Office of the Vice President for Planning and Policy

Overview of Policy Administration
Areas of Responsibility

• Planning and reporting
• Statewide academic resources
• Faculty relations
• Institutional research and accountability
• University policies
• Executive review and recruitment
• Public safety and institutional assurance
OVPPP Policy Administration

The policy development mission of the Office of the Vice President for Planning and Policy is to provide an authoritative, comprehensive, easily accessible, and up-to-date repository for university and campus policies, and to improve the quality, transparency, and consistency of policy drafting, approval, and promulgation.
OVPPP Policy Administration

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NOT CONTENT.
Policy Index

Planning and Policy

University Policies

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Note: This portion of the site is frequently updated and changed. In addition, there may be Indiana University policies in place that are not included in these links.

University Policies

General University Policies

- Affirmative Action Policies
- Code of Conduct Related to Student Loan Activities
- Conflicts of Commitment Policy
- Conflicts of Interest Policy
- Substance-Free Workplace Policy
- Tobacco Policies

Executive Review

- Policy on Review Procedures for Chancellors

Facilities
Policy Development

OVPPP Role:

• Necessary elements
• Proper authority and approvals
• Relation to other policies
• Process and input
Long Term Policy Goals

- UA policies to standardized policy template
- Organizational system for UA policies
- Common web address in “~vppp/policies”
- Improved search function
- “Policy on policies”
- Assistance and training
- Compliance structure
Drawings & Prizes Policy

Background:

- Sponsorship committee began meeting Fall, 2008
- Work on sponsorship expenses, sponsorship revenues and issue of drawings
- First Memorandum on Sponsorship issued in March
- First draft of Drawings & Games of Chance Policy posted in September
- Revised draft includes more types of events and prizes, and higher prize limits
INDIANA UNIVERSITY

Drawings and Prizes

FULL POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedure
Definitions
Sanctions

ADDITIONAL DETAILS
Additional Contacts
Web Address
Forms
Related Information
History

Effective: August 31, 2009
Last Updated: November 15, 2009

Responsible University Office:
Office of the Vice President and CFO

Responsible University Administrator:
Neil Theobald, Vice President and CFO

Policy Contact:
Campus Financial Officer

Scope

All university units.

Registered or recognized student organizations that hold events on university property.

Policy Statement

Drawings and Other Games of Chance:

University units and registered (recognized) student organizations may conduct drawings or other “games of chance” to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed $300 and b) the total value of all prizes offered at any event does not exceed $900. In rare circumstances, a request may be made to award prizes with values that exceed the amounts identified above. Such
Prize Tax Data Collection Form

This form is to be completed by the department that has performed a drawing or “game of chance” and provided a prize to a recipient. This information is necessary to assist the university in meeting federal and state tax reporting obligations. An IRS Form W-9 or Form W-8BEN are also required to be submitted with this document unless the prize recipient is an employee of the university.

Event Information:

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date</th>
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Recipient Legal Name:

<table>
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<th>Last Name</th>
<th>First Name</th>
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IRS Tax Form Collected: W-9 ☐  W-8BEN ☐  University ID#  

Date prize distributed: __________ Value of prize (attach support): $ __________

Description of prize: ____________________________________________________________

Purpose of event and prize distribution: __________________________________________

How did participants become eligible for the drawing or game of chance?

☐ Voluntary submission of idea, essay, art, or completion of survey for a contest
☐ Randomly selected from participants engaged in an activity or in attendance at an event

Eligible Participants (Mark all that apply): Student ☐  Faculty/Staff ☐  General Public ☐

Department Information: ________________________________________________________

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<tr>
<th>Chart/Org</th>
<th>Contact Name/Number</th>
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*Internal Tax Department Use Only:*

Date Received: __________  Reviewed by: __________

Comments: ____________________________________________________________

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<tbody>
<tr>
<td>Refer to University Policy “Drawings and Other Games of Chance”</td>
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Questions?