

## CCS Administrative Procedure

### 2.10.06 – C Receipt of Door Prizes

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Implementing Board Policy [2.10.06](#)  
Contact: Chief Financial Officer

#### 1.0 Purpose

To provide guidance regarding the receipt of door prizes when CCS has paid consideration for an employee to attend a conference, seminar, trade show, or similar event.

#### 2.0 Limitations and Requirements

2.1 [Executive Ethics Board Opinion 98-10](#) addresses the receipt of door prizes won at a conference, seminar, trade show or similar event (hereinafter "event"). Consistent with this advisory opinion, a door prize won by a CCS employee:

2.1.1 Becomes CCS property if:

2.1.1.1 CCS paid the registration fee(s) for attendance at the event, and/or

2.1.1.2 the employee attended the event during his/her normal work/contract schedule and/or in his/her capacity as a CCS employee.

2.1.2 May be retained by the employee provided:

2.1.2.1 CCS has not paid consideration for attendance at the event, and

2.1.2.2 the employee attends on his/her own time, and

2.1.2.3 Employees should **not** enter a door prize or other drawings at official events when the opportunity to win a prize is not included in the consideration that was paid to attend the event (e.g., an event where vendors offer door prizes in connection with an official event by filling out a form or placing a business card in a bowl).

2.1.2.4 The only provision of RCW 42.52 that might limit receipt of a door prize at an event attended in a personal capacity is RCW 42.52.020:

- "No state officer or state employee may have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that is in conflict with the proper discharge of the state officer's or state employee's official duties."

2.2 If the door prize is CCS property based on the conditions provided in 2.1.1, above, the employee must forward the door prize to the CCS Chief Financial Officer (CFO).

2.3 The CFO will evaluate the door prize and determine if the door prize has a business- or educational-use within CCS. "Business- or educational-use" means that:

2.3.1 there is an economic benefit to CCS in retaining the door prize, or

2.3.2 the door prize is something customarily purchased by CCS.

2.4 Door prizes that become CCS property will be handled as follows:

2.4.1 The door prize will be retained for use by CCS. To the extent possible door prizes retained by CCS will be used to benefit the employee's institution.

2.4.2 The door prize will be returned to the donor or donated to a charity in accordance with state rules and regulations.

2.4.3 The door prize will be sent to Central Receiving to surplus in accordance with state rules and regulations.

#### 3.0 Related Information

3.1 [Board of Trustees Policy 2.10.06](#), General Ethics for Employees & Officers

- 3.2 [CCS Administrative Procedure 2.10.06-A](#), General Ethics for Employees & Officers
- 3.3 [Executive Ethics Board Opinion 98-10](#), Receipt of Door Prizes

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