

LOUISIANA LOTTERY CORPORATION

SAINTS GOLD

2nd-CHANCE DRAWING DIRECTIVE

## Overview

This directive is designed to provide a guideline for the conduct of the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawings in a fair and secure manner. An attempt has been made to provide for all contingencies, but should special situations arise once the promotion begins and the drawings actually occur, this document will be amended as necessary.

## Drawing Dates & Prizes

The Louisiana Lottery Corporation will conduct four second-chance drawings to award three (3) 2016 SAINTS GOLD Prize Packages, one (1) SAINTS GOLD 2017 Season Prize Package, three (3) 2016 Saints Suite Access Prize Package for four (4), twenty-seven (27) Official Autographed SAINTS GOLD Merchandise Prizes as set forth in the **Louisiana Lottery SAINTS GOLD Game Play Directive** and to be awarded as follows:

Drawing	Entry Deadline (Drawing to be held within 7 days of entry deadline.)	SAINTS GOLD Game Day Packages	2016 Saints Suite Access Prize Package for four (4)	Official Autographed SAINTS Merchandise Prizes
1	September 19, 2016	1 (Fly Away Package)	3	0
2	October 17, 2016	1 (Tunnel Team Package)	0	9
3	November 14, 2016	1 (Deluxe Prize Package)	0	9
4	TBD*	1 (2017 Season Prize Package)	0	9
Total		4	3	27

\* The fourth and final drawing will be conducted after the closure of the **Louisiana Lottery SAINTS GOLD Instant Scratch-off Game** or as announced by the President of the LLC.

Entries must be received by the Entry Deadline to be eligible for each drawing. Players may enter multiple times, but each entry should be mailed separately. Entrants may only win one (1) prize per drawing.

## **Valid Entries**

A valid entry is one (1) non-winning \$5 Louisiana Lottery SAINTS GOLD instant scratch-off ticket submitted in accordance with Louisiana Lottery rules, regulations, procedures and State Law, and received by the entry deadline. Entries received after the deadline for Drawings 1, 2, or 3 shall be included in the next scheduled drawing. Entries received after the deadline for Drawing 4 shall be deemed ineligible for the drawing and will be destroyed. After each drawing, non-winning entries will be destroyed.

Only envelopes mailed to Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing, P. O. Box 675, Port Allen, LA 70767, will be considered valid for participation in the drawing. No entries will be accepted at Louisiana Lottery Corporation (LLC) offices, by retailers, or in regular mail. If any misdirected entry is received at a Lottery or retailer location, the recipient shall document the circumstances of his or her receipt of the purported entry, and forward the documentation and entry to the Drawing Manager for review, determination of ineligibility, and ultimate destruction.

Envelopes received should be no larger than 4.5" x 9.5" and should have no unusual markings on the outside. Oversized envelopes or those not conforming to specifications will be rejected and destroyed unopened.

All mail becomes the property of the Louisiana Lottery Corporation.

Mailing of an envelope as an entry in the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing forfeits every right of ownership in each ticket contained in the envelope, whether the ticket is a winning or non-winning ticket, except the right to qualify as an entry in the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing. The Lottery is under no obligation to locate, or allow access to any person to search for, any envelope or ticket.

The LLC will not accept any responsibility for mail received at the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing Post Office box that is not intended to be considered for participation in the drawing. For example, a prize claim mailed unintentionally to the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing Post Office box or mail otherwise not intended to be included in the drawing will be considered lost. The LLC will make no attempt to locate such misdirected mail, and will make no attempt to search for such items before the drawings or the ultimate destruction of the envelopes. Should a valid cash prize claim mistakenly mailed to the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing Post Office box be discovered in the ordinary course of the drawing process, the claim and envelope will be treated as disqualified for drawing entry purposes, and will be further processed on its merits as a cash prize claim.

### **Transportation of Envelopes**

Drawing Officials and/or Mail Room personnel shall have the responsibility for picking up and transporting envelopes from the Post Office.

The envelopes will ultimately be stored at the Distribution Center which features a dual-key access locking system, requiring joint participation of the Drawing Official and a Lottery Security Officer.

Prior to storing the envelopes at the Distribution Center, the envelopes shall be transferred to mailbags or a secure container and will be sealed by the Drawing Officials or designee. The number of mailbags received will be recorded on a form and dated and initialed by the Drawing Official and Security Officer. The seals will remain intact until removed, in the presence of an external auditor, hereinafter designated "Auditor", during the course of the drawing process.

