

Prizes and Giveaways Procedures **USG funded Prizes and giveaways**

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Gift Cards - Gift cards are now available (fall 2018) through the University's HuskyBuy Evolution system, allowing gift cards to be requested, approved and properly billed to USG. The Student Activities staff will order the gift cards, once funding is approved by USG. Please note, Gift Cards- Generic Gift Cards, such as Visa®, American Express®, Master Card®, Amazon® cannot be given out.

Prizes and Other Giveaways – Prizes and giveaways (everyone loves SWAG!) are certainly popular with students. For contest prizes, develop, in advance, a very specific set of rules, defining how giveaways will be conducted. Giveaways include clothing items: recipients must sign for what they receive.

Prize and gift Request Process - Undergraduate Student Government (USG) will need original documentation, in the event that your organization is issuing a prize or gift card at an event. In planning, set up your event in a manner that only UConn Hartford Undergraduate fee-paying students, are eligible to win.

Event and Post Event requirements - As the prize/gift card winners are determined, have all prize winners acknowledge receipt of the prize or gift. Complete the Prize Acknowledgment Form <https://bit.ly/2y1bMaF> and submit it immediately after your event, to the USG treasurer.