

Policy Concerning Sales and Solicitation by Students

Gustavus Adolphus College restricts the number and type of student-run sales and solicitation activities (fundraising projects) that may be directed to students and other members of the Gustavus community. Only recognized student organizations and department-sponsored student groups may engage in fund-raising projects. Such activities are subject to approval by the Student Activities Office and are restricted to specified public areas. Outside vendors or agencies will not be authorized to sell goods or services on campus or solicit funds unless sponsored by a recognized student organization or department-sponsored group.

1. Individual students may not conduct sales or solicitations on the campus for any purpose.
2. Sales and/or solicitations may be conducted on campus by recognized student organizations in order to raise money for a philanthropic / charitable project or raise money for organizational operating expenses.
3. Sales and solicitations must be registered with and approved by the Student Activities Office prior to their occurrence.
4. Arrangements for space, time, and special needs, if any, are to be made with appropriate College officials and are the responsibility of the sponsoring organization.
5. If a student organization wishes to conduct sales or solicitations in College residence halls or Lund Center, the approval of the Director of Residential Life or Athletic Director will be required in advance and should be indicated by his/her signature on the application form.
6. If a sale/solicitation is conducted to raise money for a philanthropic/charitable project, the recipient organization(s) must be listed on the application.
7. Upon completion of a sale/solicitation activity the amount raised must be reported to the Student Activities Office and indicated on the organization's subsequent budget request to the Student Senate.

Questions regarding sales and solicitation activities should be directed to the Student Activities Office.

Date Received in SAO: _____

Date Approved: _____

Approved By: _____

**GUSTAVUS ADOLPHUS COLLEGE
SALES AND/OR SOLICITATION APPLICATION**

Name of Organization/ Group: _____

Type of Activity and Purpose: _____

Location of Activity: _____

- Residence Life approval (if applicable): _____
- Athletic Director approval (if applicable): _____

Date(s) and Time: _____

Proceeds to go to: _____

My/our signature(s) indicate(s) that we have read, understand, and will comply with all provisions of the policy concerning sales and solicitations on the Gustavus campus. In addition, it is understood that failure to comply with the Policy may subject us to College judicial action. We further understand that following the activity, we are to report to the Student Activities Office the amount of money we raise.

Name	Signature	Telephone #	E-mail
Position in the Organization: _____			

Second Contact Name	Signature	Telephone #	E-mail

Advisor's Name	Signature	Telephone #	E-mail

Immediately After the sale/solicitation, please report amount raised to the Director of Student Activities:

Amount Raised \$ _____