

1 Sales by Student Organizations

2 Effective: Moved to Policy Library from UPM 2.3(2)

3 Reviewed and Updated: August 3, 2016

4 Contact: [Student Activities Center](#)

5 Introduction

6 Recognized student organizations planning to earn funds through periodic sales in campus buildings
7 must obtain written authorization and schedule their sale through the Event Authorization
8 Committee.

9 Policy Statement

10 Event authorization is initiated with the Student Activities Center. Requirements include completion
11 of the Event Authorization Process, along with the review and appropriate signature authorization
12 from ISU representatives such as the dean of the college, department chair, building supervisor or
13 Facilities Planning and Management. Advertising for an event should not occur prior to consultation
14 with a member of the Student Activities Center staff.

15 Student groups may be required to obtain health and safety inspections or to provide appropriate
16 proof of insurance if the university requests. Sales of products, goods or services that may compete
17 with university contracts such as soft drink and vending may be prohibited or restricted in order not
18 to conflict with contract obligations. Violations of this policy should be referred to the office of the
19 senior vice president for student affairs.

20 Resources

21 Links

- 22 • [Campus Organizations Accounting Office - Collecting Money](#)
- 23 • [Event Authorization and Planning](#)