



Channel Islands

CALIFORNIA STATE UNIVERSITY

## Division of Student Affairs

**DSA Area Name:** Vice President for Student Affairs  
office

**Effective Date:** February 1, 2020

**Procedure Number:** VP-p014.01

### Student Affairs Working Procedure on Cash and Cash Equivalent Student Survey Incentives

**Intent:** To establish Division of Student Affairs protocols and procedural guidelines for creating student survey incentives, and for the handling and distribution of those incentives.

**Background:** CSU policy number 1301.00 states under section 600 allowable expenses that, “State Funds may be used: to pay for awards and prizes...to students for excellence, and individuals to participate in a research funded survey or study.” Surveys are an important way to gather information from students. The feedback can help us to better understand student feelings, thoughts and participation, but it can also help to gather the necessary data to help improve programming and services. A process for determining if a student survey incentive is appropriate and the handling and distribution of the incentives is important to ensure fiscal responsibility.

**Accountability:** Vice President for Student Affairs (VPSA), Division Area Heads, and Principle Investigators, as outlined and approved by the Institutional Review Board (IRB) application for the respective survey (as deemed necessary).

**Applicability:** All DSA employees

**Definition(s):**

**Attachment(s):** Balance Ledger & Distribution Log, Hospitality-ICSUAM 1301-00

**Procedure:**

Determine if it is necessary and/or appropriate to offer a survey incentive, as they may be a way to increase response rates.

- What information is being collected and why?
- Can we use the data collected to benchmark to other universities?

Incentives can be in the form of promotional items, cash or gift cards, but cannot be valued more than \$100. VP to approve quantity and value to be awarded for each unique survey. Gift cards to be purchased by VPSA office staff as needed, using campus procard, and should be reconciled to account 660003. Do not purchase and store excess gift cards to keep an inventory. Gift cards approved for a survey incentive must be distributed for that


survey and may not be kept as inventory. In other words, if 10 gift cards have been purchased for a particular survey, all gift cards must be distributed for that specific survey.

When the incentive is in the form of cash, a check request must be completed with an employee as the payee. When the employee listed as the payee to go to retrieve the funds, they must be accompanied by another CSUCI professional staff member. Both staff members will remain together while retrieving the funds and until the funds are returned to the lock box or safe, as outlined in the below paragraph. Similarly, when the incentive is in the form of gift card(s), the staff member utilizing their procurement card to purchase the gift card(s) must also be accompanied by another CSUCI professional staff member. Both staff members will remain together while purchasing the gift cards and until the card(s) are returned to the lock box or safe, as outlined in the below paragraph.



Monetary incentives must be kept secure in a lock box or safe, in a secured area, until picked up by student(s). Ensure there is dual control by designating a lock box custodian to track the distribution of monetary incentives and a second staff person to distribute incentives using the approved forms. Receipt forms must be collected and kept as part of the distribution log and tracking process.

Monetary incentives do not need to be reported to Financial Aid because they are incentives to the student for the campus to benefit and not necessarily income, and therefore not subject to Financial Aid.

Winners must be chosen at random. Winners will be contacted via email and provided options for pick up times. Reasonable arrangements must be made to accommodate incentive disbursement.

<u>Dianne Wei</u>	<u></u>	<u>2/20/20</u>
Author's name	Author's signature	Date

**Approved:**

<u>DOROTHY AYER</u>	<u></u>	<u>02/20/20</u>
DSA Area Head's name	DSA Area Head's signature	Date
<u>RICHARD YAO, Ph.D.</u>	<u></u>	<u>2/21/20</u>
VPSA's name	VPSA's signature	Date