

FLEA MARKET CONCESSION CODE



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DE ANZA FLEA MARKET CONCESSION CODE

PURPOSE

The purpose of the De Anza Flea Market Concession code is to provide guidelines for recognized De Anza Clubs on food concession operations that are held on the first Saturday of each month.

ARTICLE I CONCESSION BIDS

SECTION 1. Procedure

- A. A club not on probation, wishing to bid for the concession, must complete a concession bid form and bring one copy to the Inter Club Council (ICC) Meeting for the ICC Chair of Programs. Concession Bids are due after each Flea Market date, at which time bids will be voted upon by ICC. The due dates will be recommended by the ICC Officers/Advisor and presented to the ICC for approval.
- B. A student representative from the club must be present at the entire ICC meeting to present the bid for a drink stand and remain until the selection of the concession stands are announced.
- C. A newly recognized club or a reactivated club must attend two (2) ICC meetings before being allowed to bid for a Flea Market Concession.
- D. Clubs who received the Drink Stand the previous month must wait one month before being eligible to bid for the drink stand again except for the July, August, September and October months or there is no competition for the drink stands.
- E. In the event that no club has bid for the stand, then the ICC may choose to do the stand for its own funds or training purposes or postpone concession bid and voting until the next ICC meeting.
- F. If a club who was awarded the concession fails to fulfill its responsibilities on the day of the flea market then the club will forfeit their right to bid for three months from day of the next available concessions.

SECTION 2. Student Workers

Clubs working the drink concession must supply a minimum of five (5) workers who are De Anza students.

SECTION 3. Voting

- A. The ICC, comprised of all De Anza recognized clubs, will vote on which club will work the Flea Market concession stand by a simple majority vote. Concession bids will be voted at the second ICC meeting following the prior flea market. The exception will be the concession bids for June and July will be voted in May and for August, September, and October, which will be voted upon in June.
- B. The ICC Chair of Programs will determine whether a secret ballot will be taken for determining the Flea Market concessions. If there are enough clubs to work the concessions then the ICC Chairperson of Programs can ask for a voice vote for approval.
- C. The club with the highest number of votes will receive the opportunity to operate the concession stand. Clubs will vote for one club for the drink stand.
- D. There will be a drawing of the remaining clubs to determine which club(s) will receive the drink stand(s).
- E. Upon approval of the concession bids, the Director of Campus Center or representative of De Anza Food Services shall be informed as to which club(s) will be operating the concession.
- F. The club who receives the drink concessions with the majority of votes will select their concessions stand location right after the ICC meeting, followed by the club who received the first drawing then the club who received the second drawing.

SECTION 4. Community Outreach Drink Stand

- A. There will be one drink stand designated as fundraiser for "Community Outreach" sponsored by ICC or a club once per quarter with these designated months: March, May and November.
- B. If there is only one club concession form turned in then that club will automatically receive it.
- C. A drawing will be held to select which Community Outreach program will receive the drink stand when there is more than one club.
- D. In the event that no club has bid for the Community Outreach Drink Stand, then ICC will do the Stand for the Emergency Relief Fund.

ARTICLE II

SECTION 5. Inclement Weather

- A. The Director of Campus Center or representative of De Anza Food Services may terminate club concessions due to inclement weather during the Flea Market. The clubs who had the concessions will automatically have priority for the next month's Flea Market concession stand, if they are present at the time that this matter is discussed at the ICC Meeting. In the event of a double rain out, the concessions will then be up for open bidding.

SECTION 6. July/August/September/October Concessions

- A. Concessions forms will be due at the designated ICC meeting. If possible each club will receive one concession stand. If there are not enough clubs for each month's concessions then there will be a drawing to determine which club(s) will receive an additional concession stand.

