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# Office of the Vice President for Planning and Policy

## Overview of Policy Administration

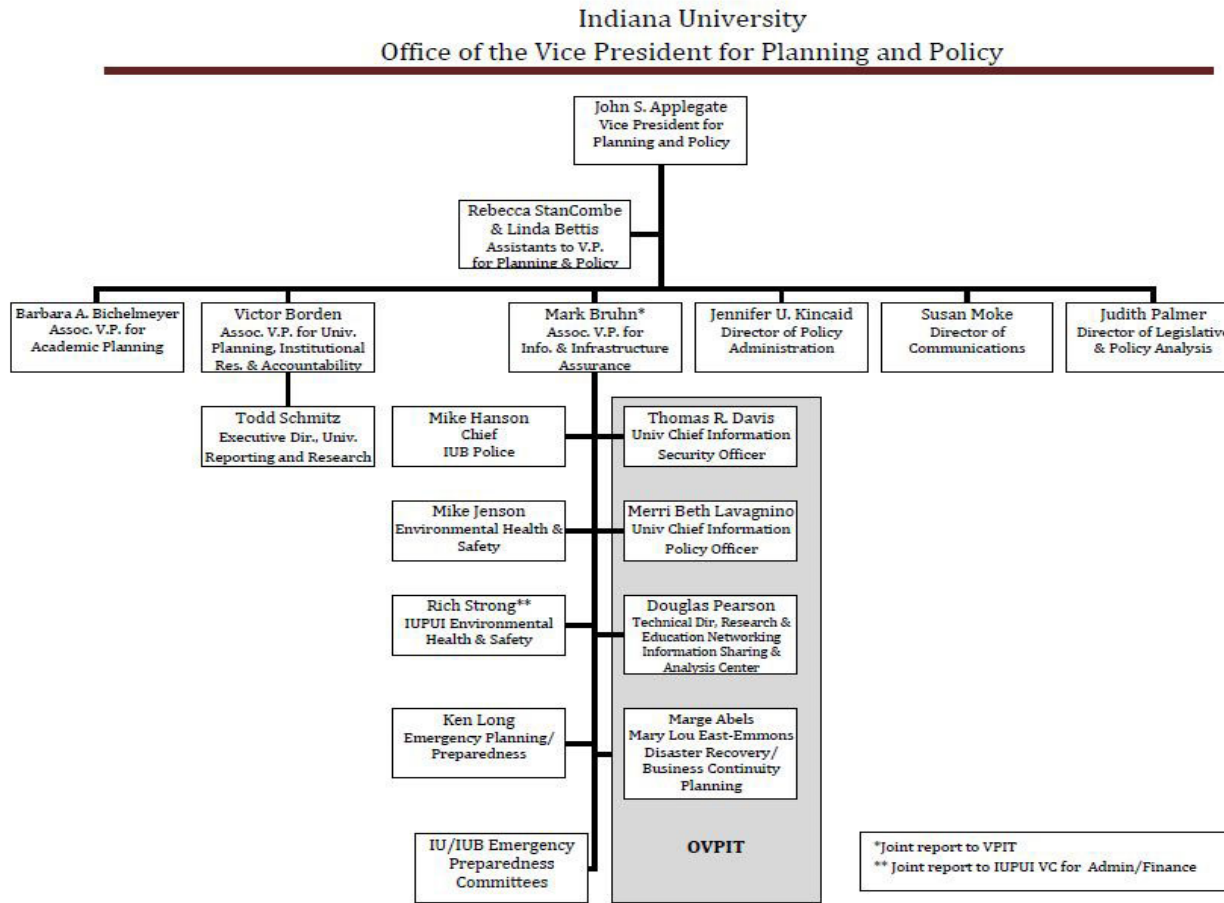
# Areas of Responsibility

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



# OVP PPP Organizational Chart





# OVPPP Policy Administration

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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.



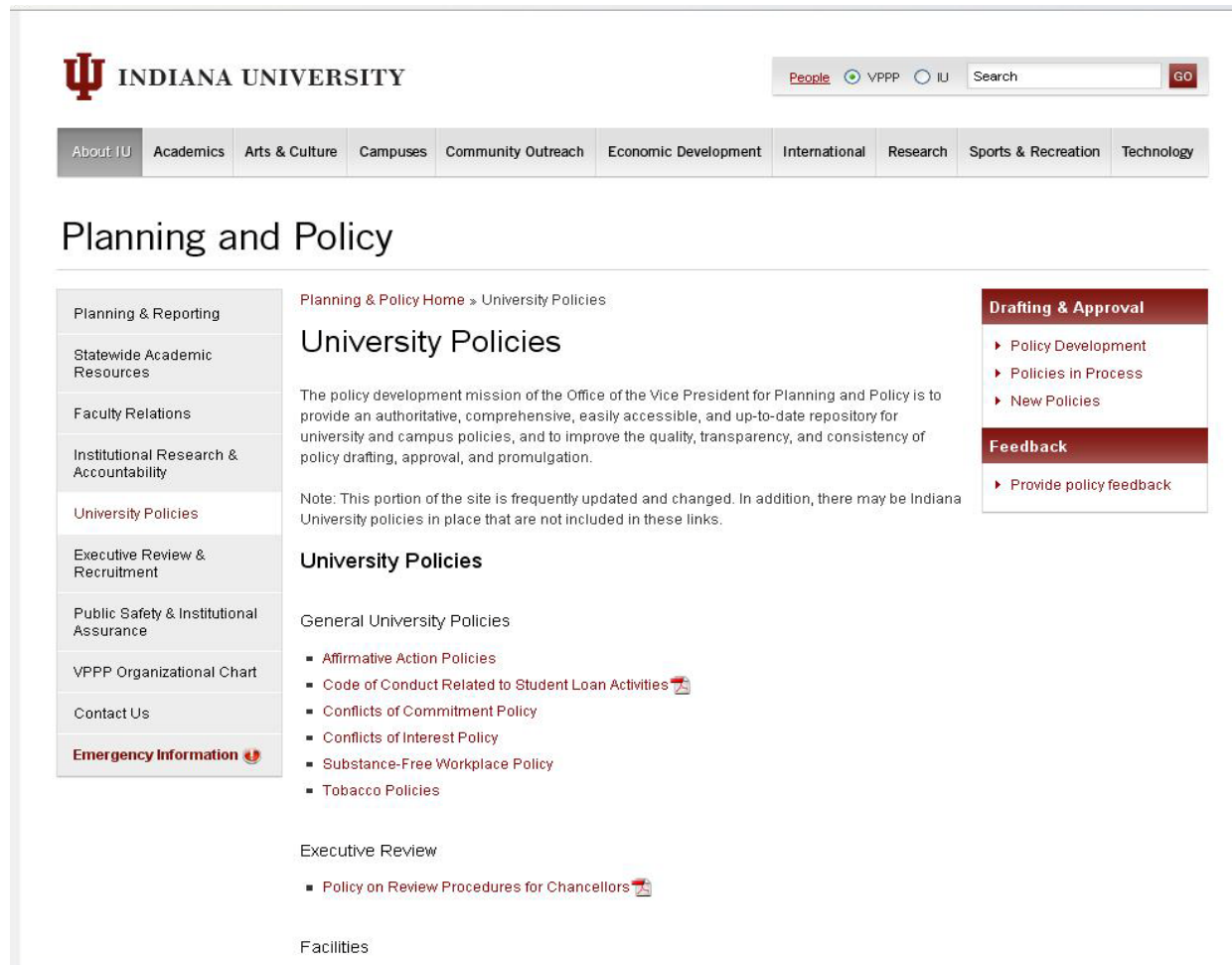
# OVP PPP Policy Administration

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**NOT CONTENT.**

# Policy Index



The screenshot shows the Indiana University website's Policy Index page. At the top, the IU logo and name are on the left, and navigation links for 'People', 'VPPP', and 'IU' are on the right. Below this is a horizontal menu with categories like 'About IU', 'Academics', 'Arts & Culture', etc. The main heading is 'Planning and Policy'. A left sidebar lists various university-related topics, with 'University Policies' highlighted. The main content area features a breadcrumb trail 'Planning & Policy Home > University Policies', followed by the title 'University Policies' and a paragraph describing the office's mission. Below this is a note about updates and a list of 'General University Policies' including Affirmative Action, Code of Conduct, Conflicts of Commitment, Conflicts of Interest, Substance-Free Workplace, and Tobacco Policies. There are also sections for 'Executive Review' and 'Facilities'. On the right, a 'Drafting & Approval' sidebar lists 'Policy Development', 'Policies in Process', and 'New Policies', and a 'Feedback' sidebar lists 'Provide policy feedback'.



# Policy Development

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## OVPPP Role:

- Necessary elements
- Proper authority and approvals
- Relation to other policies
- Process and input



# Policy Feedback

[About IU](#) [Academics](#) [Arts & Culture](#) [Campuses](#) [Community Outreach](#) [Economic Development](#) [International](#) [Research](#) [Sports & Recreation](#) [Technology](#)

## Planning and Policy

[Planning & Reporting](#)  
[Statewide Academic Resources](#)  
[Faculty Relations](#)  
[Institutional Research & Accountability](#)  
**[University Policies](#)**  
[Executive Review & Recruitment](#)  
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[VPPP Organizational Chart](#)  
[Contact Us](#)  
