

## **Bake Sales in Academic Space**

### **Spring 2010 Pilot Program**

During Fall 2009 semester bake sales in academic space were no longer permitted. This has caused a hardship for students and student organizations, particularly on the Busch campus. Engineering Governing Council, Pharmacy Governing Council and Busch Campus Council put forth a resolution to reinstate bake sales. Student Life has worked with the governing councils to pilot a “Bake Sales in Academic Space” program for the remainder of the Spring 2010 semester.

#### **Bake Sale Guidelines:**

- Bake sales are permitted in SERC and ARC beginning March 22.
- Each organization is permitted to host 3 sales per semester.
- Student organizations must secure a reservation for the space a minimum of 10 days in advance using <https://vovici.com/wsb.dll/s/52f9g4383d> or calling 732-932-6978 (Student Life- Student Involvement). Space is limited; only one group is permitted at a time to conduct a sale.
- Reservations are on a first come, first serve basis. You will receive a confirmation email regarding your reservation.
- Bake sales are in two shifts: 9am-2pm: 2:30pm-7:30pm. You must choose one shift.
- Sale items are limited to things that do not need to be temperature controlled (no milk, yogurt, pizza, etc.)
- Intent of sale would be specific to fundraising/providing a service. Student groups are not permitted to bring in outside vendors or organizations.
- Sales will be taking place in an academic building and student groups are responsible for respecting the academic environment of the sale. No loud music or loud voices are permitted.
- Student groups must check in at the Busch Campus Center Student Org Resource Center (SORC) Room 171. Groups will be responsible for picking up a “Bake Sale Kit”. The kit includes required materials for sale, including signage for table, a cash box, rubber gloves and wax paper.

- Tables are provided by Student Life. Student group must pick up table at Busch Campus Center. Removal of tables/chairs from classrooms is not permitted. Charges will be assessed for any cleaning costs or removal of furniture and student group will be banned from participating in further sales.
- All materials (“Bake Sale Kit”, table, etc.) must be returned to the Busch Campus Center SORC (room 171) at the conclusion of your shift. Cash box will be brought to BCC Student Center office to deposit funds. If SORC is closed please go to Busch Campus Center Office for assistance.

### **Student Groups Instructions**

1. Secure bake sale space at <https://vovici.com/wsb.dll/s/52f9g4383d>: a minimum of 10 days in advance. Choose shift (9am-2pm; 2:30pm- 7:30pm).
2. You are allowed a max of 3 bake sales per semester.
3. Review bake sale guidelines and make sure you are in compliance.
4. Go to BCC – SORC (student organization resource center) room 171 to pick up your bake sale kit (required) and table, if needed (do not remove tables or chairs from academic space).
5. Your name, cell phone number and time of pick up will be recorded on chart.
6. Take items and set up at reserved location.
7. When bake sale is over, remove your sign from sign holder. Make sure all bake sale kit supplies are put back in kit.
8. Cash box will be brought to Busch Campus Center Student Center office for deposit.
9. Return table and kit to the SORC (if SORC is closed, please go to BCC Student Center office for assistance).
10. Staff will be checking for compliance periodically during your sale. Don’t jeopardize this privilege by breaking the rules.