

## Donation Bin Policy

### **Purpose**

This policy outlines standards for UIC Student Centers which addresses departments and student organizations' interest in utilizing specified donation bins in Student Center East and Student Center West. The group may reserve bins to host philanthropic initiatives.

The Donation Bin Policy may be revised at any time to suit the needs of Student Centers and the student population.

### **Eligibility**

Departments and student organizations may reserve three bins at Student Center East and/or two bins at Student Center West at pre-designated locations within the Student Centers by approval from the Executive Associate Director, Student Centers. Please submit a proposal letter addressed to the Executive Associate Director of Student Centers regarding your food or clothing drive and give details about the purpose, description of items you are collecting, duration of your drive and charity you will sponsor. Please submit your letter of request with your reservation form to Meetings and Conferences at least two weeks prior to the reservation date, to be granted confirmation.

Reservations are made per building per two week maximum (14 DAYS). Only one group may reserve the bins at a time per building unless approved by Executive Associate Director, Student Centers.

### **General Policy**

It is the responsibility of the group to reserve the bins through Meetings and Conferences and publicize the donation drive. In addition to the proposal letter, please submit three flyers size 8 ½ X 11 for SCE and/or two flyers for SCW as part of your reservation. The flyers will be placed on the front of the bins by Building Management during your reservation period.

All donation bins should be checked daily especially if collecting clothing or items that are large, such as toys and games. The group must pick up the contents within the donation bin by close of business on the end date of their reservation.

There is a limit of a two week maximum per reservation and a limit of two reservations per semester per group in both buildings.

If donation bin contents are left past the end date, it will be removed and donation items discarded.

No other donation bins other than the reserved Student Centers donation bins will be allowed in Student Centers. Size of each of the Student Centers Donation bins is 3ft H X 1.5ft D X 2.5ft W.

### **Location of Donation Bins**

#### **SCE**

- 1st floor entrance East Concourse next to US Mailbox
- 1st floor entrance West Concourse next to UIC Bookstore entrance
- 2<sup>nd</sup> floor Tower near the entrance to Campus Housing Courtyard and Montgomery Ward Lounge

#### **SCW**

- 1<sup>st</sup> floor 828 entrance lobby next to SCW Building Management service window
- 1<sup>st</sup> floor 818 entrance lobby next to elevator entrance to SRH and Subway.