

## Donation Drive Policy & Reservation Form

### **Purpose:**

Student organizations at the School of Law seek to collect donations of goods from time to time. This policy and reservation form will provide guidelines and procedures for conducting a donation drive in the Law Library building. The Law Library's administrators and employees may amend or add to these policies as necessary to address specific situations, issues, or violations of these policies, as they arise.

### **Definitions:**

The following definitions will apply:

Student Organization: Any active group of students listed as a student organization on the list on UConn Law's website: <https://www.law.uconn.edu/student-life-resources/student-organizations>

Representative: An individual member of a Student Organization, designated as the point of contact for the Donation Drive.

Donation Drive: A collection of articles for donation during a specified time period, typically to be transferred to an organization for distribution.

### **Guidelines:**

The following are guidelines that must be followed. Failure of a Student Organization to adhere to these guidelines may result in cancellation of the Donation Drive and a ban on future Donation Drives from that Student Organization for the remainder of the academic year.

General: Student Organizations will:

- Only one Donation Drive may be held at a time.
- Review, complete, and sign a Policy & Reservation Form for each donation drive conducted. Completed forms shall be submitted to the Information Desk at least two days prior to the designated start date of the Donation Drive.
- Donation Drives will not be conducted for more than fourteen consecutive days.
- The Library will provide a wooden box to serve as a collection container. The box shall be checked out to the Representative on the first day of the Donation Drive. The Representative will assume responsibility for the box and its prompt return at the conclusion of the Donation Drive.
- Student Organization agrees to remove all donated materials at the conclusion of the Donation Drive.

- If food items are collected, Student Organization agrees to remove all non-canned food (e.g. pasta, rice, crackers, cereals) daily, in the evening.
- Student Organization shall monitor the collection container and remove excess items as needed. Under no circumstances will donated items be allowed to accumulate outside of the collection container.
- Under no circumstances will the Law Library assume any responsibility for the security of donated items.
- The Library is unable to store donated items.

Location: Donation Drives may only be conducted in the Student Lounge on the 4<sup>th</sup> floor of the Law Library building.

**Reservation:**

Representative Name:

Organization Name:

Donation Drive Name and Purpose:

Start Date:

End Date:

Representative Signature:

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For Library Use:

Approved by:

Date: