

**GEORGETOWN UNIVERSITY LAW CENTER
MONETARY PRIZE AND GIFT CARD POLICY**

Monetary Prizes

Individual students may not keep any monetary prize—regardless of how it is described by the awarding entity, including but not limited to prizes designated as “scholarships” or “for the student”—awarded as the result of the participation in a University funded event, provided the Law Center paid for the student’s participation in whole or in part; any such prize must be turned over to the Office of Student Life. If the institution offering the prize refuses to pay the prize over to Georgetown Law, the prize must be forfeited.

Gift Cards

Student Organizations wishing to give gift cards to members and non-members of the Georgetown Law community must obtain prior approval from the Office of Student Life.

- a. **Reasons for Giving Gift Cards:** Student Organizations are only permitted to give gift cards to individual organization members, panelists, speakers, or faculty members for his/her participation in an organization sponsored event.

- b. **Restrictions:** A single gift card may not exceed an amount of \$150. Recipients are limited to receiving no more than two (2) gift cards per academic year, with a combined total of \$150.

After receiving prior approval by the Office of Student Life, the recipient must complete the [Gift Policy Award and Prize Form](#) prior to receiving the gift card. Gift cards should not be



GEORGETOWN UNIVERSITY

DIVISION OF FINANCIAL AFFAIRS

Policy FA 162-14B: Gift Policy Award
and Prize Form

By filling out the information below, I acknowledge receipt of an award or prize from Georgetown University. I understand that if I received a cumulative value of cash and tangible property in any calendar year of \$600 or more, I will receive a Form 1099-Misc from the University. By signing this form, I am attesting to its accuracy. All information below is required in order to receive an award or prize:

Name:	
Social Security No:	
Are you a U.S Citizen or Resident Alien?	Yes No (If no, please enter your country of tax residency and Visa type below: Country: _____ Visa Type: _____ You will need to contact the Tax Department at taxdepartment@georgetown.edu before receiving the award or prize.
Description:	Check Cash Gift Certificate/ Gift Card iPod iPad Other: _____
Value Received:	
Date Received:	

Please describe the circumstances surrounding the acceptance of this award:		

Award or Prize Recipient's Signature		Date

Recipient's Printed Name		Date

To be completed by University department giving award or prize:

Department Name	_____	
Department Contact:	_____	
Phone Number:	_____	
E-mail Address:	_____	

Awarding GUDepartment Signature		Date
_____		_____
Printed Name and GU Title		Date
_____		_____

The completion of this form is required of any individual receiving any sort of award or prize using University Funds. Please submit this form to the Tax Department at 2121 Wisconsin Avenue, NW, Suite 400 Washington, DC 20007.