

# Free Pepsi Products for Student Organization Events

Kansas State University and Pepsi entered into an agreement in 1999. Section 10.4 of the agreement guarantees that Pepsi donates a minimum of \$50,000 per year for 10 years, including a minimum of \$20,000 of free product. The Student Governing Association receives \$5,000 in free product from that agreement each semester to appropriate to student groups and organizations expressing interest and adhering to the guidelines set forth by the Campus Activities Board.

Student organizations are encouraged to only apply for free product if the organization is hosting or organizing an event, free to all K-State students (with certain exceptions), with a relatively large expected turnout. Groups wanting only a small amount of free product may apply but there is no guarantee product will be available.

All **registered student organizations in good standing** with the University are eligible to receive an allocation of free product. The Campus Activities Board is responsible for reviewing all applications and allocating the free product received.

Applications and proposals should be returned to the Office of Student Activities and Services **no later than 4:00pm on Friday, September 4, 2009 in the Fall, and February 5, 2010 in the Spring.**

All proposals received after the above deadlines must be received **3 WEEKS BEFORE THE EVENT** to receive product. These proposals will be considered by the Chair of the Campus Activities Board in consultations with the Coordinator for the Office of Student Activities and Services **ONLY IF** there is extra product available after all the allocations are made to organizations submitted by the September 4, 2009 deadline.

Student organizations will receive an acceptance or rejection notification no later than two weeks after the deadline. If an organization's proposal is accepted, the acceptance notification will inform the organization as to the procedures to receive the product. **The student organization should submit a brief report to the Office of Student Activities and Services or email Annie Oliver at [aoliver@ksu.edu](mailto:aoliver@ksu.edu) logging the number of students in attendance and the amount of product used within two weeks of the completion of the event.**

## **Guidelines set forth by the Campus Activities Board:**

1. Must be a registered student organization in good standing with the University.
2. All requests must be submitted 3 weeks before the event.
3. The event must be held in Manhattan, Kansas.
4. The event must be free and open to all K-State students\*.
5. Product is to be given away and NOT sold for any reason.
6. The event must have a relatively large expected turnout of K-State students\*.
7. Free product is not to be used for private club meetings or conferences.
8. A brief report should be submitted no later than two weeks after the event logging the number of students in attendance and the amount of the product used.
9. Previous agreements with Pepsi and student groups can be accepted even if they do not comply with these guidelines.

\* Exceptions may apply.

Questions, contact Annie Oliver at [aoliver@ksu.edu](mailto:aoliver@ksu.edu)

# PEPSI FREE PRODUCT ALLOCATION PROPOSAL

**Student Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Number of Students in Attendance (estimated):** \_\_\_\_\_

**Please describe your event and your plans for using Pepsi products:**

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**Applications are due by 4:00pm in the Office of Student Activities and Services  
Friday, September 4, 2009 in the Fall and Friday, February 5, 2010 in the Spring.**

**Applications must be turned in 3 WEEKS PRIOR TO THE EVENT  
to be eligible for product. If a request is turned in late, it will be denied.**

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Received by: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Is this request turned in 3 weeks before event? Yes  No