# Upchurch University Center

201 High Street

Farmville, VA 23901

Phone: 434-395-2103

Awarding Prizes at Student Organization Events

Will you be hosting an event, meeting, or program where prizes will be given or a competition where someone 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.

Please be sure to inform all individuals that the value of a prize awarded, through a drawing or program, is considered taxable income to the recipient and may need to be reported, by the university, to the IRS.

Organization: Event Name:

Event Date:

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| For each prize awarded list the prize, its value, the full name of the winner, their “L” Number and have the recipient sign. |
| Prize: Name: Signature:  | Value: L#  |
| Prize: Name: Signature:  | Value: L#  |
| Prize: Name: Signature:  | Value: L#  |
| Prize: Name: Signature:  | Value: L#  |