



## **DIRECTOR'S ORDER NUMBER THIRTY-FIVE (2025)**

### **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*, the Virginia Lottery's "**Thank a Teacher**" Promotion ("Promotion") Rules are hereby promulgated 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 March 31, 2025, and closes May 14, 2025, with the completion of the singular Drawing on or about May 16, 2025. These rules amplify and conform to the duly adopted Virginia Lottery regulations for the conduct of lottery games.

A copy of these rules may be requested by sending an email to [PublicRecords@valottery.com](mailto:PublicRecords@valottery.com). The rules are also 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 of the rules may also be requested by mail by writing to: FOIA Officer, Virginia Lottery, 600 East Main Street, Richmond, Virginia 23219.

This Director's Order becomes effective on March 31, 2025, and shall remain in full force and effect unless amended or rescinded by further Director's Order.

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/s/Quan Kirk  
Quan Kirk, Deputy General Counsel

\_\_\_\_\_  
02/27/2025  
Date

\_\_\_\_\_  
  
Khalid R. Jones, Executive Director

\_\_\_\_\_  
2/27/2025  
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 current Virginia K-12 public school teachers. With this Promotion, one (1) Prize Drawing will be conducted to award four (4) Prizes.
- B. PROMOTION PERIOD:** This Promotion will begin March 31, 2025, and will end May 14, 2025 ("Promotion Period"), with the completion of the singular Drawing on or about May 16, 2025.
- 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 Code" means the combination of eight (8) letters and numbers used to enter the Promotion Drawing.

"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 seven (7) 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 eligible Participants named in the title at the top of Page 1 of these Rules. This Promotion is not a lottery game.

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

"Thank a Teacher Note" or "Note" means a custom hand-written or electronic communication containing a unique Entry Code that is used to enter a Prize Drawing.

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

#### D. ELIGIBILITY:

1. Entry into this Promotion is opened to individuals currently employed (not retired) as full-time Virginia K-12 public school teachers eighteen (18) years of age or older.
2. Persons under eighteen (18) years of age may complete and submit a *Thank a Teacher Note* but must include the following self-certification on the Note: "I am under 18 and I have permission from my parent or guardian to submit this *Thank a Teacher Note*."
3. 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 referenced under this **Section D**, or to the transferee of such Person.

#### E. PROMOTION ENTRY:

To participate, an eligible teacher receiving a Note shall enter specific information from that Note, including the Entry Code, via the Promotion website to enter the Prize Drawing. Entries for this Promotion will be accepted only via the Internet. Receiving a Note itself is not an Entry mechanism for this Promotion. Refer to **Section F** for entry requirements and participation eligibility.

#### F. ENTRY REQUIREMENTS:

1. *Thank A Teacher Notes*:
    - a. Each Note must have been issued by the Lottery in an authorized manner, must be intact and must not be mutilated, altered, reconstituted, corrupted, or tampered with in any manner.
    - b. Notes may be obtained:
      - electronically by visiting **valottery.com/thankateacher** or **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 **March 31, 2025, through May 9, 2025** ("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/reduce locations at its discretion based on availability and to comply with any State/Federal health mandates.
- d. Participants completing a physical Note are responsible for delivery of that Note to the recognized teacher prior to the established deadline for entry by the teacher. **The last date for the recognized teacher to enter the Drawing is May 14, 2025.** Refer to **Section H** ("Entry Period").

- e. Participants should take care to ensure all information in a Digital Note is complete and correct in order to ensure delivery to the recipient. The Lottery will not change or update information for a Digital Note that has already been submitted. The Lottery will not be responsible for information that is entered incorrectly.
- f. Digital Notes will be emailed directly to the recipient beginning May 5, 2025. Digital Notes submitted before May 5, 2025, will be held until May 5, 2025, and delivered on that date. Delivery of Digital Notes will continue during the week of May 5, 2025, (Teacher Appreciation Week) as they are submitted.

