

University of Wisconsin – Whitewater Fundraising/Tabling/Concession Policy for Athletic Venues

All recognized student organizations, departmentally sponsored student committees and faculty-supported class groups (referred to as “Sponsors”) are eligible for fundraising and distributing information at Athletic Venues, in accordance with this and all University Policies. In addition, Sponsors reserving space at volleyball, gymnastics and soccer events may also choose to run concessions for said events.

In addition to the Fundraising Policy for Recognized Student Organizations, Sponsors are subject to the following regulations:

1. All sales and fundraising must comply with the UW- Whitewater Policy for Campus Sales and Solicitation. See Career & Leadership Development, UC 146, regarding this policy.
2. Sales/fundraising and Information Distribution at Athletic events must be conducted at provided tables. See University Center Reservations, UC 253, to request use of these tables.
3. Reservations include: 1 – 6 foot table and 2 folding chairs. No additional tables, chairs or electric will be provided by the University nor be provided by the Sponsor.
4. Sales conducted by private vendors are not permitted at athletic venues. Additionally, private vendors **may not be sponsored** by organizations, committees or groups.
5. All sales/fundraising to be conducted must be registered with and approved prior to the sale. See Career & Leadership Development, UC 146, to obtain a *Fundraiser Registration Form* and approval.
6. The determination of appropriate items for sale shall be overseen by Career & Leadership Development Staff.
7. Sponsors may reserve a table once per season for each of the following sport venues: Football, Gymnastics, Volleyball, Soccer - men’s/women’s), as space allows.
8. No other solicitation is allowed at athletic events, venues or adjacent to events without prior approval by the Athletic Department.
9. All Sponsor representatives must have a valid UW-W student ID or ticket to enter the venue.
10. Sponsors must staff the provided table throughout event.
11. Sponsors are responsible for removing all materials (including trash and recyclable materials) at conclusion of tabling.
12. In addition to other fundraisers, sponsors reserving space at volleyball, gymnastics and soccer events may also choose to run concessions for said events.
 - a. Sales may include home-baked, individually packaged and pre-cooked foods.
 - b. Sponsors must follow all related OSHA regulations for food safety
 - c. Sponsors are responsible for signage, food purchasing, cash and clean-up
 - d. Minimal electrical outlets are available for the indoor venues.