### **Drawing Officials**

The Drawing Manager, or his or her authorized designee, shall serve as the Drawing Official, and shall be responsible for the conduct of the drawing in accordance with this directive. The drawings shall be witnessed by a member of the Legislative Auditor's staff. The Drawing Official and the Auditor will monitor and record the results of the drawings. The Drawing Official will have the responsibility of validating the tickets selected, recording and distributing winner information to the appropriate parties, and providing a report of the drawings. The drawing report must be signed by both the Drawing Official and the Auditor and shall note any unusual occurrences or variations from the procedures outlined herein, and shall include the names and initials of any other official witness or participant in the drawing.

### **Pre-Drawing Procedures**

The entry deadline and the schedule for each of the drawings are outlined on Page 1 of this directive or will be announced by the President. Prior to each of the drawings, the Drawing Official shall arrange all of the mailbags in which the envelopes are contained for the selection process. The Drawing Official and the Auditor shall record the total number of mailbags received for each drawing and shall make an estimate of the total volume of entry envelopes received and eligible for the drawings.

### **Drawings 1, 2, 3 and 4**

In the presence of the Drawing Official and Auditor, the Louisiana Lottery SAINTS GOLD 2nd-Chance Drawing shall be conducted in two components; the first, a mailbag selection process and second, the winner selection component.

The drawing process will commence with the selection of three (3) mailbags containing envelopes with a non-winning entry ticket from the Louisiana Lottery SAINTS GOLD Instant Scratch-Off Game. The mailbag selection process will be conducted on the announced day of the drawing. Each mailbag received by the entry deadline will be eligible for the drawing to be held that day.

The first stage of the drawing process will begin with the sequential numbering of each mailbag containing the non-winning entry envelopes. Separate envelopes will be prepared, each containing a number corresponding to a numbered mailbag. Each sealed envelope will be deposited into a small drum. The drum shall be rotated at least five times to provide a thorough mix of envelopes. The Drawing Manager or designee will then draw three envelopes one at a time. The mailbags corresponding to the number in each envelope shall be entered into the winner selection process. The remaining bags will be tagged for destruction.

Any mail received after the entry deadline for drawings 1, 2, or 3 will be eligible for the next drawing. Any mail received after the entry deadline for drawing 4 will be destroyed.

The winner(s) selection component of the drawing shall be held as soon as possible after the selection of the mailbag and will also be held at the Lottery Distribution Center.

### **Drawing Procedures**

The seals on the selected mailbags will be checked by the Auditor. Upon verification, the contents of the mailbags will be emptied into a large container and the container will be mixed to ensure an adequate mixing of the envelopes.

The Drawing Official or designee shall make the random selection of twenty (20) envelopes from the container. He or she shall draw the envelopes and each will be numbered accordingly (envelopes # 1 through # 20). Each envelope will be sequentially numbered before another envelope is selected. The procedure will be repeated until twenty (20) envelopes have been selected from the drawing container.

The selection process will proceed with the opening and validation of the twenty (20) envelopes drawn, in the order drawn, commencing with the first such envelope selected. Commencing with the first envelope, the Drawing Official will then determine if the envelope meets the specifications required, and will open the envelope to determine that it contains a valid entry. A valid entry consists of one non-winning \$5 SAINTS GOLD scratch-off ticket. Eligibility is also subject to game play directives issued by the LLC.

### **Entry Qualification**

The following guidelines should be considered by the Drawing Official and Auditor in the determination of whether an entry envelope selected in the procedure outlined above is eligible for further consideration, once the validity of the entry is established.

#### **1. Legibility**

The name, address, and phone number of the ticket holder is written or printed, in legible form, on the back of the ticket in the envelope, or can be found, in part in legible form on the envelope. The Drawing Official must determine whether the information provided is sufficiently legible to determine the identity of the ticket holder. Failure to furnish one of either a phone number or address will not render the ticket invalid, provided the remaining information furnished is sufficient to identify the ticket holder.

#### **2. Completeness**

If the required information is not included on the ticket or the envelope, or a combination thereof, the Drawing Official and Auditor must determine whether there is sufficient information available to identify the ticket holder. If the determination is made that insufficient information is available to identify the ticket holder, the entry will be disqualified and the selection process will proceed to the next envelope in the drawing sequence. In the event that information is included on the envelope, rather than on the ticket, the Drawing Official may accept the information thus provided. However, if the name on the envelope is different than the name on the ticket, only the information provided on the ticket will be considered.

#### **3. Multiple Names**

In the event that the ticket contains the names of more than one person, i.e. "John and Mary Smith", only the **first** listed name will be considered. In the example cited, the winner would be John Smith. Only one entry or individual may be a winner. If the names of more than one person appear, individually, on separate entry tickets in an envelope, the entry shall be disqualified.

