



ShopColumbia

SOC FUNDRAISING PROPOSAL GUIDE

STARTING FALL 2020, STUDENT ORGANIZATIONS MAY PARTNER WITH SHOPCOLUMBIA TO FACILITATE THEIR FUNDRAISING GOALS. THIS GUIDE WALKS STUDENT ORGANIZATIONS THROUGH THE PROCESS OF THE SHOPCOLUMBIA + SOC FUNDRAISING PROPOSAL.

SHOPCOLUMBIA MISSION

ShopColumbia at Averill and Bernard Leviton Gallery serves the Columbia College Chicago community by fostering the representation and sale of professional work and talent from multiple creative fields. As an extension of the classroom, the Shop supports students by providing a professional environment to hone the process of presenting, marketing, and selling work to the public. Through community partnerships, ancillary programming and representation of alumni, faculty and staff, ShopColumbia bridges professional practice with the student learning experience.

POLICIES FOR FUNDRAISING PROPOSALS

- This fundraising proposal guide is for small in-store or online events. Large scale events such as pop-shops or markets, events that represent multiple vendors or events with an external audience; require a conversation with ShopColumbia staff prior to submission. Small scale fundraising proposals should be submitted 1 month in advance. Large scale fundraising events should be submitted 3-6 months in advance in order to establish procedures with partners and to allocate campus resources.
- Proposed work can be sold in the store and/or online at shop.colum.edu
- Inventory should be delivered to ShopColumbia 2 weeks before the start of the fundraiser.
- Student organizations can consign a maximum of 30 unique products. Multiples of the unique products is encouraged.
- The duration of the fundraiser should be a minimum of 2 weeks and a maximum of 1 semester. Student organizations can apply for a second semester or a maximum of two separate fundraising events during the school year.
- ShopColumbia charges a 25% consignment fee. The consignment fee covers charges incurred with processing credit card transactions and operational costs of maintaining the boutique and webstore.
- Proceeds from the fundraiser will be transferred to the student organization's budget account at the end of the fundraiser unless other arrangements have been made.

PROCESS

1. Submit a ShopColumbia + SOC Fundraising Proposal at <http://tiny.cc/ShopandSOC>

Proposal includes:

- Contact information for the organization
- Time frame of the fundraiser
- Description and images of proposed products
- Proposed pricing for products

2. Schedule a meeting with ShopColumbia staff to discuss proposal

- Meeting will be either in person or remotely via zoom.

3. Receive decision of fundraiser from ShopColumbia staff

- Within 10 days of submitting the form, ShopColumbia staff will contact the organization with the decision:

Approve. Everything is great. Next step will be to sign paperwork and bring inventory.

Approve conditionally. ShopColumbia may have conditions such as: adjusting the time frame of the fundraiser, adjusting the pricing, limiting the number of products, or requesting branding or packaging.

Recommend applying at a later date. Proposals may be declined but not limited to the following reasons: if student organization is currently not recognized by Columbia's SOC, if the student organization has had their funding account suspended, if the demand is greater than current ShopColumbia staff resources, quality or pricing concerns, or if the fundraising proposals include a restricted item (see list of restricted products below.)

4. Sign Consignment Form

5. Bring inventory to ShopColumbia

6. At the end of the fundraiser, ShopColumbia will work with the college's Accounting department to transfer funds.

SHOPCOLUMBIA RESTRICTS THE SALE OF THE FOLLOWING PRODUCTS AS DEEMED BY THE REVIEW BOARD:

- Food items or perishable products.
- Products with text or images that infringe on any intellectual property rights including, but not limited to copyrights, trademarks, and rights of privacy/publicity.
- Businesses with multi-tiered sales structures.
- Items that are unsafe or contain hazardous materials.
- Products with content that is libelous or defamatory; contain or promote hate speech; can reasonably be viewed as harassing, threatening, or otherwise harmful; and can reasonably be viewed as discriminatory based upon race, ethnicity, national origin, sexual orientation, gender, gender identity or disability.
- Products that violates any federal, state, county or municipal law, ordinance or regulation, violates any college policy, regulation or rule as outlined in the Student Handbook and Columbia's Student Code of Conduct.

