

Donation/Collection Box Policy

1. Display of donation/collection boxes are limited to the north escalator area of the Student Center. Conference and Scheduling Services staff will advise as to the exact location of the box.
2. Donations must be collected for philanthropies and charities only and are accepted by RSOs with prior approval of Conference and Scheduling Services as supported by the Office of Student Engagement.
3. All donation boxes must be approved by Conference and Scheduling Services.
4. Only one department/organization may have a donation/collection box in the Student Center per date.
5. Groups may display donation/collection boxes for a maximum of one week with Sunday through Saturday defining a week. Groups are restricted to a maximum of four permits per semester. Any requests for additional permits must be submitted and approved by Conference and Scheduling Services.
6. An organization must request donation/collection box space at least two business days in advance of the proposed display date.
7. The donation box must be clearly labeled (typed, not handwritten) with information regarding: (1) what items are being collected, (2) what department/organization is sponsoring the donation box, (3) what/who is benefitting from the donations, and (4) dates the donation box will be in the Student Center. The Student Center reserves the right to alter any labeling.
8. 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 Student Center. If the box does begin overflowing, Student Center staff will remove the box.
9. The Student Center is not responsible for lost, missing, damaged, or stolen items.
10. Violation of donation/collection box policies subject the sponsoring organization to suspension of scheduling privileges for a period of sixteen academic weeks, not including summer semester.
11. Unresolved conflicts in regards to donation/collection boxes shall be decided by the Conference and Scheduling Services.