



Office of Student Life

366 Millennium Student Center
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Phone: 314-516-5291
www.umsl.edu/studentlife

Providing Prizes at Student Organization Events

Will you be hosting an event, meeting, or program where prizes will be given or a competition where a performer will win a prize? If so, it is important that you follow the procedures outlined here and that you are aware of the policies associated with distributing prizes. All prizes purchased with SABC funds must be stored in the Office of Student Life in advance of the event.

Examples of programs at which prizes might be awarded include:

- Talent show
- Writing competition
- Art contest
- Singing competition

Gift Cards

Under no circumstances can gift cards be purchased using Student Activities Budget Committee (SABC) funds. Therefore, gift cards should not be used as prizes.

Prizes—Cash

Cash prizes can be awarded to winners of competitions sponsored by student organizations.

In order to award the cash prize, the student organization should follow the following procedure:

1. Complete the **Awarding of Prizes Form** found on the back of this page.
2. Have the winners complete their portion of the form
3. Submit form to the Student Life front desk by Noon the next business day.
4. The Office of Student Life will generate the necessary forms to be signed and completed by the winners, President, and Treasurer and notify individuals that the necessary forms are available for signatures within 48 hours of the date of submission.

Prizes—Goods

Prize goods can be awarded to winners of competitions sponsored by student organizations.

In order to award a noncash prize, the student organization should follow the following procedure:

1. Complete the Awarding of Prizes Form found on the back of this page.
2. Have the winners complete their portion of the form
3. Submit form to the Student Life front desk by Noon the next business day.
4. If an organization would prefer to have prizes distributed through the front desk of Student Life, winners will be notified by email when the prize is available for pickup.

Awarding of Prizes Form

Name of Student Organization: _____		
Event: _____		
Date: _____	Time: _____	
Submitted by: _____	Title: _____	Date: _____
President's Signature _____	Date: _____	
Treasurer's Signature _____	Date: _____	

Please be certain that the information below is completed in full before submitting to the Office of Student Life. It is the organization's responsibility to provide all requested information.

Prize 1

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
<small>First Name</small>	<small>Last Name</small>	
Mailing Address: _____		
<small>Street Number</small>	<small>Street Name</small>	<small>Apt. Number</small>
<small>City</small>	<small>State</small>	<small>Zip code</small>
Student Number or Social Security Number: _____	UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Prize 2

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
<small>First Name</small>	<small>Last Name</small>	
Mailing Address: _____		
<small>Street Number</small>	<small>Street Name</small>	<small>Apt. Number</small>
<small>City</small>	<small>State</small>	<small>Zip code</small>
Student Number or Social Security Number: _____	UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Prize 3

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
<small>First Name</small>	<small>Last Name</small>	
Mailing Address: _____		
<small>Street Number</small>	<small>Street Name</small>	<small>Apt. Number</small>
<small>City</small>	<small>State</small>	<small>Zip code</small>
Student Number or Social Security Number: _____	UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