ROLES AND RESPONSIBILITIES

Student Organization representatives

- Submit the ShopColumbia + SOC Fundraising Proposal
- Schedule and attend a meeting with ShopColumbia staff to discuss proposal
- Agree and sign the ShopColumbia Consignment Form for SOC Fundraising
- Complete a ShopColumbia Inventory List
- Provide inventory ready to sell (Student organization and branding is encouraged)
- Assist marketing efforts by promoting the fundraiser on campus and through social media

ShopColumbia

- Provide feedback on SOC Fundraising Proposal
- Add products into ShopColumbia's point of sales system and inventory system
- Print product and sales labels
- Provide protective packaging including poly bags and jewelry boxes
- Create in-store displays
- Photograph and write product descriptions for webstore
- Process all in-store and online weborders
- Track inventory and provide inventory and sales reports when requested
- Promote the fundraiser through social media and weblog

ShopColumbia Consignment Form for SOC Fundraising

Student Organization: _____

Student Contact: _____

Student Email: _____

Secondary Contact: _____

Secondary Email: _____

Faculty Advisor: _____

Advisor Email: _____

Fundraiser/Consignment period start date: _____

Fundraiser/Consignment period end date: _____

Agreements

The representatives for the Student Organization agree to consign the products submitted in the ShopColumbia + SOC Fundraising Proposal for the duration of the fundraiser.

Student Organization Eligibility. Any student organization formally recognized by the SOC is eligible to submit a ShopColumbia + SOC Fundraising Proposal.

Submission of Work. The Student Organization representative agrees that they have the permission to sell all work consigned.

Drop-Off and Pick-up of Work. The Student Organization agrees to deliver the work fully prepared for display. In the event that the consigned work is not sold and the consignment contract is not renewed, either by the choice of the Student Organization or ShopColumbia, representatives for the Student Organization will pick-up the work at the end of the consignment period. ShopColumbia is not responsible for work left after the end of the consignment period. If the Student Organization has not picked up work within 30 days following the end of the consignment period, work may be discarded or become property of ShopColumbia.

Display of work. All work will be displayed in a respectful and professional manner, deemed fit by ShopColumbia staff. All work will be labeled, identifying the artist or Student Organization with the title of work and sale price.

Sale of Work. The Student Organization authorizes ShopColumbia to sell the work at the price predetermined by the representatives of the Student Organization. The sale price of the work will not be changed during the consignment period without consent of both parties. During the consignment period, ShopColumbia has sole right to sell the work in its possession.

SALES TAX. ShopColumbia is responsible for collecting all sales, use or transfer tax owed on the sale of the artwork and agrees to collect the applicable taxes and report the same on its applicable sales, use and transfer tax returns.

PAYMENT. ShopColumbia agrees to transfer the funds from the fundraiser minus ShopColumbia's consignment fee within 30 days of the end of the fundraiser unless previous agreements were discussed.

LIABILITY. ShopColumbia is liable for theft and damage to work on display in ShopColumbia's possession if the loss or damage is caused by ShopColumbia's failure to use reasonable degree of care. If damage was the result of structural failure of the work, ShopColumbia is not liable.

ARTIST CONTACT INFORMATION. The Student Organization will provide the store with current email addresses for representatives of the Student Organization.

USE AND LIKENESS OF WORKS. Products may be photographed and/or reproduced in print or online for educational or promotional purposes by ShopColumbia or Columbia College Chicago for perpetuity. Publication of products may be electronically via the Internet and subsequently used, altered, or republished. The Student Organization accepts the possibility that unconsented third party use, alteration or reproduction may occur, and waives any claim of damages from the ShopColumbia or the College's publication of products by third parties accessing the Internet.

TERMINATION OF AGREEMENT. The Consignment Contract may be terminated at any time by either the Student Organization or ShopColumbia staff with written notification.

Signature of representative of Student Organization

Date

Signature of Columbia College Chicago ShopColumbia Representative

Date

