

Donation/Collection Box Policy

1. Donations must be collected for philanthropies/charities only.
2. Currency **CANNOT** be collected in the donation boxes.
3. No perishable foods may be collected.
4. All donation boxes must be approved by Student Centers Operations staff.
5. Only one department/organization may have a donation/collection box in the Union or the SAC at a time.
6. An organization must request donation/collection box space at least five business days in advance of the proposed display date. Groups/organizations can request space by filling out the Donation/Collection Box Request form located on the Student Centers website.
7. Groups may display donation/collection boxes for a maximum of one week with Monday through Sunday defining a week. Groups are restricted from booking more than one consecutive week.
8. Student Centers Staff will advise as to the exact location of the box. The box must stay in that location and cannot be moved.
9. Organizations/departments hosting donation/collection drives are responsible for providing their own donation boxes. Bins and boxes should be clean and not broken or ripped.
10. The donation box must be appropriate and professional in appearance and to be decorated to not look like a cardboard box. Box size should be no larger than 3' x 3' x 3' and commensurate with the items to be collected and must be clearly labeled (typed, not handwritten) with information regarding:
 - a. What items are being collected
 - b. What department/organization is sponsoring the donation box
 - c. What/who is benefitting from the donations
 - d. Contact information for the group in case there are any questions
 - e. Dates the donation drive
11. The donated items must be contained within the box. No donation items are allowed outside the box or on the floor.
12. The organization will monitor the box daily and remove items as necessary, so the box does not overflow, become unsightly, and/or obstruct one's movement through the Union or SAC. If the box does become overflowing, Student Centers staff will remove the box
13. The department/organization must remove the collection box NO LATER THAN 10am on the Monday after their week is over.
14. The Student Centers Staff are not responsible for lost, missing, damaged, or stolen items.
15. Boxes set up without prior approval will be discarded.
16. Any violations of this policy may result in loss of privileges.

17. Upon completion of the drive the collection must be quarantined for two weeks before it is distributed to its final destination. The organization has two options for quarantining the items collected:
 - a. Leave the collected items on-campus for two weeks
 - b. Collect and quarantine items off-campus. If the group chooses to quarantine the items collected off-campus, then the group will need to specify during the application process how and where the items will be stored off-site.