**Prize Policy**

Note: you will find parts of this policy reflected in several other policies (Solicitation, Fund Raising, Raffles).

A “give-away” is offered to everyone who wishes one, it is a special kind of prize, and is sometimes called a “door prize”, because everyone who walks in the door is given the same prize. These rules do not apply to “giveaways” or “door prizes”. They do apply to every other prize or item given to anyone.

Prizes

* **No prizes of money, cash, cash cards, gift cards, debit cards or gift certificates are permitted**

**(except for cash in 50/50 Raffles-see below).**

* **No raffle prize or “basket” (or collection of things put together to make a prize) can have a value of greater than $75 (except for 50/50 Raffles- see below)**

Solicitation.

* Solicitation means asking people or businesses outside the university to give you things.
* You are NOT permitted to ask for money or cash.
* There is a specific form for requesting permission from the university to ask those businesses for things. Fill out the Solicitation Form within Phoenix Connect
* Do NOT ask for donations of money, cash, cash cards, gift cards, debit cards or gift certificates, etc. You cannot use these as prizes. Ask for “things” instead. Examples of “things”: smoothie blenders, CDs, movies, books, hats, clothing, blankets, coffee mugs, etc.
* Note that money, cash, debit cards, cash cards, gift cards and gift certificates, etc. are not considered as “things” for the purposes of this policy. So you can’t use money, cash, cash cards, gift cards, debit cards or gift certificates for meals, massages, services (photography sessions), etc.
* If the business gives you money, cash, cash cards, gift cards, debit cards or gift certificates, etc., you can go into the business and use it to purchase “things”.

Raffles. A Wisconsin permit is required by any student organization that wishes to organize a raffle. SGA annually buys a Wisconsin Department of Regulation and Licensing Raffle License that covers all registered student organizations. See Lea Truttmann in the Union (call 920-465-2013 to make an appointment) for a “Raffle Packet” before planning your raffle. There are many rules and procedures that must be followed.

* 50/50 Raffles:
	+ Prize Verification Form. Any 50/50 prize valued at over $100 MUST have a verification form completed. This form requires the recipient to list his/her name and social security number.
	+ A Prize Verification Form can be picked up from Lea Truttmann in the Union.
	+ The completed form must be returned by the student organization to Lea Truttmann in the Union.
	+ People will be reluctant to give you their social security number (or they may not know it).
	+ You **CANNOT give the prize unless the winner gives you their social security number**.
	+ IF necessary, you **should re-draw the prize immediately if a winner refuses** to give you their social security number.
* Our advice is to **never have a prize greater than $100**. It is perfectly acceptable to do a 50/50 and have TWO prizes instead of one (50% going to your org, and the other 50% being split among more than one winner).
* For instance, you could do a 50/25/25 raffle… or a 50/25/12.5/12.5, or a 50/10/10/10/10/10.
It may not sound like as big a prize, but it eliminates all the hassle.

Revised AUG 2023