ARTICLE II

DUTIES OF CLUBS OPERATING CONCESSIONS

SECTION 1. Club Responsibilities

Clubs are responsible for the actions of their members including:

- A. The ICC rep of the clubs who receive the Concession Stand must meet with the ICC Advisor after the ICC meeting to review the Concessions guidelines.
- B. As an official representative of De Anza College. All clubs are required to be courteous and friendly during the concessions operations.
- C. Due to insurance liability, only De Anza club members or students or staff may work the Flea Market Concession. During the July, August, September Concession, only people who intend to enroll at De Anza are eligible to work.
- D. Provide a minimum of five (5) De Anza students for Drink Stand to begin at designated time, which will be assigned by ICC Advisor.
- E. All five (5) club members need to arrive at one time at the Food Services back loading dock behind the Food Service area (the large area where the truck make deliveries). Failure to have enough workers will result in not working the concessions.
- F.. It is the club's responsibility to inform the ICC Chair of Programs and ICC advisor if is not able to do the concession stand at least ten (10) business days prior to the Flea Market.
- G. Clubs should follow the instructions given by Director of De Anza Food and Services/ or representative from De Anza Food and Services .
- H. The Club coordinator should call club members the night before and remind them of the time and location to be on campus Saturday morning.
- I. Clubs should decide on who will be the driver (please make sure that the driver must have a valid California Driver's License and good driving record) ahead of time.
- J. Clubs should also decide on who will be the cashiers before the flea market.
- K. Students who have colds or coughs will not be allowed to work the concessions.

- L. Conversation among club members should be limited to work related conversation. Personal conversation may occur during the breaks.
- M. There will be no smoking, drinking, eating or chewing gum behind the food service line.
- N. There will be no visiting of friends, family, etc. behind the food service line.
- O. Should Club members participate, do not bring purse, backpacks or valuables behind the food service line. Lock these items in the car trunk. De Anza College is not responsible for lost or stolen articles.
- P. Should Club members participate, do not bring children or pets/animals to the concessions.
- Q. Students must wear appropriate clothing and low heel covered footwear. No sandals or open toe shoes should be worn. Wear layered clothing. All club members must wear a shirt (club t-shirt are encouraged), regardless of how hot the temperature becomes. Bring a change of clothing if unsure of the weather. All clothing should be neat and clean.
- R. During break time, please make sure that the stand has enough students working.
- S. Clean up of the concession booth and its immediate area will be the responsibility of the club. Clubs are not allowed to leave unless the area is cleaned.
- T. Failure on the part of the club not fulfilling the above responsibilities will result in a three (3) month probation in bidding rights for concession stands.

ARTICLE III DUTIES OF STAFF MEMBERS

SECTION 1. Director of Campus Center/or representative from De Anza Services

- A. The Director of Campus Center/ or representative from De Anza Dining Services will supervise the actual sale and purchase of food, to insure proper cash handling, maintain sanitary conditions, and assign the different tasks to be done.
- B. The Director of Campus Center/ or representative from De Anza Dining Services may recommend to put a club who has not fulfilled said responsibilities on a three month concession probation to the ICC Officers.

SECTION 2. ICC Advisor

- A. The ICC Advisor will be responsible for the upholding and enforcement of this code.

ARTICLE IV FINANCE

SECTION 1. Financial Breakdown

- A. Food costs, labor, and Flea Market Support, ICC Scholarships, ICC Emergency Relief Fund and ICC General Fund will be deducted from concession profits.
- B. The Flea Market Support Fund will receive 1% if needed to maintain a minimum \$700.00 balance (The 1% will go to Emergency Relief Fund).
- C. The ICC Scholarship Fund will receive 4% per concession
- D. The ICC Emergency Relief Fund will receive 4% per concession.
- E. The ICC General Fund will receive 1% per concession..
- F. A breakdown of costs will be given to the club(s) and advisor(s) within two (2) weeks proceeding the concession but clubs will be eligible to draw against those funds earlier.

SECTION 2. Sharing Concessions

- A. If two clubs share the concession stand, both clubs must provide a minimum of five (5) members each, then they will share 50% of all profits earned. In the event that labor has not been shared equally, a letter of agreement for the percentage breakdown must be signed by both clubs before any money is transferred into accounts.

SECTION 3. Cash Handling

- A. If a club member(s) keeps club concession money for personal use then the student(s) will be referred immediately to the Dean of Student Development & EOPS or designee who handles disciplinary action. The club funds will be frozen until the issue is resolved.

ARTICLE V RATIFICATION OF CODE/AMENDMENTS

This code and any amendment shall become effective when approved by a two - thirds majority vote of the ICC membership present at the meeting.

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