Policy for Commercial Vending for Student Organization Fund Raising

“Revenue generating activities by outside interests within the College Union are strictly prohibited under the guidelines for commercial activities established by the College. However, under certain conditions registered and recognized student groups may sell commercial items, do fund raising and sponsor services in return for funds. All revenue generated must be used for the betterment of the student group’s program. An individual may not receive personal gain. No fund raising activities are permitted on a door to door basis in College Residence Halls or other buildings. Commercial Vendors offering services must donate funds to the sponsoring student group. Credit card solicitation is an example of commercial vending and has special limitations including distribution of college credit card information.”

1. Individual vending events will be limited to five consecutive weekdays.

2. Organizations requesting space for vending and or fundraising training must be registered with the Student Association or recognized by the College.

3. A representative from an organization must fully complete and sign an Application for Fundraising.

4. An organization’s representative should be present on each day of the event to assist the vendor during load in. If vendors supply their own equipment, (tables, chairs, etc.) they must notify the campus building administrator in advance. Vendors are solely responsible for the safety and security of their supplies and equipment.

5. An organization’s representative should secure an appropriate visitor’s parking permit for the vendor from UPD or from the buildings which are near visitors parking lots.

6. An organization’s representative should be present at all times during the fundraising event.

7. The area of the event must be clearly identified with the sponsoring student organization’s name.

8. All revenue generating activities must not only comply with these Fundraising/Commercial Vending procedures, but also must comply with all applicable federal, state or local laws related to business operations and meet health and safety standards. Organizations should advise vendors about the current sales tax rate in Otsego County (8%).

9. Vendors must supply their New York State Sales Tax Identification number to the Hunt College Union, Office of Campus Life prior to conducting any business on campus. Sponsoring organizations and / or commercial vendors failing to comply with these regulations may forfeit future business or fundraising opportunities on campus.

10. Merchant vendors should pay the sponsoring organization at least 15% of gross sales after the sales tax is paid.