

## Front Desk Collection Policy

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. To obtain approval, the student organization or group must contact the appropriate Area Director. If you are seeking collections in multiple areas, approval must be granted by the Area Director for each area. Collections involving cash donations are prohibited.

These are guidelines for the cooperative effort:

1. 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:
  - a. The name of the student organization or student group from an academic class
  - b. Dates of drive (not to exceed two weeks)
  - c. Intent of collection as well as charity receiving donations (not monetary donations)
  - d. Student groups or students organizations are restricted to one collection drive per semester
2. The size of the boxes/containers needs to be small enough so a desk staff person could comfortably move the collection boxes/containers easily. Residence Life and the Front Desk staff are not responsible for lost/stolen items. It is the responsibility of the student group or organization to keep the collection box neat in appearance. Area Directors may conclude your collection early if the collection overflows or becomes unsightly.
3. The box/container must have a clear, large message on the front that identifies the purpose of the collection, the sponsoring organization or group with contact information, and dates of the collection. Any corresponding posting must be approved using the protocol outlined in the 2017-18 Posting Policy.
4. In some cases more than one organization at a time may hold a collection drive. However, front desks vary in size and multiple collections may not be possible due to limited space.
5. Once approval is obtained and collection dates identified, a member of the organization or group will contact the Area Director of the hall(s) for access to drop off and pick up collection boxes/containers. Swipe card access to halls will not be granted to anyone executing a collection.
6. If donated items are not picked up on the agreed-upon date, they may be disposed of or donated. Student groups or students may be subject to a storage fee if needed.
7. Collections that occur during the Fall semester must be completed by Reading Day.
8. No collection drives will be permitted after April 1 to accommodate our campus-wide initiative of Moving Green.

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 with the Associate Director of Student Activities.