

Policy for Commercial Vending and Credit Cards for Student Organization Fund Raising

Revenue generating activities by commercial interests within the Hunt College Union are strictly prohibited under the guidelines established by the College. However, under certain conditions, registered and recognized SUNY Oneonta student organizations may sponsor fundraising activities that generate revenue that may only be expended on the betterment of the student organization. Under no circumstances will the College approve events that generate funds for individual gain. Door to door solicitation is prohibited in all campus buildings.

1. Requests for vending events are made through the Hunt Union at the Information Desk. Assignments will be made on a first come, first served basis. Opportunities for fundraising will be distributed with a sense of equity among competing student organizations. Individual vending events will be limited to four consecutive weekdays except credit cards that are limited to two days.
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/Commercial Vending and collect all signatures at least one week prior to the event. Off campus locations require the completion of the **Off Campus Event Contract** seven days prior to event. Contracts are available at the Hunt Union Information Desk, The Student Association Office and the Office of Campus Life.
4. An organization's representative should be present on each day of the event to assist the vendor during load in. The most common times are 10:00am until 6:00pm on weekdays. If vendors supply their own equipment, (tables, chairs, etc.) they must notify the Hunt Union in advance. Overnight storage of equipment in the Hunt Union, and /or supplies is not permitted. Vendors and/or the sponsoring organization 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 the Hunt Union Information Desk, or if necessary from UPD.
6. An organization's representative must 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 and the purpose of the activity.
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. 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.
9. All vendors operating in Hunt Union must pay a set-up fee of \$50 per day payable to the Hunt College Union. Fees must be paid in advance of the event. Merchant vendors must also pay the sponsoring organization at least 15% of gross sales after the sales tax is paid.