

Awards and Recognition Standard Operating Procedure

Those consulted: Kevin Kesler and representatives from the state 4-H office and select county faculty (4-H); Bryan Arnell, Branden Blanchard and Carol Ann Downs (Business Services); Ken White and Brian Higginbotham (Extension Administration); Janna Hawkins (Internal Audits).

Considerations: In order to standardize the way that USU Extension handles awards and recognition, the following guidelines have been established and apply to all funding sources.

1. Recognition for adult volunteers
 - a. Allowable – Pins, certificates, ribbons, plaques, buckles. Value can be no larger than \$100.
 - b. Allowable - Dinner Banquet – The meal of the individual being recognized and one guest may be paid with USU funds.
 - i. [Policy 516 - Meals & Entertainment](#)
 - c. Recognition event should not be held more than annually.
 - d. State 4-H Office will provide guidance on allowable recognition events.
 - e. The review/selection process should be approved in advance by Business Services and Extension Administration.
2. Recognition for youth
 - a. Allowable – Pins, certificates, ribbons. Value can be no larger than \$20.
 - b. Allowable - Dinner Banquet - The meal of the individual being recognized and one guest may be paid with USU funds.
 - i. [Policy 516 - Meals & Entertainment](#)
 - c. State 4-H Office will provide guidance on allowable recognition events.
 - d. The review/selection process should be approved in advance by Business Services and Extension Administration.
3. Awards and Contests
 - a. State 4-H Office will be responsible for maintaining an approved list of 4-H awards, eligibility criteria, and selection processes.
 - b. Business Services must pre-approve all non 4-H awards and processes.
 - c. Value of award cannot exceed \$100.
 - d. No cash awards.
 - e. No Tuition Scholarships. Scholarships are handled under a separate process.
4. Travel Awards
 - a. No longer allowed in the form of an award or recognition.
 - b. Bonafide travel expenses will be based on eligibility and funding.
 - i. Travel policy must be followed.
 1. [Policy 515 – Travel](#)
5. Donations
 - a. In-kind donations of any value will be accepted for awards/recognition. However:
 - i. Awards distribution will be limited to no more than \$100 value per individual.
 - ii. Recognition distribution for adults will be limited to no more than \$100 value per individual.

- iii. Recognition distribution for youth will be limited to no more than \$20 value per individual.
 - b. In-Kind donations for programmatic purposes will continue to be allowed with no limits.
 - i. Gift In-Kind transmittal form must be completed and sent to Extension's Development Officer.
 - 1. https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal_Form.pdf
 - c. Any donation (cash or in-kind) must be reported to Extension's Development Officer so that proper recognition is given and tax paperwork is completed.
 - i. [Gifts-In-Kind Procedures and Guidelines - https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf](https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf)
6. Thank You Gifts
 - a. Not expected – Allowable
 - i. Purchased gifts cannot exceed \$100 in value and may not be in the form of cash, check, or gift certificate.
 - ii. Donated gifts cannot have a value that exceeds \$100.
 - b. Expected - Not Allowable
 - i. Where there is an expectation, speakers and other invited presenters should be paid via an invoice.
 - c. Consider giving a written thank you note.
7. Honorarium
 - a. An honorarium is a payment to a non-employee in recognition of a special service where no expectation exists for payment (even if the amount is minimal). Honorarium payments are for a specific **one-time** service. They may not be used to pay for any services where a price is negotiated.
 - i. <https://controllers.usu.edu/htm/forms-policies-procedures?memberID=10829>
 - b. Must be processed through Business Services.
8. Door Prizes
 - a. Purchased door prizes cannot exceed \$100 in value and may not be in the form of cash, check, or gift certificate.
 - b. Donated door prizes cannot have a value that exceeds \$100.
 - i. Any donation (cash or in-kind) must be reported to Extension's Development Officer so that proper recognition is given and tax paperwork is completed.
 - 1. [Gifts-In-Kind Procedures and Guidelines – https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf](https://usu.edu/advancement/sfo/staffresources/Gift-in-Kind%20Procedures%20and%20Guidelines.pdf)
 - 2. Gift In-Kind transmittal form must be completed and sent to Extension's Development Officer.
 - a. https://controllers.usu.edu/files/uploads/Gift-in-KindTransmittal_Form.pdf
 - c. The distribution of door prizes needs the approval of Extension Administration and Business Services.
 - d. **Legal Counsel is currently reviewing Door Prizes and these guidelines are subject to change.**