

BROWER STUDENT CENTER DONATION BOX REQUEST FORM

A registered student organization who is in good standing may request to host a donation box in the Student Center based on the following policies:

- A student organization may host a donation box up to two times a semester for a maximum of one week (beginning Sunday, ending Saturday) at a time. There must be at least one week in between donation box reservations.
- The student organization must collect donations frequently and maintain the appearance of their donation box.
- The organization must remove their donation box at the end of their reservation.
- All donation boxes must be placed in front of the Information Desk in the Student Center lobby.
- There will be one donation box per organization per reservation.
- Only two student organizations may host a donation box display during the same week period.
- Any organization that sets up a donation box without prior approval will have their donation box discarded.
- Failure to abide by any of the above policies will result in suspension of donation box privileges for the remainder of the academic year and/or the following academic year if violation occurs at the end of a Spring semester.
- Please note that the Student Center is not responsible for item contents within the donation box or the donation box itself.

DATE OF SUBMISSION: _____

ORGANIZATION NAME: _____

STUDENT ORGANIZATION CONTACT PERSON: _____

EMAIL: _____ **PHONE:** _____

PURPOSE OF DONATION BOX:

DATES REQUESTD:

Please indicate what week(s) your organization would like to host a donation box in the Student Center.

OFFICE USE ONLY

Date Received: _____

Approved/Denied Date: _____

Approved/Denied By: _____