



## **Student Organization Vending/Fundraising Policies & Procedures**

### **A. Fundraising Policies**

1. Authorized student organizations must obtain a vending permit to conduct fundraising activities or to distribute products or consumables.
2. Vending/Fundraising applications and brochures can be obtained at the Office of Student Activities and the Scheduling Office.
3. All fundraising requests must be processed ten (10) business days prior to the planned event.
4. Student organizations may only vend/fundraise in the Blackburn University Center. Vending/Fundraising is NOT allowed in any other building or location on campus.
5. The privilege to reserve table space for fundraising in the Blackburn University Center is offered to all authorized student organizations in good standing for up to 10 days per semester.
6. A table can be reserved between the hours of 11 a.m. – 4 p.m. on Tuesdays, Thursdays, and First Fridays only.
7. There is a fee associated with reserving a table for fundraising. Please contact Central Scheduling for the current student rate.
8. Any representative at the table will treat fellow students, staff, faculty, and visitors with respect.
9. All activity must be conducted at the reserved table.
10. A representative from the organization must be present at all times.
11. Howard University has an exclusive beverage agreement with the Pepsi-Cola Company. All beverages promoted or distributed on campus must be Pepsi-Cola brand products.
12. Only commercially produced, pre-packaged, individually wrapped, single serving size food and/or drinks may be sold or distributed by student organizations. No home baked goods.
13. The sale or distribution of hot food by student organizations for vending/fundraising is strictly prohibited.
14. The sell of ANY items that contain the words Howard University, the University's logo or any signature Howard University name, picture, theme, saying, logo, or other trademarked item must be purchased from a licensed vendor and pre-approved by the Office of Auxiliary Enterprises. Visit <http://auxiliary.howard.edu/university--student-organizations.html> for more information and to view a list of licensed vendors.



## **B. Fundraising Request Procedures**

IMPORTANT PLEASE NOTE: The application process must be completed **(10) working days prior to your requested activity date.**

### **STEP 1: Faculty Advisor Approval**

All student organizations must obtain their faculty advisor's approval for the planned activity.

### **STEP 2: Office of Student Activities**

All student organizations must receive approval from the Office of Student Activities for the planned activity. To receive approval, an Event/Program Request must be submitted via Bison Link at least **10 to 15 business days** prior to the event date.

Bison Link: <https://howard.collegiatelink.net>.

### **STEP 3: Central Scheduling & Information Office**

Submit a table request via the EMS website at least **7 business days** prior to the event. To access the link to the EMS website, click on the "Campus Links" tab at the top of the Bison Link homepage.

### **STEP 4: Office of Auxiliary Enterprises**

Download and complete the Student Short-Term Vending/Fundraising form in Bison Link or visit <http://auxiliary.howard.edu/>. Return form to:

**Email:** [auxiliary@howard.edu](mailto:auxiliary@howard.edu)

**Office of Auxiliary Enterprises:** 2244 10<sup>th</sup> St. NW Suite 219

Your approved/not approved vending status will be forwarded to the Central Scheduling & Information Office and you will receive a Short-term Vending Permit.

### **STEP 5: Central Scheduling & Information Office**

Central Scheduling will confirm your vending dates and location. In the event the dates and locations are not confirmed the Short-term Vending Permit will be revoked.