



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

**POLICY TITLE: Fundraising/Vending Policy**

**OVERVIEW:** Fundraising and Vending Policy for the campus, and guidelines for the Seymour College Union

**OFFICE/DEPARTMENT RESPONSIBLE:** Office of Campus Life

**DATE UPDATED:** July 3, 2008

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The College at Brockport realizes the importance of fund raising to its clubs, organizations and departments. The following policy has been established to allow for various fund raising while recognizing The College at Brockport and Seymour College Union policy, state and federal laws. Off-campus individuals and/or companies wishing to sell merchandise, promote a product, give out information, solicit applications, or conduct business in the Seymour College Union must be sponsored by a recognized College club, organization and/or department.

Over the recent past, The College at Brockport has experienced an increased rate of College group- and/or organization-sponsored fund-raisers. This increase has resulted in inconsistencies, misrepresentations and confusion on specific fund-raising procedures. Due to this situation, the Office of Campus Life has established a policy governing the execution of fund-raisers by any and all groups in relation to the College. Any questions and/or concerns relating to this policy should be directed to the Office of Campus Life.

All fund-raisers to be sponsored by a College club, organization or department must first submit a written proposal of the fund-raiser to the Office of Campus Life. The proposal must be submitted 14 days prior to the fund-raiser and include the following:

- A. The name of the sponsoring organization.
- B. A description of the nature of the fund-raiser.
- C. The date, time, and location of the fund-raiser.
- D. The name of at least one member of the sponsoring organization directly responsible for coordinating the fund-raiser.
- E. The name of at least one College administrator, staff or faculty advisor of the sponsoring organization.
- F. A written description of where the proceeds of the fund-raiser will be held and how they will be secured.
- G. A description of what the proceeds will be used for.
- H. A list of any proposed prizes to be awarded during the course of the fund-raiser, how they will be made available (i.e., purchased or donated), a description of how they will be secured, and the name of the person responsible for securing them. If prizes are donated, the name of the donating organization must be submitted.
- I. A detailed explanation of all the rules and regulations governing the fund-raiser, including costs of participation, the dates and times for the fund raiser to begin

- and end, and how prizes will be awarded. The same information must also be distributed to all participants in any games or contests held as part of the fund-raiser.
- J. A copy of the proposed fund-raiser ticket and/or an information slip to be given out with each ticket needs to be given at the time of proposal. The fund-raiser information slip and/or ticket should include the following:
    - 1. Name of organization sponsoring the fund-raiser.
    - 2. Cost of donation for the fund-raiser.
    - 3. List of prizes to be awarded, if any, at the fund-raiser.
    - 4. Rules and regulations of the fund-raiser on the back of the ticket or a location of where the rules and regulations are publicly displayed.
    - 5. Phone number of a point of contact for the fund-raiser.
  - K. If an outside vendor is being used, the name, address and phone number of the vendor.

### **Fund-Raiser Guidelines for Use of Seymour College Union**

- A. Anyone wishing to use the Seymour College Union must first fill out a *Space Reservation Form* and have it approved by the Office of Campus Life to ensure that proper space is available.
- B. During the fund-raiser, a conspicuous sign must be displayed highlighting the sponsoring organization and the vendor's tax identification number.
- C. When an outside vendor is being used, a certain percentage of sales must be donated to the sponsoring organization. At least one current member of the College organization must be present with the vendor to both greet and to close the day's business.
- D. No outside vendors will be permitted in the Seymour College Union without direct sponsorship by a College organization or department.
- E. See the Vending Policy for additional information.

