

UCI Student Government Student Media

COVID-19 Policy Updates: Gifts, Prizes, Raffle Items, etc.

Due to the current climate surrounding Covid-19, SGSM has adjusted policies that correspond with current operations. All updated policies will be in effect until otherwise stated. All UCI and UCOP policies will be followed with regards to this update, otherwise. These policies are effective as of immediate.

Policies on Gifts, Prizes, Raffles, etc.

- Items during this time will be limited. Acceptable items to be given away at this time will be electronic gift cards. Electronic gift cards allow for our office to keep track of distribution, reduce miscommunication, and eliminate person-to-person physical handling of items. Below students will find the following acceptable electronic gift cards to use for their events:
 - Amazon
 - Barnes & Noble
 - Starbucks
 - Target
 - Best Buy
 - UCI Dining Card
- Gift cards for the following are not permitted per UC Policy:
 - Electronic gift cards for personal services such as, but not limited to, spas, food delivery, transportation, and other memberships are not permitted.
 - Electronic gift cards for monetary value such as Visa, Mastercard, or American Express are not permitted. The electronic gift card must be redeemable for tangible items only.
 - Electronic gift cards must be traceable to ensure the recipient has received the item(s).
- Students will not be allowed to order physical items to be sent to recipients.
- Items to UCI employees (faculty, staff, and student employees) will be limited to \$75. Non-student employees can receive up to \$599.
 - All students will have the value of their received items reported to UCI Financial Aid and Scholarships office. The value of the item may affect any award or

financial package they receive from the University (based on the chart below of reportable items).

Gift cards/gifts received for:	Reportable
Completing surveys	No
Meal swipe cards or emergency grocery cards not exchangeable for cash	No
Raffle or drawing	Yes
Employee appreciation gifts/gift cards	Yes
Employee appreciation events (banquet, pizza party, etc.)	No

- All electronic gift cards must be emailed to a valid UCI email. Personal emails are not permitted.
- All E-Gift Card purchases are to be made by SGSM Professional Staff. Any purchases not made by SGSM Professional Staff will not be reimbursed.

Procedures on Gifts, Prizes, Raffles, etc.

- If students would like to incorporate gifts, prizes, and other items into their events, they may do so within the policies stated previously.
- Any need for clarification or questions must be discussed with SGSM Professional Staff prior to the public advertisement of the prize.
- A purchase request form must be submitted to the SGSM Business Office for all purchases.
- Directions on how to give recipients their items are as follows:
 1. Submit a purchase request using the following form- [SGSM Purchase Request Form](#)
 - Form must be submitted two weeks prior to any event. For large events, purchase requests must be submitted four weeks prior.
 2. Discuss with SGSM Professional Staff about the items and the amounts you are giving away.

3. When the recipient is chosen, provide the SGSM Business Office with the details of the recipient.
 4. The Business Office will then send the recipient an electronic verification form to sign.
 5. Once the form is signed and completed, the Business Office will send the recipient the gift card and deduct the amount from the appropriate expense account.
 - If there is a certain timeline that students wish to have the item(s) given, that must be considered ahead of time during planning and Professional Staff must be notified.
- All E-Gift Card purchases are to be made by SGSM Professional Staff. Any purchases not made by SGSM Professional Staff will not be reimbursed.

