewinner agrees to participate in Lottery promotional efforts, which may include his/her name, hometown, the amount of the Prize won, and the Promotion won, through "social media," which may include, but will not be limited to, YouTube®, Twitter®, Facebook®, Instagram®, or similar efforts, without additional consent from or compensation to the Prizewinner.

**O. CANCELLATION POLICY:**

Canceled Drawing(s) or Prize award(s): The Director may, in the Director's sole discretion, cancel Drawings and/or the awarding of Prizes on holidays, days of special importance, or on days when conditions make conducting the Drawings or awarding Prizes impractical or inappropriate and may elect to conduct Drawings and make-up Drawings and/or the awarding of Prizes at such times and dates, and pursuant to such methods, as the Director may determine, all in the Director's sole discretion. Neither the Lottery, the Director, nor any employee of the Lottery or member of the Lottery Board, shall have any liability whatsoever for any such re-schedule/cancellation.

Termination of Promotion: The Director may, at any time, announce a suspension or termination of this Promotion without advance notice and in the Director's sole discretion, at which point no further Entries will be accepted, and no additional Prizes shall be awarded. Neither the Lottery, the Director, nor any employee of the Lottery or member of the Lottery Board, shall have any liability whatsoever for any such suspension/termination.

- P. DISPUTES:** The Director may refrain from awarding/paying a Prize pending final determination under any of the following circumstances:

- a. if a dispute related to any Prize occurred or if it appears that a dispute may occur;
- b. if there is any question regarding the identity of the Claimant; or
- c. if there is any question regarding the validity of any Entry submitted.

No liability for interest arising because of any such delay, or any delay beyond the Lottery's control, shall accrue to the benefit of the Prizewinner pending award/payment of the Prize. The Lottery is neither liable for, nor has it any responsibility to resolve, disputes between or among competing Claimants.

In the event of a dispute or other instance of doubt, the decision of the Director shall be final and binding.

- Q. GOVERNING LAW:** By participating in this Promotion, each person agrees to comply with and abide by the Lottery statutes, Lottery regulations, all final decisions of the Director of the Lottery, and these and any other applicable Rules established by the Lottery Board and/or Director of the Lottery for the conduct of this Promotion. Any dispute arising that relates to any aspect of this Promotion shall be governed by the laws of the Commonwealth of Virginia, and the venue for the determination of any such dispute shall be in the city of Richmond, Virginia.

- R. WAIVER OF CLAIMS:** By entering this Promotion, each Prizewinner agrees to indemnify, hold harmless, and waive any claims against the Lottery and any of the affiliates, employees, directors, officers, agents, representatives and assigns of any of said entities, arising, directly or indirectly, out of, or in any way connected with, this Promotion or the Prizes awarded in connection therewith.

**S. AMERICANS WITH DISABILITIES ACT ("ADA"):**

The Lottery is not responsible for any third party's compliance with ADA Rules and Regulations where applicable in connection with a Prize.