Student Organization
Donation Collection
Guidelines & Procedure

Name of Organization __________________________

President’s Name __________________________

Email __________________________ Phone __________________________

Advisor’s Name __________________________ Email __________________________

Rationale: This guideline exists in an effort to provide equitable opportunity for all recognized Ursuline College student organization to collect donation items. This guideline will provide organizations access to easily identifiable collection sites and receptacles. We will make every effort to limit the overlap of registered donation periods.

Office of Student Activities established and approved the following

☐ All student organizations are hereby notified that on-campus donation collection efforts are limited to no more than two events per semester of the academic year for each organization.

☐ Every student organization, officially recognized by the Office of Student Activities and affiliated with Ursuline College or based on the college campus, must sign a copy of this Donation Collection Guideline and Procedure each year in order that they will be permitted to engage in donation collection efforts on campus.

☐ Organizations that wish to engage in a donation collection effort will file a request to do so with the Office of Student Activities by completing all parts of the “Donation Collection Request” form.

☐ Collection efforts may not exceed a period of two weeks, unless granted special permission.

☐ Only Student Activities approved collection bins, signage and collection sites may be used.

☐ Requests to collect donations must be filed with OSA no later than TWO WEEKS prior to the requested start date of the effort. Word of mouth in not a proper method of making this request. The person submitting the form will be notified of the decision of OSA regarding their request.

☐ All collection bins should be emptied and returned to the Office of Student Activities by 5:00pm the weekday immediately following the end of the collection period.

☐ Failure to comply with the donation collection guideline and procedures may result in forfeiture of the organization’s ability to collect donations for a full semester beginning the date of the infraction.

I have read the student organization donation collection guideline and procedure. The organization president and advisor signatures acknowledge that the above organization will abide by this procedure.

__________________________________________  ________________
Signature of Organization President         Date

__________________________________________  ________________
Signature of Organization Advisor         Date