

SECTION: **POLICY STATEMENT - AID TO INSTRUCTION**SUBJECT: **INSTRUCTIONAL-RELATED SERVICE AND PRODUCT SALES**

PURPOSE: To establish policy and criteria for the distribution and sale of products and services from projects operated through the Aid-to-Instruction program, including, but not limited to student enterprise projects and University Graphic Systems.

EFFECTIVE DATE: **June 15, 1990**

HISTORICAL: January 1974

INSTRUCTIONAL – RELATED SERVICE & PRODUCT SALES**I. BACKGROUND**

- A. The University Aid-to-Instruction program, including student enterprise projects, operates with the through an Operating Agreement and Support Service Lease with the University.

A student enterprise project, for example, typically results in a marketable product. The product must be sold in accordance with an enterprise agreement to recover project costs and distribute net income. In some cases, product distribution and sales are a component of the instruction associated with the project.

It is important that all instructionally-related service and sales activity be undertaken within clear, yet broad policy standards - standards involving sound fiscal and management considerations, complimentary to programmatic objectives.

II. POLICY

- A. General. Products and services resulting from instructionally-related activity shall be marketed in a manner that is:

1. Consistent with the educational objectives of the instructional program;
2. In conformity with applicable general or special business practices set by the Cal Poly Corporation ("CPC") and the school dean with program service or responsibility;
3. Related to practices of the industry of the service or product; and

4. Sensitive to the marketplace and for-profit competition.
- B. Specific. Customary types of authorized, existing agriculture product sales from enterprise projects include:
1. Livestock (Beef, Dairy, Sheep, and Swine) - Consignment sales to packing plants and sales yards; stock shows; and private treaty sales and auctions.
 2. Horses - Consignment sales and private treaty; and breeding services by agreement.
 3. Poultry - Wholesale agreements with campus and local retailers; retail sales through Farmer's Market and campus outlets.
 4. Meats and Meat Products - Wholesale through campus outlets, locker plants and processors, and local retailers; private wholesale and retail.
 5. Crops and Ornamental Horticulture - Retail through campus outlets, Farmer's Market and campus community; and wholesale to campus and industry users and local retailers.
 6. Feed - Contract surplus grain sales on high bid basis; finished feed to County Honor Farm; and campus users.
 7. Pilot Plant - Wholesale through campus outlets or to local retailers.
 8. Dairy - Wholesale product sales to campus outlets and individuals, and local retailers, with excess to cooperative.
 9. Trees - Christmas tree sales at retail to campus individuals or to general public on choose and cut basis.

Sales and/or services of University Graphic Systems shall generally be limited to transactions for faculty, staff, and students for services relating to instructional activities or in support of campus functions.

- C. Sales Agreement Forms. Written sales instruments customary to the industry or for products subject to special business practices shall be to the approval of the Executive Director and school dean, or designees.

III. PRACTICES

The Executive Director, in consultation with the school Dean having programmatic responsibility, shall develop and implement management guidelines consistent with this policy document.