

LEHIGH UNIVERSITY POLICY ON STUDENT SALES AND FUNDRAISING

1. Campus-wide or fund-raising projects must be registered and approved by the Dean of Students Office. This can be done by any recognized student club or organization by submitting an Event Planning Form in LINC and gaining approval from the Office of Student Involvement. All forms must be filled out at least two weeks prior to the requested start date. Projects that require additional approvals, including contracts or consultation from multiple Lehigh offices, may require additional time and should be submitted at least three weeks in advance. Any questions regarding the timeline should be directed to inceag@lehigh.edu.

Prior approval will be needed for all T-shirt sales including the submission of the design before ordering. An Event Planning Form must be submitted through LINC. The Dean of Students office reserves the right to cancel any sales or fund-raisers if the procedures are not followed.

2. The Clayton University Center, Lamberton, University Center Lawn, STEPS Lawn, Zoellner Lobby, and FML/Lobby are the locations for all sales. Spaces may be reserved through the online reservation system 25live and an Event Planning Form filled out on LINC.

3. Door-to-door solicitation for profit in residence facilities is prohibited. Approval for charitable fund-raising in residence hall common spaces must be given by the Assistant Dean of Students

for Residence Life.

4. All fund-raising efforts must provide either a service or a product to the donor. All funds exceeding expenses must be given to the designated charity.

5. Advertising of any alcoholic beverages is prohibited and alcoholic beverages may not be offered as awards or prizes for contests.

6. All student vendors selling approved items on an independent basis must understand that they are selling at their own risk with no recourse from the University. A fee per table space will also be collected.

7. All outside vendors soliciting goods in the University Center or Lamberton must review and fill out a [vendor contract](#) and submit a Certificate of Insurance. This certificate must name the University as an additional insured, show evidence of Comprehensive General Liability coverage of at least \$1,000,000 per occurrence. Both Premises and Products Liability coverage must be included and the certificate must contain at least a 30-day cancellation notice to the University. A space fee will be charged.