

# W&M STUDENT UNIONS & ENGAGEMENT

## Policy 04 – Donation Boxes

Rationale: Ensuring donation drives are structured, catalogued, and adequate space is available.

DEFINITIONS: Donation box is defined as any container for the collection of items from the campus community.

Policy: Donation boxes are allowed to be placed in Sadler and Campus Center. Reservations of donation boxes will occur on a first-come, first-served basis by student organizations and university departments. This service is provided free of charge.

Boxes may be no larger than 3'x3'x3'. Each box must be clearly labeled with the sponsoring organization's name and contact info, the items being collected, and where items will be donated. Organizations must provide their own boxes for donations.

Items that can be collected must not be perishable (fresh, prepared, or frozen food) or hazardous (highly flammable, sharp, weapons, etc.). Items must fit wholly within donation box.

Each building will allow a maximum of three donation boxes concurrently. A group may have a box in Sadler and Campus Center simultaneously. Groups are only allowed one box at a time in each location.

Location of the boxes is as follows:

Sadler – Inside the doors facing Cohen. Boxes must be placed on the ground only and will be removed if found on the bench seating.

Campus Center – In the main lobby in the vicinity of the Information Desk.

Boxes may remain for no longer than 2 weeks and will be scheduled Monday-Sunday. Reservations can be extended for one additional 2 week period if space exists. No boxes are allowed to remain for longer than 4 weeks. At the end of the reservation period, the sponsoring organization is responsible for removing the box and any items. If not removed by one business day after the conclusion of the reservation, the box and any contents will be thrown out.

The box must be checked no less than 3x/week by a member of the sponsoring organization. Members should ensure the collection bin is not overflowing and does not contain trash or other smelly items. If any concerns about the box arise, SUE will reach out to the contact person with questions and/or instructions for how to proceed.

**Student Unions & Engagement cannot monitor boxes or take responsibility for their contents.**