

STUDENT CLUB FUNDRAISING/VENDING APPLICATION

State University of New York at New Paltz

A FUSE FORM MUST BE COMPLETED WITH THIS FORM TO RESERVE THE DESIRED SALES LOCATION. ALL APPROVALS ARE DETERMINED BY THE OFFICE OF STUDENT ACTIVITIES AND UNION SERVICES (SU 211)

Event Name: _____

Student Club: _____

Student Coordinator: _____

Phone Number: _____

Student ID Number: _____

Preferred Event Date(s): _____

Preferred Event Location: _____

Are You Doing a (circle one): FUNDRAISER VENDOR SALE

Fundraiser: A sales program initiated and completely managed by the members of the group to raise funds in which the group invested money and time.

Vendor Sale: An outside provider is coming in with wares/items for sale and the group will get a financial benefit by hosting this vendor.

FOR FUNDRAISER:

If a Fundraiser, what type (Circle One):

Candy Sale	O-Grams/Messages	Collection
Flowers	Non-Food Sale	Ticket Sale
Silent Auction	Raffle (SA Groups Only)	Crafts
Other (be specific): _____		

Please note that the sales of baked goods or homemade foods are NOT authorized. Food sales must be commercially packaged and sealed.

FOR VENDOR SALES:

Name of Vendor: _____

Vendor Address: _____

Vendor Contact: _____

Which agreement have you made with the vendor (circle one): Percentage of Sales (If yes, ____ %)
Flat Guarantee Fee (If yes, \$____)

What type of merchandise is the vendor providing (be specific):

ACKNOWLEDGEMENTS:

I have read and understand the Vending Policy for Student Organizations and will follow them accordingly. Please note, for best record keeping, security, and safekeeping, all monies raised must be deposited into a club account.

Signature of Student Representative: _____ Date: _____

OFFICE OF STUDENT ACTIVITIES AND UNION SERVICES USE ONLY:

RECEIVED: _____

APPROVED: YES NO

LOCATION: _____

COMMENTS:

VENDING POLICY

The following policy exists to provide registered student organizations with the ability to provide food, beverages and miscellaneous items for sale during programs and events, which are open to the campus community and conducted on property owned and controlled by the College.

You must fill out a [vending form](#)* and provide answers to all information requested before any contracts are signed. FUSE forms that identify vending will be cancelled if the [vending form](#)* is not completed.

This policy applies to events/programs, which meet the following criteria:

- Activities and programs sponsored by **registered** student organizations, including residence hall programming groups.
- Programs and activities registered by groups must submit contractual agreements made between the student group and vendor attached with a FUSE Form to the Office of Student Activities and Union Services.

Items, which may be offered for re-sale by student groups during, authorized campus activities and programs are limited to the following:

- Commercially prepared non-alcoholic beverages dispensed in factory-sealed, single portion packages.
- Commercially prepared food items, which are factory-sealed and dispensed in single portion packages.
- Organizational promotional items which include the name and/or logo of the organization or event (i.e., tee shirts, mugs, posters, etc.).
- Sale of goods (jewelry, hand-crafted items, etc) by an individual student or off-campus vendors.
- Flowers, greeting cards, and other items, which are consistent with the nature of the occasion and event, and deemed, appropriate by the Office of Student Activities and Union Services.

Merchandising activities, which are prohibited, include, but are not limited to, the following:

- Sale of services by an individual student or off-campus vendors.
- Sub-contracting sales of goods and services by registered student groups to off-campus vendors.
- Sale of food and beverages other than those previously stipulated.
- Re-sale of used clothing, furnishings, appliances, etc.
- Any sales, which result in individual profit.
- Alcoholic beverages, except as provided for in the College policies regarding the purchase and sale of beverage alcohol (copies of which may be obtained from the Office of Student Activities and Union Services).

All requests for permission to sell items at authorized activities are limited to a single event basis. Organizations receiving approval to sell specific items will be provided a single authorization certificate which must be posted at the event. **A member of the sponsoring club/organization must be present throughout the event.**

A minimum of 10% of all proceeds must be deposited into the student club account. Student Association groups have a minimum 20% requirement. Proceeds from the sale of items at events which are open to the public may involve a sales tax liability and as such, the sponsoring groups are responsible for determining the applicability of sales tax levies, appropriate record keeping and possible payment of such taxes.

For information that involves political campaign activities visit the [SUNY New Paltz Policy on Political Campaign Activities](#).