[Emergency Information](#)

[Planning & Policy Home](#) » [University Policies](#) » Policy Feedback

### University Policies

#### Policy Feedback

Please use this form to provide feedback on the policies organization, policy content, or the policy formation process. Thank you for your input!

**First Name:**

**Last Name:**

**Email Address:**

**Phone Number:**

**Policy Type:**

**\* Feedback:**

**Drafting & Approval**

- ▶ [Policy Development](#)
- ▶ [Policies in Process](#)
- ▶ [New Policies](#)

**Feedback**

- ▶ [Provide policy feedback](#)



INDIANA UNIVERSITY

OFFICE OF THE VICE PRESIDENT  
FOR PLANNING AND POLICY



# Long Term Policy Goals

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- 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

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## 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

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### 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:**  
*Nell Theobald, Vice President and CFO*

**Policy Contact:**  
*Campus Financial Officer*

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### Scope

All university units.

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

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### 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: \_\_\_\_\_  
*Event Name* *Event Date*

Recipient Legal Name: \_\_\_\_\_  
*Last Name* *First Name*

IRS Tax Form Collected: W-9  W-8BEN  University ID#

Date prize distributed: \_\_\_\_\_ Value of prize (attach support): \$ \_\_\_\_\_

Description of prize: \_\_\_\_\_

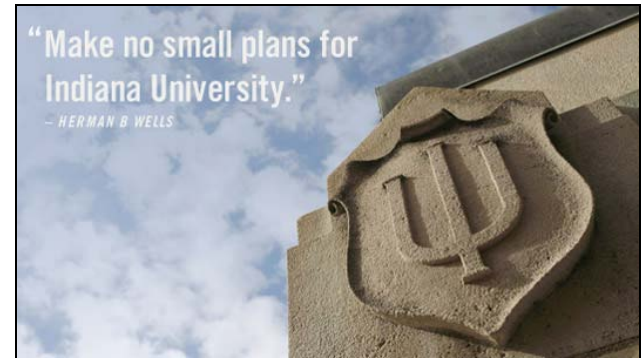
Purpose of event and prize distribution: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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: \_\_\_\_\_  
*Chart/Org* *Contact Name/Number*

*Internal Tax Department Use Only:*  
 Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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# Questions?