

Student Unions & Activities

UNIVERSITY OF MINNESOTA

126 Coffman Memorial Union
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STUDENT GROUP SALES AND/OR FUNDRAISING PERMIT APPLICATION

Policies and Procedures:

Student groups officially registered with the University of Minnesota may conduct sales and/or fundraising activities, up to five (5) days per semester or summer session, using University facilities in accordance with the following guidelines. All on-campus sales and/or fundraisers (including the solicitation of donations and merchandise/book sales related to public appearances by musicians, guest speakers, performing artists, non-university vendors, etc.) must be reviewed and approved by Student Unions & Activities. The following policy gives student groups this opportunity and must be adhered to in order to remain in good standing with the University of Minnesota.

Guidelines:

Failure to meet the following guidelines will result in your application not being reviewed/approved by Student Unions & Activities (SUA).

1. Applications must be submitted a minimum of ten (10) business days prior to the sale and/or fundraiser.
2. Approved sales and/or fundraisers will receive a permit that must be displayed at the site of the sale and/or fundraiser.
3. Student groups applying for a permit must be registered and in good standing with Student Unions & Activities.
4. The person filing the application must be an officer as registered with Student Unions & Activities.
5. Student groups may be given a permit for a maximum of five (5) days per group per semester or summer session.
6. A group's privileges of engaging in sales and/or fundraising activities is subject to immediate cancellation if the methods used interfere with general University operations, are disorderly, improper, obstruct traffic, or if they otherwise interfere with an individual's rights to privacy and/or freedom from harassment.
7. Proceeds must go back to the student group, unless monies collected are intended to benefit an off-campus agency, nonprofit organization or musician, guest speaker, performing artist, etc. and the sales are directly related to an event sponsored by a student group. Off-campus agencies, nonprofit organizations, musicians, guest speakers or performing artists, shall not be permitted to conduct sales or solicit funds on campus unless they have a contract with the University of Minnesota or are sponsored by a student group as a sales and/or fundraising activity in accordance with the following procedures outlined by Student Unions & Activities. No individual students may profit as a result of the sale and/or fundraiser.
8. Non-University vendors sponsored by student groups are restricted to designated University areas, including Coffman Memorial Union and the St. Paul Student Center, and must abide by policies and procedures defined by those facilities and/or their responsible administrator(s). Personnel from non-University vendors or companies are not allowed at the contact tables for sales-related, fundraising or commercial activity.
9. Sales and/or fundraising activities shall not be conducted in classrooms, campus offices, residential facilities, and/or other University buildings, without the express consent of the instructor or appropriate administrator.
10. Sales and/or fundraising activities involving food must comply with the Policy for Serving Food or Refreshments on University Property in association with meetings, social gatherings, and special events; including filing all necessary permits with the Department of Environment Health and Safety. Bake Sales can occur once per semester per student group.
11. Ticket sales for events need not apply for a sales and/or fundraising permit.
12. Gambling is illegal in the State of Minnesota without an approved permit. Generally, student groups may not conduct any gambling tournaments or games of chance with or without a permit from the state and may ONLY conduct a raffle with an approved permit from the Minnesota Gambling Control Board. Please see below for more details on gambling.
13. Donation jars and/or donation solicitation are considered fundraising on campus and do need a permit. Solicitation of donations is also limited to the five (5) days per semester or summer session guideline.

STUDENT GROUP SALES AND/OR FUNDRAISING PERMIT APPLICATION-cont.

Application and Permit Procedures:

1. Reserve Student Unions & Activities space at the Events and Conferences Office in 309 Coffman Union or Room 42 St. Paul Student Center or online: <http://www.sua.umn.edu/reservations/> For University of Minnesota outdoor space, complete the online application found here: <http://www.outdoor.umn.edu/> For University of Minnesota classroom space, complete the online application found here: <http://www.classroom.umn.edu/>
2. If you need assistance completing the sales and/or fundraising permit application, you can meet with a Student Activities staff member. Walk-in and scheduled appointments are available by calling: (612) 626-6919.
3. If approved, a copy of the permit will be emailed to the student group officer's address listed on the permit application. A copy of the permit must be posted at the sale and/or fundraiser.
4. The student group must save all receipts for expenses incurred as a result of the sale and/or fundraiser and a deposit slip of the amount received from the sale and/or fundraiser. Student Activities reserves the right to request a financial report from any group should they deem it necessary. Should you be requested to submit a financial report, all receipts must be attached. Failure to respond to a request for a financial report will result in loss of all sale and/or fundraising privileges for the remainder of the academic year and could result in the loss of student group status.
5. Groups must comply with all University of Minnesota, local, state, and federal policies and guidelines. Failure to comply with these policies and procedures could affect student group status with Student Unions & Activities. This includes being responsible for any and all taxes associated with your sale and/or fundraiser.
6. Sales and/or fundraising permit applications may be denied if submitted less than ten (10) business days in advance.

