

Donation Drive Guidelines

- A donation drive is an organized collection of goods (e.g., non-perishable food, clothing, supplies) or other non-monetary items for charitable purposes hosted by a chartered Burrell student organization.
- All donation drive requests must be submitted using the form below. No donation drives will be allowed until approved by the Office of Student Affairs
- Here are some guidelines:
 - Student organizations may only host one donation drive at a time.
 - Approved donation drives will not exceed 28 consecutive days. Extensions may be permitted with formal reapplication and approval.
 - Concurrent donation drives for the same beneficiary organization on the same campus will not be approved.
 - Due to space restrictions on each campus, the number of approved concurrent drives will be limited:
 - FL campus, Office of Student Affairs: no more than 3 at a time
 - NM campus, Outside Lecture Halls: no more than 4 at a time
 - All approved donation bins must clearly display:
 - Sponsoring student organization name
 - Student Organization Contact person and email
 - Beneficiary organization
 - Accepted items list
 - Drive start and end dates
 - Bin Maintenance
 - Sponsoring organizations must monitor and empty donation boxes at least once per week.
 - If a bin becomes full or is at risk of overflowing, it must be emptied. Overflowing bins must not be left unattended.
 - Collection areas must be kept clean and free of loose items or trash.
 - End-of-Drive Responsibilities
 - At the conclusion of the drive: any bins must be removed within 24 hours; and the space must be returned to its original condition
- Failure to comply with this policy may result in:
 - Immediate removal of collection bins
 - Termination of the donation drive
 - Suspension of future donation drive and/or event privileges

Contact studentaffairs@burrell.edu if you have any questions.