2. *Thank A Teacher* Drawing:

- a. Only a valid, unique Entry Code found on an eligible *Thank a Teacher* Note 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 on a unique eligible Note.
- c. Entries submitted incorrectly or received outside of the established Entry deadline for the Prize Drawing as specified in **Section H** ("Entry Period") will not be eligible for this Promotion. Such Entries shall be deemed invalid.
- d. Only Entries that are submitted in the manner described in **Section G** ("Internet Entries") during the designated Entry Period will be eligible for Entry in this Promotion. Physical Notes delivered or mailed to the Virginia Lottery will be deemed invalid and will not be entered into the Promotion Drawing.
- 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. The Lottery will not be responsible for data entry errors by entrants nor for connectivity issues involving the entrant's access to the designated entry website.

**G. INTERNET ENTRIES:**

1. To enter a valid entry, an eligible Teacher must go to the Lottery's website at **valottery.com/thankateacher** or **thankateacherva.com** and successfully complete the Entry process.
2. Each Entrant will be required to provide the Entrant's full name [consisting of the Entrant's first name and last name (no initials)], email address, telephone number, name of the Entrant's school and school division. The Entrant will also be required to certify that the Entrant is currently employed as a Virginia K-12 public school teacher.

**H. ENTRY PERIOD:**

Entry Period:
March 31, 2025 (4:30 AM ET), through May 14, 2025 (11:59:59 PM ET)

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

PRIZE	# OF PRIZEWINNERS
\$2,500 cash prize* <i>plus</i> \$2,500 in credit from the Supply Room to each winning teacher's school	4  (one winner in each Region of the Commonwealth)

The Virginia Lottery reserves the right to provide an alternate Prize of equal or higher value for any reason.

The school where a winning teacher works will receive \$2,500.00 in credit from The Supply Room.

\* Cash prize includes minimum withholding taxes estimated to be \$3,414.50.

**J. PROMOTION DRAWING:** The established Drawing date for this Promotion will occur on or around **May 16, 2025**.

The Drawing will be conducted from all eligible Entries submitted via the established Entry method and by the established Entry deadline date. Eligible Entries will be categorized based upon the region of the Commonwealth where the qualifying teachers are located. The four (4) regions are:

- \* Central and Southside
- \* Hampton Roads and Eastern
- \* Northern and Valley
- \* Southwest and West Central

The ZIP codes for each region are listed on the Appendix to these rules.

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 Security, Communications and Customer Relations, and Information Technology Services departments will oversee the use of the randomizer program to select the Winning Entries for this Promotion.
3. A Winning Entry will be randomly selected for each of the four (4) regions of the Commonwealth. The Winning Entries drawn shall be recorded by Lottery officials. The Lottery's decision shall be final and controlling.
4. Immediately after each Prizewinner is selected, three (3) alternate Entries per region will 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 Security, Communications and Customer 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. An alternate valid Entry will be selected as the Prizewinner if any selected Entry holder forfeits the Entrant's Prize.

#### 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 *Prizewinner Claim Form* by a certain date established by the Lottery. If the Prizewinner fails to respond by this date, the Prizewinner will forfeit the Prize.

#### L. 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, and/or
- viewing and/or retaining the information provided on a Lottery *Prizewinner Claim Form*.

#### M. PRIZE AWARD/PAYMENT:

1. When paying any 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. Prizes awarded during this Promotion are not transferable or assignable.

Each Prizewinner is legally required to include the value of the Prize, as well as any taxes paid by the Lottery on the Prizewinner's behalf, in the Prizewinner's 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 the Prizewinner's federal and state tax liabilities for the year in which the Prize is accepted.

3. Each Prizewinner agrees to participate in a press conference and agrees to the use of the Prizewinner's name and/or photo for publicity at the Lottery'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 the Prizewinner's 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®, X (formerly Twitter®), Facebook®, Instagram®, or similar efforts, without additional consent from or compensation to the Prizewinner.

#### N. CANCELLATION POLICY:

Canceled Drawing or Prize award(s): The Director may, in the Director's sole discretion, cancel the Drawing and/or the awarding of Prizes on holidays, days of special importance, or on days when conditions make conducting the Drawing or awarding Prizes impractical or inappropriate and may elect to conduct Drawing and make-up Drawing 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.

- O. GOVERNING LAW:** By participating in this Promotion, each person agrees to comply with and abide by the Lottery laws, 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.
- P. WAIVER OF CLAIMS:** By entering this Promotion, each Prizewinner agrees to indemnify, hold harmless, and waive any claims against the Commonwealth of Virginia, the Lottery and any of their Board Members, 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.