FLEA MARKET CONCESSION CODE
TABLE OF CONTENTS

Article I Concession Bids
Section
(1) Procedure ................................................................. 1
(2) Student Workers ...................................................... 1
(3) Voting ........................................................................ 1-2
(4) Inclement Weather ................................................... 2
(5) July/August/September/October Concessions .............. 2

Article II Duties of Clubs Operating Concessions
Section
(1) Club Responsibilities ................................................ 2-3

Article III Duties of Staff Members
Section
(1) Director of Campus Center/ or representative .......... 3
(2) ICC Advisor .............................................................. 3

Article IV Finance
Section
(1) Financial Breakdown ............................................... 3
(2) Sharing Concessions ............................................... 3
(3) Cash Handling ......................................................... 3

Article V Ratification of Code / Amendments ................. 3
PURPOSE
The purpose of the De Anza Flea Market Concession Code is to provide guidelines for recognized De Anza Clubs on concession operations that are held on the first Saturday of each month except the month of January.

ARTICLE I
CONCESSION BIDS

SECTION 1. Procedure
A. A club not on probation and/or concession 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.
B. A Club Officer from the club must be present at the entire ICC meeting to present the bid for a Concession 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 Concession Stand(s) 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.
E. In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the ICC Scholarship or ICC Emergency Relief Fund or postpone concession bid and voting until the next ICC meeting.
F. If a club who was awarded the Concession Stand 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.
G. A club will be limited to receiving the concessions three times during the academic year (July 1 – June 30).

SECTION 2. Student Workers

Clubs working the July, August, September Concession Stands(s) must supply a minimum of five (5) workers who are De Anza students or people who intent to enroll for fall.

SECTION 3. Voting
A. The ICC will vote one month prior to each Flea Market. The exception will be the concession bids for June and July which 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 Chair of Programs can ask for a voice vote for approval.
C. Clubs will vote for one club for the Concession Stand and the club with the highest number of votes will receive the opportunity to operate the concession stand. In the event of a tie then both clubs will receive it. In the event of more than a two-way tie, then a drawing will be held.
D. There will be a drawing of the remaining clubs to determine which club will receive the other Concession Stand.
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 concessions with the majority of votes will receive the first time slot. If there were only two concession bids, then there will be a drawing to determine the club who will receive the first time slot.

SECTION 4. Inclement Weather

A. The Director of Campus Center or representative may terminate club concessions due to inclement weather or emergency situations during the Flea Market. The clubs who had the Concession Stand(s) will automatically have priority for the next month's Flea Market concession stand. In the event of a double rain out, the concessions will then be up for open bidding.

SECTION 5. 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 the ICC may operate a stand to benefit the ICC Scholarship or another De Anza student organization may operate the July, August, September Concessions.

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 and club members who receive the Concession Stand must meet with the ICC Chair of Programs or ICC Advisor after the ICC meeting to set up a meeting time to review the Concessions guidelines and walk to the Food Services Loading Dock.
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 De Anza students or staff may work the Flea Market Concession. During the July, August, September Concession, only people who intend to enroll at De Anza in the fall are eligible to work.
D. Provide six (6) De Anza students for the Concession Stand to begin at designated time.
E. All six (6) 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 makes deliveries). Failure to have enough workers will result in the club not working the concessions.
F. It is the club’s responsibility to inform the ICC Chair of Programs and ICC Advisor if the club is not able to do the concession stand at least ten (10) business days prior to the Flea Market. There will be a drawing of the original clubs who bid for that month’s concession to receive it.
G. Clubs should follow the instructions given by the Director of Campus Center or representative.
H. The Club coordinator should communicate to club members the night before and remind them of the time and location to be on campus Saturday morning.
I. Clubs should also decide on who will be the cashiers before the flea market.
J. Students who have colds or coughs will not be allowed to work the concessions.
K. Conversation among club members should be limited to work related conversation. Personal conversation may occur during the breaks.
L. There will be no smoking, drinking, eating, chewing gum or cell phone business inside concession stand.
M. There will be no visiting of friends, family, etc. inside the concession stand.
N. Club members must not bring their purse, backpacks or valuables inside the concession stand. Lock these items in the car trunk or the Food Services Office. De Anza College is not responsible for lost or stolen articles.
O. Club members must not bring children or pets/animals to the concessions.
P. Students must wear appropriate layered clothing and low heel covered footwear. No sandals, open toe shoes, flip-flops or tank tops 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. Please be prepared to stay until 4PM.

Q. During break time, please make sure that the stand has enough students working.

R. 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.

S. Failure on the part of the club not fulfilling the above responsibilities will result in a three (3) month probation in bidding rights for the concession stands.

ARTICLE III
DUTIES OF STAFF MEMBERS

SECTION 1. Director of Campus Center/or representative

A. The Director of Campus Center / or representative from De Anza Dining Services will supervise the actual sale and purchase of refreshments, 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 will be deducted from concession profits.

B. 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 three (3) 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 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.
Adopted: October, 1981
Revised: June, 1982
Revised: October, 1983
Revised: November, 1983
Revised: January, 1987
Revised: June, 1988
Revised: July, 1988
Revised: February, 1990
Revised: April, 1990
Revised: March, 1991
Revised: April, 1992
Revised: May, 1992
Revised: June, 1992
Revised: March, 1993
Revised: June, 1994
Revised: June, 1995
Revised: March, 1996
Revised: June, 1997
Revised: May, 1999
Revised: May, 2000
Revised April, 2001
Revised: April, 2003
Revised: November, 2004
Revised: March, 2005
Revised: May, 2005
Revised: June, 2005
Revised: June, 2006
Revised: November, 2006
Revised: January, 2007
Revised: March, 2007
Revised: March 5, 2008
Revised: November 19, 2008
Revised: May 13, 2009
Revised: January 27, 2010
Revised: November 24, 2010
Revised: April 27, 2011
Revised: June 1, 2011
Revised: December 1, 2011
Revised: November 30, 2012
Revised: November 8, 2013
Revised: November 13, 2013
Revised: November 19, 2014
Revised: January 25, 2017