



**Non-Winning Instant Scratch-off Ticket “Recycle & Win”
Second Chance Drawing Rules & Regulations
FY 2012**

Draw Dates: September 14, 2011; December 14, 2011; March 14 , 2012; June 13 , 2012

Prizes TO BE DETERMINED and announced prior to each drawing

***Entrants must be at least 18 years or older to qualify.**

1.0 Identifying Qualified Ticket Entries

- 1.1 Any non-winning valid Vermont Lottery Instant scratch-off ticket sold by a Vermont Lottery Commission licensed Lottery Agent qualifies to be entered into the drawing **provided** the ticket is mailed to:

P.O. Box 999, South Barre, VT 05670 or is hand delivered to Vermont Lottery Headquarters at 1311 US Route 302, Berlin, VT

Non-winning instant tickets mailed to P.O. Box 420, South Barre, VT 05670 or 1311 US Route 302, Suite 100, Barre, VT 05641 will be disqualified. Notification of disqualification will not be provided to sender.

- 1.2 Multiple tickets may be sent in a single envelope and shall count as multiple entries. Each qualifying ticket is deemed a single entry.
- 1.3 Multiple tickets hand delivered to the Vermont Lottery office in Berlin shall count as multiple entries. Each qualifying ticket is deemed a single entry.
- 1.4 Vermont Lottery Marketing & Sales Representatives and/or Vermont Lottery staff shall not pick up and/or deliver tickets for entry into the drawing.
- 1.5 With the exception of verifying non-winning status, entries will be considered qualifiers and submitted for the drawing based on the items outlined in sections 1.1 through 1.4 of **Identifying Qualified Ticket Entries**. Prior to submission, entries will not be verified as valid or invalid entries as outlined in section 2.0, **Identifying Valid or Invalid Entries**.

2.0 Identifying Valid or Invalid Entries

- 2.1 A valid entry must be a valid non-winning Vermont Lottery Instant scratch-off ticket. The entry will be considered a valid non-winner if the Vermont Lottery's online system verifies that the ticket is a non-winner **or** if the ticket is expired and can no longer be paid by the Vermont Lottery Commission. If the Vermont Lottery's online system verifies that the ticket is a winner, the entry will be considered invalid.
- 2.2 A valid entry must contain the entrant's name and complete address, including box or street, on the ticket. *The name and address must be legible. A ticket with an illegible name and/or address or no name and/or address will be considered invalid. Lottery staff will not attempt to identify ownership of tickets that are illegible.
- 2.3 A valid entry must have been sold by a Vermont Lottery Commission licensed Lottery agent (past or present) or by the Vermont Lottery Commission.

*If an entrant has an impairment that calls for assistance with entering information on the ticket, the lottery can provide assistance prior to submitting an entry (provided all qualification requirements are met as set forth in section 1.0, **Identifying Qualified Ticket Entries**).

3.0 Vermont Lottery Entry Procedures

- 3.1 Envelopes received by the Vermont Lottery will be opened, verified as qualifying entries as outlined in section 1.0, **Identifying Qualified Ticket Entries** and placed in a designated "Instant Ticket Recycle & Win" storage boxes. Envelopes will be discarded.
- 3.2 All qualifying tickets received during normal business hours on the day before the drawing is held will be entered into the next day's drawing. Qualifying tickets received the day of the drawing will be entered into the next scheduled drawing.
- 3.3 The "Instant Ticket Recycle & Win" second chance drawing storage boxes shall only be used for the purpose of storing qualified second chance drawing entries.
- 3.4 Hand-delivered entries will be verified as qualifying entries and placed in the designated "Instant Ticket Recycle & Win" storage boxes.
- 3.5 Storage boxes containing qualifying entries will be kept in a locked, secure area with access limited to Lottery staff.
- 3.6 A count of qualifying entries will be made and totaled prior to the second chance drawing.
- 3.7 Non-qualifying entries will be placed in a designated box for auditing purposes.

4.0 Second Chance Drawing

- 4.1 The Instant Ticket Recycle & Win Second Chance Drawing will be conducted approximately every 3 months.

- 4.2 The drawings will be conducted at the Vermont Lottery Warehouse in Berlin and will be open to the public.
- 4.3 The Vermont Lottery staff will conduct the drawing.
- 4.4 An auditor will be present to verify the winner(s) and that drawing procedures were followed as outlined in this document.

