

STUDENT LIFE Santa Fe College

Prize Policy & Procedures

Prizes funded with Activity and Service (A&S) Fees must abide by the guidelines outlined below. Prizes may be awarded to recognize student accomplishments, such as the Student Art Show. Door prizes may be purchased to draw attention and attendance to campus events for those events with an expected attendance of 20 or more. One prize may be purchased for each increment of 20 students expected at the event. For example, an event with an expected attendance of 60 students may purchase three (3) prizes for the event. The maximum number of prizes for any single event are six (6). All advertisements regarding the event must include the door prize(s) and list Student Life or Student Government as a sponsor.

1. The prize recipient must be a currently enrolled Santa Fe College student.
2. The value of any individual prize may not exceed \$150.
3. Cash prizes may not be awarded with A&S Fee funds.
4. Gift cards may be purchased as prizes; the preferred vendors are campus vendors such as Barnes & Noble, Domino's or Subway. Gift cards may be purchased from other vendors that do not sell alcohol, lottery tickets or tobacco products.
5. The SF employee coordinating the event or the organization advisor must complete the *Prize Form* and obtain the signature from the prize recipient for all prizes valued \$25 or more. Recipients of a gift card, regardless of value, must sign the *Prize Form*. The SF employee disbursing the prize(s) must also sign the *Prize Form*. Submit the completed form to the Student Life Business Office, located in S-147, within three (3) business days after the event has occurred.

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Full-time Santa Fe College employees are not eligible to receive prizes.

*Per IRS regulations, a cash-equivalent award such as a gift card is considered a taxable fringe benefit. If a student employed by the college receives a gift card, the value of the gift card is added to their gross income and will be taxed. SF Office for Finance, 3/28/16.
See IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits.*

9/19/17



Prize Form

Date: _____

Please Print

Name of Event: _____

Date of Event: _____

Department or Organization Sponsoring Event: _____

Department Employee or Organization Advisor: _____

Prize winner must be a currently enrolled Santa Fe College student.

Please Print

Name of Prize Recipient: _____

SF ID# of Prize Recipient: _____

Value & Description of Prize Won: _____

By signing this document I acknowledge receipt of the prize as stated above.

Signature of Recipient: _____ Date: _____

Signature of SF Employee: _____ Date: _____

Submit Completed form to S-147

9/19/17