

Club Cash Collection Point Process Guide

Hereafter referred to as a "Club Store"
(For Ongoing Sales & Coffee Carts)

General Procedures for Club Stores

Ongoing sales are considered regular, recurring, continuous sales happening throughout the semester.

- Example: Club merchandise on sale during regular posted hours throughout the semester; Coffee Carts.
- Sales related to a specific event are not applicable as ongoing sales. Please submit a regular fundraising form for event-specific sales.

Student Clubs wishing to conduct ongoing sales of any type will be required to submit a request for authorization via the Event Application on OrgSync. The request must receive approval before operations may start.

Club Stores may only operate Monday through Friday. Ongoing sales occurring outside of regular work days needs special approval.

All club stores must be staffed by a minimum of 1 registered student club member at all times during operating hours. It is recommended to have two (2) registered student club members to ensure the safety of the club members and club assets.

Clubs that have been granted authorization to conduct on-going sales operate under Humboldt State University's California Seller's Permit and business license.

Financial Procedures for Club Stores

All club members participating in Club Store sales must complete a Cash Handling Training with the Club Financial Coordinator prior to any operation.

Club members who are not current students may NOT handle any money or process transactions on behalf of the club.

Student clubs conducting sales may not impose a "donation in exchange for goods." Doing so is a misrepresentation of a donation and should instead be classified as sales.

Student clubs may not advertise a "sliding scale," or "pick-your-price," for goods being sold, to ensure accurate reporting of all sales. All prices must be clearly posted and apply to all customers.

A sales register must be kept of all sales at the club store. This can be accomplished with a tally sheet, receipt book, ledger or other methods of recordkeeping.

Sales revenue must be deposited into the club's trust fund at least once a week. The week's sales register is to be included with the deposit. Deposits can be made at the Cashier's or the Club Financial Services' Office during posted business hours.

Cash is not be withheld from the club's weekly deposits for any reason. Doing so will misrepresent your weekly sales and create errors in the deposit of revenue.

In the event that additional inventory needs to be purchased, the Club Financial Coordinator can assist you in this process.

Information Guide regarding Coffee Carts

Coffee Carts must abide by all of the aforementioned procedures for a Club Store, in addition to the following procedures.

The operation of coffee carts is a privilege granted only to HSU's clubs. Failure to abide by the guidelines set forth may revoke the privilege to operate.

Coffee Carts must be in continuous operation to maintain authorization. A coffee cart that does not operate for longer than 4 consecutive weeks (not including academic breaks), will be deemed as inactive and may forfeit their sales authorization for the semester. A new application is necessary to resume sales the following semester.

Only 8 coffee cart locations are allowed to continuously operate on campus during each semester.

Student clubs conducting these sales must have the approval and direct support of the campus department where the sales are located. The department is responsible for providing secure storage space for any products or merchandise; ensuring the coffee cart has proper food preparation locations, as well as enforcing safety compliance. (Example: Cannot impede the flow of foot traffic or accessibility routes; do not overload electrical systems (no more than 1 plug per outlet); do not block fire escape locations.)

Food Operations for Coffee Carts

All participating members of a coffee cart must have Serv-Safe Food handling certification. Proper food handling techniques must be practiced at all times. (For more information on food handling, please see the Clubs & Activities Club Handbook)

Prepared food items are subject to California Sales Tax, excluding hot coffee and tea. This may include but is not limited to: Cutting food (fruit, bagels, sandwiches); the addition of toppings (spreading cream cheese); heating or cooking (with toaster, toaster oven, hot plate, stove, etc.). Pouring hot water for instant foods (oatmeal, instant noodles)

Coffee Carts will receive a classification type based on the foods being sold as well as the accommodations available for food preparation.

The levels of food items for sale are listed below. For questions on food items outside of this list, contact Environmental Health (x5711)

Level 1 Food Group	Level 2 Food Group
<p>Hot Coffee & Tea Bottled/Canned Drinks</p> <p><i>Commercially prepared bakery foods such as: Donuts, Muffins, Bagels, Croissants, Cookies</i></p> <p><i>Pre-packaged, single serving snacks such as: Candy, Fruit Snacks, Chips, Granola/Protein Bars</i></p>	<p>Includes Level 1 Foods Meat/Dairy Products Hot/Cold Storage Foods Fresh Produce Any Prepared Foods (Heated, sliced, mixed)</p>
	<p>Prohibited Items</p> <p><i>Cream or custard filled pies, cakes, or donuts</i></p> <p><i>Food prepared at home</i></p>

Level 1 Food Group: Must have all members obtain a food handler certificate (provided by the club's office). Is subject to regular, spontaneous inspections by the Director of Student Life and the Food Safety Officer.

Level 2 Food Groups: Must complete all of the same processes as level 1. Food sale site must have running water and cold storage. Coffee carts under the level 2 food group are held to stricter regulations and are subject to more frequent, spontaneous inspections by the Food Safety Officer.

Purchasing Supplies (Cash Advance for Coffee Carts)

For large purchases of equipment or supplies to operate the Coffee Cart, the Club Financial Coordinator may assist clubs in purchasing supplies directly from the club's fund with a check sent directly to a vendor, or online with the Coordinator's University ProCard (credit card purchases).

For the operation of a coffee cart, the club may need to regularly restock their inventory. For smaller inventory purchases, clubs have the option of taking an advance out of the weekly deposit up to \$100. The advance can only be used to purchase supplies necessary for the operation of the coffee cart. The list of supplies must be pre-approved by the Club Financial Coordinator, as well as the club's treasurer and advisor.

Upon checking out a Cash Advance, the club member will also be given an envelope to keep receipts, as well as the pre-approved supplies list.

The guidelines to check out a cash advance are as follows:

1. The cash advance may only be used to purchase items that have been pre-approved as designated on the envelope.
2. Online purchases are not allowed to be made with the cash advance. (For help with online purchases, please contact the Club Financial Coordinator)
3. All itemized receipts for purchases are to be placed in the envelope. An itemized receipt **MUST** be requested.
4. Submit the envelope and all remaining money (change) to the Club Financial Services office **within three (3) business days** from the date of issuance.
5. Only one (1) cash advance may be checked out at a time per club member.
6. For any club member making personal purchases made with the cash advance, they are held personally responsible for repayment of those funds and a hold will be placed on their student account until the misallocated funds have been repaid.
7. Failure to return any or all money/receipts for a cash advance within three (3) business days may result in a hold on your student account and a suspension of your club's sales activity.
8. If any portion of the Cash Advance is stolen, the club member must contact the police immediately (911) and notify the Club Financial Coordinator as soon as possible.

Conduct

If a Club Store is identified to be in violation of any operational or food handling procedures, the club members and advisor will be contacted by the Club & Activities Office for review. Failure to meet with the Director of Student Life is subject to suspension and a recorded violation.

If a Club Store is identified to be in violation of any financial procedures, the club members and advisor will be contacted by the Club Financial Services Office for review. Failure to meet with the Manager of Student Financial Services is subject to suspension and a recorded violation.

Repeated offenses will impose a suspension on the Student Club from conducting ongoing sales.

Upon receiving a suspension, the club loses their standing and automatically forfeits their privilege of conducting ongoing or continuous sales until a review by the Club & Activities Office and the Clubs Financial Services Office can be completed.