Prize Distribution Protocol

When an individual is awarded a prize by Bakersfield College Student Government Association or a student organization this form must be filled out. The following protocol must be followed when prizes or tickets are won or raffled at programming events:

1. When the Purchase Request for Credit Card is submitted to purchase a gift card or prize, it must be marked as prize

2. Rules and a process must be established as to how the winner is selected or how the winner will receive the prize

3. Inform the winning person to complete the Prize Eligibility Form and that form must be turned into the Office of Student Life within 24 hours after winning the prize.

4. The Office of Student Life will make a copy of the form. The original will be submitted to the Business Office with the original receipt of the purchase as back up with the credit card statements showing the credit card charge.

Prize Eligibility Form

Only currently enrolled students at Bakersfield College are eligible to receive a prize from the Student Government Association.

Description Prize Won: ____________________________________________________

Name: ____________________________ @ ____________________________

Address: _______________________________________________________________

City, State, Zip: _________________________________________________________

By signing this form I am stating that the above information is true to the best of my personal knowledge and that I am also a currently enrolled student at Bakersfield College. I understand that if the above information is not correct or that I am not a currently enrolled student I may be subject to disciplinary actions by the Office of Student Life.

Print Name ____________________________ Signature ____________________________ Date ____________________________