

**Title:** Office of the Dean for Student Development -- Sales and Solicitations  
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## General Policy

The Office of the Dean for Student Development (ODSD) is responsible for the regulation of on-campus sales and solicitations by students and nonstudents (except in connection with intercollegiate athletic events and Residential Life). The following general policies address sales and solicitations at the University.

1. Any registered student club or organization may be authorized to sell or solicit at Boston College for the purpose of raising funds for its operations and programs, or to raise funds for charitable organizations.
2. Any sale or solicitation undertaking must be approved by the Office of the Dean for Student Development, and must be conducted in compliance with procedures established by that office.
3. Any charitable organization that wishes to solicit funds for a charitable donation must obtain the approval of the Development Office. The organization must also register with the Office of the Dean for Student Development, and must work in conjunction with a sponsoring student club or organization that is in good standing with that office.
4. Any student organization independently incorporated and distinct from the University that wishes to solicit funds to support its activities must coordinate its efforts with and receive the approval of the Office of the Dean for Student Development.
5. All contractual arrangements for student clubs and organizations must be signed by an Assistant Dean in the Office of the Dean for Student Development.
6. Any sale or solicitation authorized for a student club or organization must be in compliance with Internal Revenue Service (IRS) regulations and procedures. Student and nonstudent vendors are responsible for the collection and payment of all appropriate sales tax in the Commonwealth of Massachusetts.
7. Any student club or organization that wishes to raise funds through a raffle must comply with the city of Newton or the city of Boston ordinances that govern raffles, must obtain a raffle permit, and must comply with the relevant IRS and state tax regulations.
8. As a general policy, outside service organizations (e.g., credit card companies, rental agencies) are prohibited from selling or soliciting at Boston College. Exceptions to this policy must be approved by the Office of the Dean for Student Development, the Bookstore, the Alumni Association, or, in student residence areas, the Director of Residential Life.
9. The Office of the Dean for Student Development will not approve solicitations by student or nonstudent vendors that relate to the promotion or consumption of alcoholic beverages.
10. Residence halls are restricted areas and are not to be used for solicitations or for the sale of goods and services. Exceptions to this policy must be approved by the Director of Residential Life.

For additional information, please refer to the current issue of the [BOSTON COLLEGE STUDENT GUIDE](#), published by the Office of the Dean for Student Development.

### **On-Campus Sales**

1. To be eligible for vending privileges, a student club or organization must be officially registered by Boston College. Requests for vending privileges are to be submitted to the Office of the Dean for Student Development on the appropriate form, available from that office.
2. The Office of the Dean for Student Development is to serve as liaison between outside vendors and the student clubs and organizations that sponsor them. It is the function of ODS to match the club or organization with the vendor, and to arrange the dates and the location of vending.
3. Student clubs and organizations may sponsor a vendor once per semester to generate revenue for the club or organization during that period. Each club or organization must open a club agency account with the Budget Manager in the Office of the Dean for Student Development, and each is required to deposit into this account any funds that are raised.
4. Vendors may sell their merchandise on campus twice per semester. They must register by mail with the Office of the Dean for Student Development and pay a fee in support of the student club or organization sponsoring them. A vending contract is to specify further details of the agreement between vendors and Boston College.
5. To generate revenue, officially registered student clubs and organizations may request authorization to sell their own merchandise at one of the designated information tables in McElroy Commons. The completed required form is to indicate clearly that sales are to be transacted. All revenues must be deposited into an agency fund account through the Office of the Dean for Student Development.

The use of the registered indicia of Boston College on any items sold by student vendors must be approved by the Office of the General Counsel. (Please see policy [I-100-050](#), Use of Boston College Indicia, for additional information.)

T-shirt designs must be approved by the Office of the Dean for Student Development.

6. Sales will not be authorized if the goods or services to be sold duplicate those already being sold by the University through departments such as Dining Services or the Bookstore. Any request for an exception must be approved by the University department that would be affected.
7. Individual students may not vend for personal profit.
8. Boston College employees are not eligible for vending privileges.
9. Failure to comply with the above policies and procedures will result in the suspension of vending privileges for the remainder of the academic year.

For additional information regarding student and nonstudent vending, please refer to the current issue of the [BOSTON COLLEGE STUDENT GUIDE](#).

### **Solicitation of University Departments**

The direct solicitation of individual University departments by students or student clubs and organizations, and the provision of departmental funds in response to such solicitations, are

prohibited. Instead, all solicitations of University departments by students or student clubs and organizations are to be directed to and approved by either the Office of the Vice President for Student Affairs or the Office of the Academic Vice President. University funds received from these sources are not to be used for donations to charitable organizations.

### **Solicitation of Alumni, Parents, and Other External Groups**

All solicitations by students or student clubs and organizations of alumni, parents, friends, corporations, private foundations, or associations must be approved by the Office of the Dean for Student Development. Permission to conduct approved solicitations must then be requested by ODSB by application to the Vice President for University Relations or his or her designee. (Please see policy [2-200-001](#), Private Voluntary Support -- General Policy, for additional information.)

#### Requests for Mailing Labels

1. All student requests for external mailing labels must be approved by the Dean for Student Development and the Vice President for University Relations or their designees.
2. Only those requests from registered or authorized student groups will be considered. Any exceptions to this policy must be authorized by the Vice President for Student Affairs and the Vice President for University Relations or his or her designee.
3. All requests for external mailing labels are to be submitted to the Dean for Student Development accompanied by a sample of the correspondence to be mailed. If the labels are for the solicitation of charitable gifts, a copy of the solicitation letter must be submitted to the Vice President for University Relations, and will be filed, according to law, with the IRS. Neither the Dean nor the Vice President for University Relations is responsible for products and/or services offered by student groups.
4. The Dean for Student Development will consider all requests, and will secure the mailing labels for those requests that are approved by both the Dean and the Vice President for University Relations.
5. All external mailing labels are to be generated by, and secured from, the Development Office.

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