Policy on Distribution of Food, Beverages, Merchandise and Services

Regulation of Distribution

1. Food and merchandise distribution including sales and giveaways by campus organizations must be approved by the Dean of Students or designee, the Food & Vending Director, the Titan Shops Director, and/or the Environmental Health and Safety Officer. Approval of the type and scope of distribution will rely on specifications developed by the Dean of Students and Titan Shops. Requests for such distributions must be presented to the Dean of Students at five (5) business days prior to the proposed distribution. All proceeds from fundraising must be deposited into an Associated Students trust account the day following an event and an accounting of the proceeds must be filed in the Dean of Students within five (5) business days of the event. Funds raised must be used for University related purposes consistent with the approved mission of the organization and objectives of the fundraising event.

2. Campus food, beverage, and merchandise distribution may be approved under the following circumstances:
   a. It is required that a five (5) business day period be the absolute minimum lead time all for routine requests and that a 30 day minimum lead time be utilized in submitting a major program facility request.
   b. Within the offices of University departments and campus organizations: food and beverage distribution in these locations may not be publicized to the general campus community.

3. Campus organizations may not subcontract with off-campus individuals or firms to sell food, beverages or merchandise or provide services and programs on campus unless the activity/event is clearly related to the nature and goals of the campus organization, and is approved in advance by the Vice President for Administration, the Vice President for Student Affairs, or the Vice President for Academic Affairs as appropriate, or their designees. Off-campus commercial interests may be invited by campus organizations to provide displays, exhibits, and demonstrations as long as the off-campus interest does not engage in sales on-campus of the product or service displayed. Except as provided below, the on-campus organization may not receive any tangible consideration in return for its invitation. The entire agreement between the on-campus organization and the off-campus interests shall be approved in advance by the appropriate Vice President or his/her designee.
4. If an organization is planning an event requiring a contract with another agency, it must have the document reviewed by the Dean of Students prior to obtaining approval for the event.

5. Student organizations may request a "registration fee" of participants in an event sponsored by a student group. The registration fee is to be considered as a tool for fundraising and is not to exceed $100. The fees collected are to be deposited into an Associated Students trust account. Registration fees shall be used only for programs and services clearly relating to the mission and goals of the student organization as defined in the constitution and by-laws on file in the Dean of Students.

6. When a registration fee is assessed for participation in an event, the organization may not discriminate against or for any particular business. Limited space must be assigned on a first-come, first-served basis.

7. Each semester, organizations engaging in on-campus fundraising activities must submit to the Dean of Students a confidential report listing revenues and expenditures (by item) on standard accounting forms.

Conduct of Sales and/or Distribution

1. Sale of items by individuals is not permitted.
2. Distribution/sale locations must be approved in advance by the Dean of Students and shall not impede pedestrian or vehicular traffic, nor interfere with University operations.
3. All sales must be conducted in such a manner that the buyer feels no direct pressure to buy. Persons selling items must not approach potential buyers.
4. The name of sponsoring organization(s) and the recipient(s) of the funds raised must be clearly displayed by all selling organizations.
5. Sales by organizations other than Titan Shops may not be publicized within 500 feet of the Bookstore or University dining.
6. It shall be the responsibility of the organization to obtain a sellers permit through the Board of Equalization and to pay taxes where applicable.
7. The sale of potentially hazardous food, beverages, merchandise and services require the prior permission of Environmental Health & Safety and is subject to inspection by that office.
8. All organizations shall be expected to obey applicable state and county laws and abide by the regulations of the Office of Environmental Health & Safety as outlined in the "Rules Governing Campus Sales and Activities." It shall be the responsibility of the sponsoring organization to meet minimum state health and sanitary standards for food handlers and food preparation.

Failure to comply with the provisions of this policy may result in the suspension of campus privileges.