

Sandburg Vendor Policy

January 2008

- 1. Subject:** School plan for vendor activities on campus
- 2. Locations :** Sandburg Elementary School
- 3. Purpose:** To give guidelines for vendor activities on campus with regards to sales and booth setups
- 4. Scope:** This policy covers all vendors doing business on the grounds Sandburg Elementary School
- 4. Guidelines:**
 - 4.1** The option of selling during any school sponsored function will go to school groups, student council, band, 5th graders etc., before it is opened to other community groups.
 - 4.2** A flat fee will be charged to all persons or companies that wish to sell materials or products on campus. The fees will be \$35 for a non-profit student affiliated association (i.e. girl scouts, boy scouts etc.), and a fee of \$50 for non school associated groups. Principal will be sole determiner of vendor classification if necessary.
 - 4.3** All persons, groups or companies that wish to sell anything during an event must first get approvals from the event coordinator and the school principle. The principle has the final say in matter of who will be able to sell at an event.
 - 4.4** All persons, groups or companies that wish to make sales on the school campus must sign a form of release before they are able to setup and sell.
 - 4.5** All money collected from the vendor activities will be collected per the school and district policies and procedures for the collection of money. Vendor fees should be collected prior to event. Vendors should provide a certificate of insurance or be covered under the event sponsor (i.e. PTA).