

Shared Equipment Purchase and Raffle Policy

Effective:

Last Updated: 03/21/2017

PREAMBLE

The Housing Operations Committee (HOC) Representative is able to advocate for the purchase of new or replacement equipment in the Residence. To that end, many items can be secured by this representative. Should a floor, unit, or wing decide to purchase equipment in excess of that secured by the HOC Representative, it must be raffled off at the end of the year.

POLICY

If a floor, unit, or wing chooses to purchase shared equipment (i.e. microwave, HDMI cord, etc.), it is expected that the following guidelines will be respected:

- Contributions to the purchased equipment are voluntary, and are made with the understanding that only those who contribute to the purchase will be eligible to win these items at the raffle at the end of the year;
- The items purchased are placed in a common area and are available for use by all members of the floor, unit, or wing;
- Once purchased, the items are securely and permanently fastened in an appropriate location, as determined by the Residence Manager and Facilities Management Staff;
- The equipment must be raffled off by the beginning of the final exam period in April;
- The raffle must include the names of all individuals who contributed to the purchase of these items, even those who may have left the community during the school year (i.e. moved to another floor, moved out of Residence);
- It is recommended, for the integrity of the process, that the raffle be a reverse draw where the final name(s) drawn win(s) the item;
- The item(s) may be raffled off individually or all together as determined by the floor, unit, or wing in advance of the raffle date.

PROCEDURE

All questions regarding the **Shared Equipment Purchase and Raffle Policy** can be forwarded to the Director of Facilities for the Division of Housing & Ancillary Services or the Programming Coordinator in the Office of Residence Education and Programs.