5.0 Second Chance Drawing Procedures

- 5.1 Entries will be put into a drawing drum by Vermont Lottery staff prior to the drawing. In addition to an auditor, a minimum of three (3) Vermont Lottery staff members must be present. These Vermont Lottery staff members must include the Executive Director or designee and the Director of Marketing & Sales or designee. (**A maximum of 150,000 tickets shall be entered into the drum at one time. If there are more than 150,000 tickets for a scheduled drawing, all tickets collected for the drawing will be divided into approximately equal amounts and multiple drawings will be conducted. Prizes will be equally divided in proportion to the number of drawings conducted.)
- 5.2 At 9:00 AM on the date of the scheduled drawing, procedures for the first drawing will take place. The first entry drawn will be verified as a valid entry by the Executive Director and the Director of Marketing & Sales or their designee as well as the auditor as outlined in section 2.0. If the entry is deemed invalid it will be marked as such and another entry will be drawn until one is deemed valid. The first valid entry drawn will be the winning entry for the top prize. If there are multiple top prizes, this process will continue until all top prize winners have been drawn. All tickets drawn will be verified by the Executive Director and the Director of Marketing & Sales or their designee as well as the auditor. The Executive Director or designee will announce each winner's name. A Vermont Lottery employee will document the name(s) and address(es) of each valid entry and, on a separate document, each invalid entry. The auditor will verify the name(s) and address(es) on the documents.
- 5.3 If there are other prize levels below the top prize, all other prize entries will then be drawn and verified (using the same procedure outlined in 5.2 above) until there are (NUMBER TO BE DETERMINED PRIOR TO THE DRAWING) valid entries. Each of the entries will win (PRIZE TO BE DETERMINED PRIOR TO THE DRAWING).
- 5.4 Five additional entries will be drawn per drum. These entries will be used if needed to replace duplicate entries, disqualified entries, or forfeited prizes. The first valid entry drawn will be designated as first runner up. The second valid entry will be designated as the second runner up. This will continue until there are five runners up. After verification of each (as outlined in 5.2 above), a Vermont Lottery employee will document the name and address of each. The auditor will verify the name and address on this document. In the event that the Vermont Lottery is unable to successfully contact the top prize winner within 60 calendar days of the drawing, the first runner up will be designated as the winner of the top prize. If the Vermont Lottery is unable to successfully contact the first runner up within 30 calendar days of winner designation, the second runner up will be designated as the winner of the top prize. This process will continue in 30 calendar day increments until a runner up is successfully contacted (3rd, 4th then 5th). All other prizes must be claimed within 60 calendar days of winner designation or they are forfeited.
- 5.5 Prizes will be issued in the winner's name only. The winner is the name(s) that is printed on the back of the winning ticket.

- 5.6 Prize winners will be notified by mail.
- 5.7 All prize winners must complete a Vermont Lottery Winner's Claim Form in order to receive their prize. The winner's social security number must be provided on the claim form if the prize is valued at \$500 or more. Winner age will be verified, claimants under 18 years of age will be disqualified.
- 5.8 Per drawing date, a top prize winner can only win the top prize once and shall not be eligible to win any other prizes for the second chance drawing held on that date.
- 5.9 Per drawing date, a prize winner below the top prize level can only win one time per prize level. For example, if the prize levels (below the top prize level) are \$50, \$25 and \$10, a prize winner can win a maximum of one time per \$50, \$25 and \$10 prize level for the second chance drawing held on that date.
- 5.10 Valid and Invalid entries that were drawn will be placed in an envelope and kept until the Vermont Lottery's fiscal year-end audit at which time the tickets will be sent to the State's Public Records department and kept there until destroyed following established procedures. All other tickets entered into the drawing and not drawn will be recycled following the drawing.
- 5.11 At the conclusion of the drawing, all tickets will be removed from the drawing drum and recycled.
- 5.12 Recycle & Win winner's name, town and prize or prize amount will be posted on the Lottery's Official website.
- 5.13 By entering the Recycle & Win Second Chance Drawing, entrant agrees to the terms and conditions of the Non-Winning Instant Scratch-off Ticket "Recycle & Win" Second Chance Drawing Rules & Regulations FY 2012.