Office of Student Life

UNIVERSITY SALES AND SOLICITATION PERMIT & JOINT VENTURE AGREEMENT

This form must be completed a minimum of ten (10) working days before the event/activity.

(Directions for completion on back)

**SPONSORING ORGANIZATION**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name – please no initials)

**ITEM(S) TO BE SOLD OR DISTRIBUTED**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### DATE(S) TIME INDIVIDUALS RESPONSIBLE FOR SELLING/DISTRIBUTING

(Registered Students or University Staff)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION OF ACTIVITY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USE OF REVENUE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE COMPLETED ONLY IF AN OUTSIDE VENDOR IS ENGAGED (**see “A” on back**)

**VENDOR FIRM NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF ON-SITE REPRESENTATIVE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VENDOR’S ADDRESS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VENDOR’S PHONE NUMBER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VENDOR’S LICENSE NUMBER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(or appropriate paperwork)

Space or equipment to be provided by sponsoring organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHAT IS EXPECTED OF THE VENDOR**: Vendor will provide a display that is consistent with the purposes and goals of the event as stated herein. Vendor will fulfill the terms of this agreement with the sponsoring organization.

**AGREED UPON PAYMENT TO THE SPONSORING ORGANIZATION:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Name of Person Responsible for Event Signature of Person Responsible for Event Phone Number Date

E-mail Address of Person Responsible for Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Name of Advisor Advisor’s Signature Phone Number Date



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Office of Student Life Signature Date

### Directions for Completing the Sales and Solicitation and Joint Venture Agreement

A Sales and Solicitation form must be completed by any organization that is soliciting signatures or membership, holding a raffle, fundraising (either by the organization or with an outside vendor), etc. Any registered student organization shall provide the Office of Student Life the following information: 1) a list of the names of the individuals directing sales, solicitation, or fund raising; 2) the time period for the activity; 3) the use of revenue; and 4) the details and location of the activity. A copy of the registration form will be filed in the Office of Student Life Life as a matter of public record a minimum of **ten** (**10**) **working days** before the event/activity. There must be a member of the organization present at all times.

**“A”** (refer to front)

* Persons not affiliated with the University may not engage in sales or solicitation among the general University population while on University property unless sponsored by a registered student organization or University department.

1. Fill out the name of the **sponsoring organization** (no initials, please)
2. Fill out the **event name or reason** why the Sales and Solication is being completed (i.e. flower sale, raffle, petitioning for signatures, etc.) Include **amount being charged**, if appropriate.
3. List the **date(s)** and the **time(s)** of the sale or solicitation.
4. List the **name(s) of the specific individual(s**) responsible for staffing the activity.
5. Fill out the **location** of the activity. If the event is held in a residence hall, the signature of a Residence Services staff member is necessary. If the event is held in or near a cafeteria, the signature of an authorized Food Services staff member is necessary. If the event is held in a building other than the Student Center, Bowman, Business or White, the signature of that building’s curator is necessary. Appropriate signature lines are at the bottom of the form.
6. List the **use of revenue**.
7. If an outside vendor is being sponsored (see “A” above):
8. Fill out the name of the **vendor or firm**.
9. Fill out thename of the **vendor’s on-site representative**.
10. Fill out the **vendor’s address, phone number, and the vendor’s license number**.
11. List the **space/equipment** being provided by the sponsoring organization. (i.e. table, TV, VCR) and the cost associated with the equipment.
12. Have the **vendor sign** and date the form; a faxed copy is acceptable.
13. A copy of the **Vendor’s Permit (or appropriate paperwork)** must be turned in when the Sales and Solicitation is signed by the Office of Student Life.
14. Double check that the above information is completed, then sign and print the **organization representative’s name, phone number and e-mail address** on the designated lines.
15. Have the **advisor sign the form and include his/her phone number**. His/her signature is needed before meeting with the Office of Student Life.
16. Bring the **completed form to the Office of Student Life**. The Office of Student Life will then review the Sales and Solicitation form for completeness. The **Office of Student Life must approve** the event/sign the form.
17. The Office of Student Life will send the form to the Business Office.
18. **Retain a copy** of the form for your organization’s records.