

DONATION/COLLECTION BOX POLICY

1. Donation/collection box reservations are for SIU Registered Student Organizations (RSOs) and University Departments. Off-campus organizations and individual requests will be considered by Student Center Event Services.
2. Donations must be collected for philanthropies, charities and/or non-profit organizations.
3. In the spirit of Salukis supporting Salukis, food drives/collections held in the Student Center must support the Saluki Food Pantry unless it supports an organization's national philanthropy or approved by Student Center Event Services.
4. Only RSOs in "good standing", as defined by the Office of Student Engagement, are permitted to request a donation/collection box reservation.
5. All donation/collection boxes must be scheduled by Student Center Event Services at least two (2) full business days prior to the proposed display date.
6. Only one (1) RSO or department may have a donation/collection box in the Student Center per date.
7. RSOs/departments may display donation/collection boxes for a maximum of one (1) week with Sunday through Saturday defining a week.
8. Display of donation/collection boxes are limited to the north escalator area of the Student Center. Student Center Event Services staff will advise as to the exact location of the box.
9. RSOs/departments are restricted to a maximum of four (4) donation/collection box reservations per semester. Requests for additional reservations must be submitted in writing and approved by Student Center Event Services.
10. The donation/collection box must be clearly labeled (typed, not handwritten) with the information below. The Student Center reserves the right to alter any labeling.
 - (1) what items are being collected
 - (2) what RSO/department is sponsoring the donation box
 - (3) who/what is benefitting from the donations
 - (4) dates the donation box will be in the Student Center
11. RSOs/departments will monitor the donation/collection box daily and remove items as necessary so the box does not overflow, become unsightly, and/or obstruct one's movement through the Student Center. If the box does begin overflowing, Student Center staff will remove the box.
12. The Student Center is not responsible for lost, missing, damaged, or stolen items.
13. Violation of donation/collection box policies subject the RSO/department to suspension of scheduling privileges for a period of sixteen academic weeks, not including summer semester.
14. Student Center Event Services has the right to change and/or update this policy at any time. Unresolved conflicts over donation/collection box items and/or policy shall be decided by Student Center Administration.

