

Donation Box Request Form

Registered student organization in good standing or College departments may request to host a donation box in the Residence Halls based on the following guidelines:

- An 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.
- All requests must be submitted at least 1 week in advance of the requested start date. Requests will be processed in the order they are received and based upon availability at the requested location(s)
- A maximum of one donation box per residence hall will be approved at any given time.
- A maximum of one box per approved location may be used for the donation drive.
- Donation boxes may be placed in designated locations only. Those locations are near the hall office of each residence hall, out of the way of pedestrian traffic.
- The sponsoring organization must collect donations at least once per day during the duration of their reservation and maintain the appearance of their donation box. All donations boxes must be appropriate and professional in appearance and be decorated to not look like a cardboard box.
- Box size should be commensurate with the items to be collected.
- No perishable foods or items causing a strong odor may be collected
- The Department of Residential Education and Housing reserves the right ask the donation box to be cleared if found to be overflowing even if it has already been emptied that day.
- All donation boxes must have clear signage with the following information:
 - Sponsoring organization, what they are collecting, the cause they are collecting for, the dates of the donation drive, and at least one piece of contact information (email, phone number, Facebook page, etc.).
- The organization must remove their donation box at the end of their reservation.
- Any organization that sets up a donation box without prior approval may have their donation box discarded and may be denied future donation box requests. Any donation box that is not collected at the end of the approved term may be 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 Residential Education is not responsible for item contents within the donation box or the donation box itself.
- This form should be submitted to Seth Zolin, Assistant to the Director, at zolin@tcnj.edu.

DATE(s) REQUESTED: _____

LOCATION(s) REQUESTED: _____

SPONSORING ORGANIZATION NAME: _____

PRIMARY CONTACT PERSON: _____

EMAIL: _____ **PHONE:** _____

SECONDARY CONTACT PERSON: _____

EMAIL: _____ **PHONE:** _____

ORGANIZATION YOU WILL BE DONATING TO: _____

ITEMS TO BE COLLECTED: _____

OFFICE USE ONLY

Date Received: _____

Approved Denied

Approved Dates (if different than above): _____

Denial Reason: _____

Approved Location(s): _____

Approver: _____