

# Day Sales Policy

## *I. Lottery Sale Dates (UC Bake Sale Table #1)*

The policies regarding the allocation of day-sale dates are mutually beneficial and intended to help ensure the financial success of a club or organization and to guarantee that there is a continual and shared flow of fundraising activities on campus throughout the academic year. The following policies explain the allocation and petition of day sale dates:

1. The SG Director of Clubs and Organizations and SAO Student Organizations Coordinator will meet with all student leaders each fall and winter term to conduct a lottery of sale dates. The date of the fall lottery is held no later than the last week in August, and the winter lottery no later than the third week in January. Student groups are notified approximately one week in advance of the meeting and are required to respond as to whether or not they will be attending. A student leader may represent more than one club or organization when obtaining sale dates.
2. All full status organizations are allowed a maximum of three (3) dates per semester. Ad-hoc organizations are allowed a maximum of two (2) dates. Entries are drawn at random. As the name or number is drawn, the representative chooses the date the organization wants to reserve for their day sale. Dates are chosen one per drawn entry.
3. Should a club or organization fail to use their allocated date, they will forfeit all rights to participate in the next term's lottery unless they have notified the SG Director of Clubs and Organizations or the SAO Student Organizations Coordinator in writing at least ten calendar days prior to the allocated date. If an organization cannot use their scheduled date, it will be offered on a first-come, first-served basis. Student organizations will be notified by a memorandum of any holiday sale dates (Valentine's Day, Sweetest Day, etc.) that are open. Reserved day sale dates are posted in the Student Government Office and the Student Activities Office.
4. Student organizations wishing to receive day sale dates after the lottery meeting must contact the Student Organizations Coordinator in the Student Activities Office at 593-5390 to reserve space in the CASL Building, first floor concourse.
5. If an organization wishes to conduct a sale on a day already allocated to another club, a representative must contact that particular organization. The organization with the allocated date has the right to sell or give away the date to any interested group and must provide written approval from the president if granted.
6. Student organizations are limited to bake sales (pre-cooked food only), flower sales, organization t-shirt sales, flower sales, book sales and other like items between the hours of 8:00 am - 8:00 pm. All monies raised or donated from sales should be deposited into the student organization's University Project/Grant number.

7. The sale of "University of Michigan" apparel is prohibited. The University Bookstore has exclusive rights for sales of MICHIGAN dry goods (t-shirts, caps, mugs, etc.).
8. Health and fire safety codes prohibit any form of cooking by student organizations on University premises.
9. Clubs and organizations are responsible for cleaning the reserved sale area during and after the event and making sure that all trash has been disposed of properly. Note: Student organization Project/Grant numbers may be charged by Facilities Management for any damage and/or inordinate cleaning.
10. One six-foot table and two chairs will be provided for the sale table. Additional tables and chairs are not available unless your organization wants to pay an additional charge, and these arrangements must be made with Facilities Management at least seven business days in advance.
11. Advertising that is posted must have the SAO approval stamp on it (See Posting and Handbill Distribution Policy) and not cover information on University bulletin boards or signs. Groups may carefully hang posters on the wall behind them while utilizing the booth; however, the signs and tape must be completely removed at the end of the fundraiser and your organization will be charged for any damage done to the walls. You can not use pushpins, tacks, staples, duct tape, or electrical tape.

## *II. Recruiting/Promotion Tables (UC Promo Tables #1 & #2)*

In addition to the table reserved for bake sales, there will be two additional tables designated in the CASL Concourse area that student organizations will be able to reserve for promoting their upcoming events, as well as recruiting new members.

1. Student organizations should reserve only one table at a time. If you are already scheduled for a bake sale, look for other days to reserve these solicitation tables.
2. Student organizations are limited to the one table and two chairs that are provided and the tables must remain in the location designated.
3. A member of the student organization must remain at the table at all times.
4. A student organization can reserve a table for a maximum of three consecutive days per week, and a maximum of six days per semester. Additional arrangements may be made upon consultation with the Student Organization Coordinator if extenuating circumstances exist.
5. Promo tables cannot be used for bake sales or any type of food giveaway.