



## 2019-2020 RESIDENCE HALL FRONT DESK COLLECTION POLICY

- A. Student organizations or student groups from an academic class interested in having charitable collection drives in the residence halls are welcome to do so with prior approval from Residence Life.
  - Each Area Director coordinates front desk collections in their area.
  - If you are seeking collections in multiple areas, approval must be granted by the Area Director for each area.
- B. The student group or organization must make their front desk collection request to the appropriate Area Director(s) at least 14 days prior to the beginning of the drive. The request must include:
  - The name of the student organization or student group from an academic class.
  - Contact information (Carroll University e-mail and phone number) for individual that is coordinating/overseeing drive (i.e. dropping off/picking up/etc.)
    - Contact person must be a resident of the building. Additional building access will not be granted solely for the purpose of collections.
  - Start and end date of drive (not to exceed 14 consecutive calendar days)
  - Intent of collection as well as charity receiving donations.
- C. It is the responsibility of the organization or student group to provide boxes or collection containers.
  - Boxes or containers must have a clear, large message on the front that identifies the purpose of the collection, the sponsoring organization or group, contact information and dates of collection.
  - Any corresponding posting for the collection must be approved using the protocol outlined in the 2019-2020 Residence Hall Poster and Promotional Material Policy.
  - Boxes or containers must be small enough to be easily moved by Front Desk staff if needed.
  - Boxes or containers must be kept neat in appearance. Area Directors may request a pickup or terminate collection early if the collection is overflowing or becoming unsightly.
- D. Residence Life is not responsible for the collections.
  - Residence Life is not responsible for the damaged, lost or stolen property.
  - Residence Life staff and Front Desk staff will not take on responsibility for collecting or maintaining collections.
  - Abandoned items may be disposed of or donated. Student groups or students may be subject to a storage fee if needed.
- E. Residence Life has the right to refuse a request for a collection.
  - Collections involving cash donations are prohibited.
  - Area Directors may limit the number of co-occurring collections due to space.
  - Student groups or organizations are limited to one collection per semester.
  - Collection requests will not be approved after Fall Reading Day or after April 1.
- F. Any violations of this policy may result in removal or denial of a collection drive as well as referral to the conduct process or Organization Conduct.