



# **FLEA MARKET CONCESSION CODE**

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## DE ANZA INTER CLUB COUNCIL (ICC) 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 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 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.
- 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 or workers will intent to enroll for fall during the July, August , September concessions.

#### 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. During July, August and September the student must intend to enroll in the fall no later than 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 Chair 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. 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 drink 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 drink 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. Community Outreach Drink Stand

- A. There will be one drink stand designated as a fundraiser for “Community Outreach” sponsored by ICC or a club once per quarter with these designated months: May, August 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 the ICC may do the Stand for the ICC Emergency Relief Fund or there will be a drawing to determine which club will receive it.

#### SECTION 5. Inclement Weather

- A. The Director of Campus Center or representative 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. 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 Chair of Programs or 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 in the fall are eligible to work.
- D. Provide a minimum of five (5) De Anza students for the Drink Stand to begin at designated time.
- 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 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. behind the food service concession line.
- N. Club members must not bring their 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.
- 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 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, ICC Scholarships, ICC Emergency Relief Fund and ICC General Fund will be deducted from concession profits.
- B. The ICC Scholarship Fund will receive 2% per concession
- C. The ICC Emergency Relief Fund will receive 2% per concession.
- D. The ICC General Fund will receive 1% per concession.
- E. 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 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  
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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  
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