

# OFFICE OF STUDENT LIFE

## CAMPUS ORGANIZATION SELLING PERMIT GUIDELINES

*Campus organizations selling any items or services on campus must have a valid Selling Permit form the Office of Student Life and display it while selling. These are some of the guidelines OSL uses to determine whether to issue a Selling Permit and who needs to approve it:*

1. “Funds raised on University properties are to be used to expand the educational and recreational opportunities for registered campus organizations who raise funds on campus, and not to financially subsidize individual persons’ interests, appetites, needs, or living expenses.”—*UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students*, Chapter III, Section 10. Therefore, for a campus organization to be eligible for a Selling Permit, the primary purpose of the sale must be to benefit the campus organization or its philanthropic activities and not for the personal gain of any individual or commercial enterprise. For further information, see Chapter III, Section F. 10-11. (General Definitions of Fund-Raising, Commercial Activity, and Personal Gain) and Chapter III, Section C. (Fund-Raising) of the *UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students*.
2. If the organization is selling merchandise supplied by an outside vendor, the merchandise must be bought and fully paid for by the organization prior to sale on campus. The only exception to this is when the organization contracts with a company that will advance them fundraising merchandise and collect payment from the profits. The organization must provide a written contract detailing this agreement to the Campus Organizations Accountant in the Office of Student Life.
3. Only staff, faculty, and student members of the organization may sell on behalf of the organization on campus. Outside vendors may not participate or accompany members in selling.
4. All money collect from sales on campus must be deposited daily in the organization’s OSL Trustee Account. Checks should be made payable to the sponsoring campus organization. If the money collected from sales on campus is not deposited, the organization’s OSL trustee account is subject to freezing. No transactions will be made through the OSL trustee account until money raised is deposited.
5. Selling Permits can be issued for a maximum of two weeks at a time. If the organization wants to sell for a longer period, they must come back and get a new permit.
6. To sell any merchandise that duplicates or competes with items sold in the UCSB Bookstore (e.g. clothing, books, school supplies, etc.) an organization must get the approval of the UCSB Bookstore management. (Tip: the Bookstore will usually approve t-shirt designs if they include the selling organization’s name).
7. To sell any merchandise on or off campus that contains the UCSB name or logo, an organization must get he approval of the UCSB Bookstore management. This may require a licensing agreement. (Tip: get the design approved before producing the merchandise—the Bookstore is not responsible fore losses if the design is determined to be unsuitable fore sale. Please note that unapproved merchandise with the UCSB name or logo may legally be confiscated).
8. Campus organizations may not market credit cards at tables in front of the UCen or at the Arbor. They must set up the Vendor Area administered by the UCSB Bookstore. Contact the Bookstore for further information.
9. Campus organizations selling on campus must follow all other applicable provisions of the *UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students*.

*A campus organization that fails to follow these guidelines may be denied a Selling Permit, have its Selling Permit revoked, and/ or be denied the privilege of receiving Selling Permits in the future. Other penalties as provided in the UCSB Campus Regulations Applying to Campus Activities, Organizations, and Students may also apply.*

# OFFICE OF STUDENT LIFE CAMPUS ORGANIZATION SELLING PERMIT

Organization \_\_\_\_\_ Organization OSL Account Number 377 \_\_\_\_\_

Campus Location \_\_\_\_\_ Date(s) \_\_\_\_\_ Time \_\_\_\_\_  
(Two weeks maximum)

My organization will sell: \_\_\_\_\_

*I have received a copy of the Campus Organization Selling Permit Guidelines. On behalf of my campus organization, I agree to follow all campus regulations, policies and procedures applicable to selling on campus.*

Signature of authorized officer/representative \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ E-mail (print legibly) \_\_\_\_\_

An Office of Student Life Advisor approval is required \_\_\_\_\_  
OSL Advisor \_\_\_\_\_ Date \_\_\_\_\_

For merchandise: \_\_\_\_\_ For all: \_\_\_\_\_  
UCSB Bookstore Office of Student Life

Fundraising for: \_\_\_\_\_ (philanthropic organization)

Please indicate what percentage of the gross receipts the philanthropy will receive from this campus fundraiser \_\_\_\_\_%

**THIS PERMIT MUST BE DISPLAYED WHILE SELLING ON CAMPUS**

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