### **Vending Policy**

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### **Responsibilities of Club Sponsors**

- 1. A representative from the sponsoring organization must complete and submit a *Lobby Space Reservation Form* to the Office of Campus Life. Requests are approved for up to two 6-foot tables on a first-come, space-available basis. Tables

- are assigned and labeled on a first-come, first-served basis and are not to be moved from designated locations.
- a. Information to be provided by the sponsor includes: nature, purpose and duration of the activity, complete listing of item(s) to be sold, individual or company/vendor's name and address. Lobby space may be reserved from 9 am – 6 pm weekdays.
  - b. All requests must be submitted at least seven (7) days in advance. Any incomplete or denied requests will be returned at least 48 hours in advance. It is the responsibility of the sponsor to inform vendors of any changes.
2. Brockport Student Government (BSG) clubs must also complete and submit the pink copy of the *BSG Request to Raise Funds Form* to the BSG business office. Sororities and fraternities must complete and submit the *Fund-raising Request Form* with the associate director of campus life. Copies of approved forms should be submitted with the *Lobby Space Reservation Form*.
  3. Representatives from the sponsoring organization are responsible for clean up of reserved area.
  4. A sign indicating the sponsoring club or organization must be clearly posted at all times, along with the vendor's tax identification certificate.
  5. All net income will be used for the support of programs and activities of the student organization. No individual of the sponsoring organization may receive personal gain from sponsorship.
  6. Clubs and organizations are encouraged to assist their vendor with advertising before the arrival date.
  7. At the conclusion of the day, it is required that a representative of the sponsoring organization and the vendor must complete a *Sales Information Form* of the day's sales. Any funds collected for BSG clubs will then be deposited with the BSG Box Office. Funds for fraternities and sororities should be deposited into the groups' accounts by the treasurers.
  8. All food sales must meet Brockport Auxiliary Service Corporation (BASC is the College's food service/catering service) requirements. Anyone interested in food sales should contact the catering office, (585) 395-2379. A copy of the food waiver or the signature designating a contract with BASC must be attached to the *Lobby Space Reservation Form*.
  9. Credit Card Solicitation — see the Credit Card Vendor Policy.

### **Responsibilities of the Vendor**

1. Vendors sponsored by BSG clubs and organizations must check in at the BSG Box Office upon arrival. Vendors should plan on checking in between 10 – 10:30 am. Vendors being sponsored by fraternities and/or sororities must check in at the Office of Campus Life upon arrival. Vendors arriving before 10 am may go directly to their assigned tables. If a vendor does arrive before 10 am they must go to the BSG Box Office between 10 – 10:30 am to check in. **(Failure to check in by 10:30 am will result in cancellation of the table reservation.)**

2. Signage identifying sponsoring organization and vendor's tax identification certificate must be displayed at sales area at all times.
3. Parking permits, available at the Raye H. Conrad Welcome Center, are the responsibilities of the vendor.
4. Commercial vendors are responsible for displaying their tax certificate form and paying sales tax collected from the activity.
5. Commercial vendors are required to pay the sponsoring organization 15 percent of gross sales after subtracting sales tax, or \$35 per day, whichever is higher.
6. Vendors are responsible for the safety of their own merchandise/equipment. Overnight storage space is not available.
7. Vendors should unload at the southwest entrance to the Seymour College Union, then park in the lot designated on their parking hangtag.
8. Vendors are encouraged to mail informational flyers to the sponsoring organization in advance for posting, c/o the BSG club, or the Office of Campus Life for Greek organizations.
9. Vendors are required to complete a *Sales Information Form* at the BSG Box Office at the end of each day, reporting sales and payments to sponsoring organization.
10. All revenue-generating activities must comply with The College at Brockport, BSG and all applicable federal, state or local laws related to business operation, and meet health and safety standards.
11. Music being played at the vendor's table must be at a reasonable level on the volume dial. Music must also be appropriate for the general public (i.e., No profanity, derogatory statements, etc.).
12. Open flame candles and/or incense burning are prohibited.

**The College retains the right to limit time, place and manner of activity and possesses ultimate approval of items sold.** For any questions, or to obtain a *Space Reservation Form* or *Fund-raising Request Form*, please contact the Office of Campus Life, (585) 395-5646.