Gambling, Raffles and Drawings:

Student groups must have applied for and received 501(c) tax status with the Internal Revenue Service in order to be eligible for a gambling permit with the State of Minnesota or to conduct a raffle, regardless of total value of prizes. All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit. An exception is made for raffles in which the total monetary value of all prizes is less than \$1,500, which do not require a State of Minnesota approved gambling permit. Student Activities will not review any sales and/or fundraising permits with a gambling component without the student group's proof of IRS status, and/or; a State of Minnesota Gambling Control Board permit, or, documentation validating that the total monetary value of prizes for a student group raffle is less than \$1,500 attached. Below are acceptable activities that may be conducted without a charitable gambling permit.

Registered Student Organizations that have been legally organized and/or have 501(c) tax status with the IRS, should contact the Minnesota Gambling Control Board for more information on eligibility and how to obtain a charitable gambling permit at <http://www.gcb.state.mn.us/> or 651-639-4000.

Campus Life Programs and departments/colleges/units of the University are eligible to conduct a raffle or other approved activity under the University's charitable gambling permit number. Please contact Beverly Moe Carpenter in the Office of General Counsel for a copy of the University's guidelines on charitable gambling and for more information on obtaining a charitable gambling permit through the University at beverlycarpenter@mail.ogc.umn.edu or 612-624-4100.

1. You may collect charitable donations at an event
2. You may have a drawing for prizes at your event. **You may NOT sell tickets to enter a drawing for prizes.** All prize drawings must be free for all who attend your event. There may be no real or implied cost for participation in your drawing. In events where there is a prize drawing, you may also collect donations or charge admission, however, participation in the drawing cannot be contingent on payment of the donation or admission cost (the two items must remain separate at all times).
3. **Poker tournaments are allowed if there is no cost associated.** No money may exchange hands at any time (no entry fee, no table fee, no fee per person, no personal money). You may play with chips that have no monetary value and participants may win prizes, but participants may not contribute financially to your event in any way.
4. Any questions regarding gambling should be directed to the State of Minnesota Gambling Control Board or Student Unions & Activities.

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STUDENT GROUP SALES AND/OR FUNDRAISING PERMIT APPLICATION

Name of Student Group: _____ Group ID #: _____

Address (Street, City, State, Zip): _____

Student Group Officer (Name and Position): _____

Phone: _____ E-mail: _____

Description of sale and/or fundraiser: items, prices, etc. (Feel free to attach additional sheets with detailed information):

Requested date(s) of sales and/or fundraising activity (max: five (5) days per group per semester or summer session):

Requested location of sale and/or fundraiser: _____

Has location been reserved/secured? Circle: Yes or No

Have you received Student Activities or Coca-Cola Grant Initiative funding to support this event? Circle: Yes or No

Estimated net profit: _____

Terms of Signature:

I, _____, have read the applicable guidelines for sales and/or fundraising at the University of Minnesota and understand that by signing this application that I am responsible for the conditions as stated in the guidelines (pages 1-2 Sales and Fundraising Permit Application). I understand that it is my responsibility, should our application be approved, to post my Sales and/or Fundraising permit at my event. I also acknowledge that should it be requested, I will be responsible for handing in a financial report of all expenditures and monetary gains associated with the sale and/or fundraiser, including all receipts. I am aware that my group is responsible for determining whether we owe any taxes as a result of our sale and/or fundraiser and if so, that we are responsible for paying them to the appropriate agencies. Finally, I understand that failure to follow University of Minnesota policy or any policies as outlined in the Student Group Handbook, including the violation of local, state, or federal laws, will put the status of my registered student group and/or my group's benefits in jeopardy.

Signature of primary/responsible officer

Date

To be filled out by Student Unions & Activities Only:

Permit Approved: _____ Permit Denied: _____

Additional Permits required: Food Permit: _____ DEHS Bake Sale Form: _____
Outdoor Space Permit: _____ Other: _____

Notes:

Signature

Date