

CENTER FOR STUDENT INVOLVEMENT
UNIVERSITY SALES AND SOLICITATION PERMIT & JOINT VENTURE
AGREEMENT*

This form must be completed a minimum of five (5) working days before the event/activity.
*(Directions for completion on back – please press firmly to make sure information is visible on all copies)

SPONSORING ORGANIZATION _____
(Full name – please no initials)

ITEM(S) TO BE SOLD OR DISTRIBUTED _____

DATE(S)	TIME	INDIVIDUALS RESPONSIBLE FOR SELLING/DISTRIBUTING
		<small>(Registered Students or University Staff)</small>

LOCATION OF ACTIVITY _____
See "B" on back for further information related to food sales/distribution.

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 pay the \$100/day facility fee to Kent State University and a minimum \$100/day sponsorship fee to the organization prior to the table registration and fulfill the terms of this agreement with the sponsoring organization. Payment may be made by check (preferably two separate checks) or by credit card. A copy of the vendor's permit (or appropriate paperwork) must be attached. Each vendor may only be on campus five (5) dates per semester.

AGREED UPON PAYMENT TO THE SPONSORING ORGANIZATION: _____

Credit Card _____ Credit Card Number _____ Expiration _____

Signature of Vendor Date _____

APPROVALS:

_____ Name of Person Responsible for Event	_____ Signature of Person Responsible for Event	_____ Phone Number	_____ Date
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E-mail Address of Person Responsible for Event: _____

_____ Name of Advisor	_____ Advisor's Signature	_____ Phone Number	_____ Date
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_____ Coordinator of Student Life	_____ Signature	_____ Date
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_____ Food Services or Business Office	_____ Signature	_____ Date
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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 Center for Student Involvement 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 Central Office as a matter of public record a minimum of five (5) 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.

“B” (refer to front)

Organizations, outside vendors, or University departments may not sell or distribute food within the Main Hall unless purchased or donated from University Dining Services.

1. Fill out the name of the **sponsoring organization** (no initials, please)
2. Fill out the **event name or reason** why the Sales and Solicitation 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 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 Main Hall, Bowman, Business or White, the signature of the Business and Operations Director 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):
 - a. Fill out the name of the **vendor or firm**.
 - b. Fill out the name of the **vendor’s on-site representative**.
 - c. Fill out the **vendor’s address, phone number, and the vendor’s license number**.
 - d. List the **space/equipment** being provided by the sponsoring organization. (i.e. table, TV, VCR) and the cost associated with the equipment.
 - e. Fill out the **amount of revenue** from sales that the organization will be receiving. Organizations will receive a minimum \$100/day sponsorship fee. Any amount above that minimum is negotiated between the group and the vendor. The \$100/day facility rental and organization sponsorship fees **MUST** be paid prior to the table registration. It is recommended that you get two separate checks – one made payable to Kent State University and one made payable to your organization. If the vendor wishes to put both on their credit card, Scheduling will deposit the amount and have a check cut to your organization for your sponsorship amount.
 - f. Have the **vendor sign** and date the form; a faxed copy is acceptable.
 - g. A copy of the **Vendor’s Permit (or appropriate paperwork)** must be turned in when the Sales and Solicitation is signed by the Center for Student Involvement liaison.
8. 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.
9. Have a representative of Residence Services, Food Services or building curator sign on the designated line, if appropriate (see note on front under Location of Activity and “B” above).
10. Have the **advisor sign the form and include his/her phone number**. His/her signature is needed before meeting with the Center for Student Involvement liaison.
11. Bring the **completed form to the Central Office**. The **Coordinator of Student Life** will then review the Sales and Solicitation form for completeness. The **Coordinator of Student Life must approve** the event/sign the form.
12. The Coordinator of Student Life will submit date for approval and return copy of form to the Organization’s Advisor when approved.