#### 4. Clubs/Groups

A group, club, organization or other entity may be an eligible winner, i.e., "ACME Corporation, Office Pool". Such an entry will be required to produce a Federal Employer's Identification Number (FEIN) before receiving any prize. One individual must be identified on the ticket as the representative of the group or entity and that person must be an officer or official of the entity. A non-profit entity is eligible to participate, but must provide proof of its non-profit status for purposes of applicable withholding requirements.

#### 5. Multiple Winners

While it is highly unlikely, it is possible that the **same** individual might be drawn twice in the drawing. Should this occur, the second envelope will be disqualified.

#### Determination of Winners and Alternates

Drawings # 1, 2, 3 and 4: The first envelope drawn and verified to be a non-winning ticket and determined to meet all of the qualifications of a valid entry will win a SAINTS GOLD Prize Package as follows:

- Drawing 1: 2016 SAINTS Fly Away Prize Package
- Drawing 2: 2016 SAINTS Tunnel Team Prize Package
- Drawing 3: 2016 SAINTS Deluxe Prize Package
- Drawing 4: SAINTS 2017 Season Prize Package

For Drawing # 1: The next three (3) envelopes verified to meet all of the qualifications will win the following: One (1) 2016 Saints Suite Access Prize Package (each prize package will provide access for four (4) to exclusive Louisiana Lottery 300 Level Suite). The next sixteen (16) envelopes verified will be designated as alternates.

Drawings 2, 3 and 4: The next nine (9) envelopes verified to meet all of the qualifications will win Official Autographed SAINTS Merchandise Prizes – winner #'s 2, 3 and 4 will each win an official autographed SAINTS jersey, winner #'s 5, 6 and 7 will each win an official autographed SAINTS helmet; winner #'s 8, 9 and 10 will each win an official autographed SAINTS football. The next ten (10) envelopes verified will be designated as alternates.

Should any of the winners of the prizes be disqualified for any reason or if a cash equivalent is awarded due to child support arrearage, the next eligible entry drawn will advance (i.e. winner # 2 will become winner # 1, winner # 3 will become winner # 2, etc.)

**DRAWINGS 1 THRU 4:**

**Winner Notification**

SAINTS GOLD Prize Package and SAINTS GOLD Suite Access Prize Package winners will be notified by mail/phone and a Winner Claim Form will be sent to the winner within two (2) business days of the second-chance drawing. The winners must return the completed Winner Claim Form and required documentation to the Lottery within five (5) business days of receipt of notification or their prize will be reassigned.

**Winner Disqualification**

It is possible after validation of an entry and qualification of a winner that it may be determined that the individual selected is not actually eligible to win a lottery prize. For example, the winner may be determined to be a relative of a Lottery employee or otherwise disqualified by law or Lottery Rules to participate in the drawing process. Should this occur, the disqualified entrant will be replaced with the next selected and verified entry selected during the drawing.

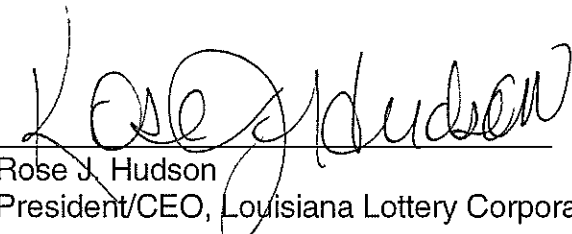
**Envelope Destruction**

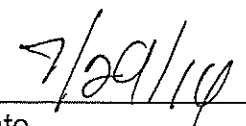
Pending destruction of the remaining envelopes not selected in the drawing process, the mailbags will be marked to ensure that the envelopes contained therein are destroyed. As soon as is practicable after each drawing, the non-winning tickets will be destroyed in a manner set forth by the Louisiana Lottery Corporation.

**Drawing Report**

Within 48 hours after the drawing, the drawing officer must submit a report to the president on a prescribed form that notes the observance of all procedures, any variations from the procedures, and includes the names and initials of all official drawing participants and witnesses.

THIS DIRECTIVE IS ADOPTED AS OF THE DATE SHOWN BELOW. ANY AMENDMENTS TO THIS DIRECTIVE MUST BE DATED AND SIGNED, WITH REVISIONS INDICATED IN CAPITALS AND THE SEQUENTIAL NUMBER OF THE REVISED VERSION INDICATED.

  
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Rose J. Hudson  
President/CEO, Louisiana Lottery Corporation

  
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Date