



Sales on campus are generally restricted to those for which the proceeds benefit the university, its affiliates, or other non-profit organizations. With the exception of products sold through the UWS bookstore or continuing education programs, representatives of for-profit entities may not sell products on campus or at student events. Outside sales representatives may not solicit or sell goods or services to students without permission from the office of student services in consultation with the VP of finance and administration.

Faculty and staff members are expressly prohibited from taking orders from and/or selling to students on campus at any time.

The office of student services must pre-approve any student organization/group sales/fundraising activities.

Approval Procedure

Outside sales representatives and student organizations/groups must provide the following information in writing to the office of student services:

1. Items to be sold and cost per item
2. Sales site and date/s
3. Reason for selling
4. Sponsoring group

Applicants will receive written notice of the decision within 10 working days. In instances where sales will be conducted over an extended period of time, the administration will periodically review the reason, manner and effectiveness of past operations to reaffirm authorization to continue sales.

Student Group Funding and Fundraising

A student group may not maintain independent bank accounts, or use the name of the university within a bank account.

Violations of this policy may result in the representative's dismissal from the campus or, in the case of students and faculty, suspension and/or dismissal from the university.

Related Policy: [Policy 9001 Student Conduct](#)
 [Policy 9012 Recognition of Student Groups](#)

Key Words: ASB, campus, clubs, fundraising, groups, sale, student