

DONATION BOX REQUEST FORM

Any Student Club, Organization or Department who is in good standing may request to host a donation box at least 5 Business Days in advance of requested display time at the Information Desk based on the following policies:

- You must provide your own appropriate box or container.
- The student organization must collect donations frequently and maintain the appearance of their donation box.
- The organization must remove their donation box at the end of their reservation.
- All donation boxes must be turned into the Information Desk and our Staff will display them.
- There will be one donation box per organization per reservation.
- Only two organizations/departments may host a donation box during the same week period. They must also not be the SAME type of donation. For example, no "two toy drive boxes" or "two clothing donation boxes."
- Donation boxes are first come, first serve.
- Any organization that sets up a donation box without prior approval will have their donation box discarded.
- Please note that the Student Center is not responsible for item contents within the donation box or the donation box itself.
- If a group does not pick up their box within 48 hours of deadline- we reserve the right to donate items to appropriate local charity.
- All donation boxes must be no larger than a standard box that holds computer or copier paper.

DATE OF SUBMISSION: _____

ORGANIZATION NAME: _____

STUDENT ORGANIZATION CONTACT PERSON: _____

EMAIL: _____ **PHONE:** _____

PURPOSE OF DONATION BOX:

DATES REQUESTED:

Please indicate what dates your organization would like to host a donation box in the Student Center
(You may only display your box for a maximum of 14 days)

OFFICE USE ONLY

Date Received: _____

Approved Date: _____

Approved By: _____