

BLACK HILLS STATE UNIVERSITY
Policy and Procedures Manual

SUBJECT: Sales Policy

NUMBER: 3:5

Office: Office of Academic Affairs

Source: [Student Organization Manual](#)

1. Purpose

This policy and its procedures set forth guidelines regarding sales of any product on University property by any group or individual.

2. Policy

- a. Prior to sale of any product by any group or individual written approval must be obtained by the Assistant Director of the Student Union and Activities.
Arrangements for sales must be made a minimum of 48 hours prior to the event by contacting the Student Engagement and Leadership Center.
- b. The business of any approved sale must be conducted in the confinement of the area (or space) approved. The University may, if it chooses, impose an additional charge to cover additional operational expenses to the University.

3. Procedures

Sales will be permitted if all the of the following conditions are met:

- a. An officially recognized student organization in good standing is selling the item itself;
- b. The product is not sold in direct competition with products sold in the University Bookstore or University Dining Services (exceptions may be granted for periodic bake sales; or school spirit items, such as hats, sweatshirts, etc.).
- c. The product is not sold in direct competition with another approved sales or solicitation. The sale of similar, but not identical items, may be approved.

- d. When working with external groups or agencies, the sponsoring club or organization is guaranteed at least 15% of the gross sales or a flat rate of at least \$50 per day; whichever is higher.
 - e. The proceeds from any sale must benefit the entire sponsoring organization and not simply some of the members who might use the organization as a front to set up such sales.
 - f. An email must be sent to the Assistant Director of the Student Union and Activities and approved a minimum of 48 hours prior to the proposed sale or solicitation.
 - g. The Vice President for University Advancement must approve raffles and sales of merchandise (shirts, hats, etc.)
 - h. The University retains the right to restrict time, place, and manner of sales in order to protect the educational environment of the University.
 - i. The requesting party must adhere to all federal, state, municipal, and University regulations.
4. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 11/25/2019.