Student Organization

Donation Collection Request Form

Student Organization: ____________________________________________________________

Name: ____________________________ Position: ______________________________________

Note: Student organizations must request to collect donations at least two weeks prior to anticipated start date of the collection. Student Organizations are limited to no more than two fundraising events per month of each semester.

Purpose of Donation Collection Effort: ____________________________________________

______________________________________________________________________________

Type of Items Requested: _______________________________________________________

______________________________________________________________________________

Donation Collection Date(s): ___________________ Total # of bins needed ______________

Collection Site(s) Requested:  □ Mullen Commuter Lounge  □ Pilla Atrium

□ Across from Besse Library  □ Other

□ Other

Once your request has been received, the Director of OSA may contact you with any questions and/or permission to proceed. Please do not publicize dated event until confirmation is received.

I have read the Student Organization Donation Collection Guidelines and Procedures. The organization member completing this form and advisor signatures acknowledge that the above organization will assume full responsibility for the collection effort.

Signature of Organization Representative  Date  Signature of Organization Advisor  Date

**OSA USE ONLY**

□ Approved  Explanation (if applicable): ____________________________________________________________

□ Revised

□ Denied

Signature of OSA Director  Date

Please Return this form to:
Director of Student Activities
Student Affairs Center
Mullen 130