



Residence Hall Collection Policy

Residence hall collections or drives often involve a “box” placed in the lobbies of the residence hall for the purpose of collecting items for donation (e.g. clothing, books, etc.)

WHO CAN COLLECT DONATIONS

Collections and drives must be sponsored by AU recognized student organizations/departments.

WHAT CAN BE COLLECTED

Only non-perishable items and items in accordance with Residence Hall Policies. Housing and Dining Programs does not assume responsibility for the security of anything collected.

WHERE AND HOW CAN IT BE COLLECTED

Collection drives can last no longer than two weeks. Housing and Dining can restrict collections to certain dates during the year (especially during residence hall opening and closing periods). Collection receptacles must be provided by the sponsoring organization/department and must be placed to the side of the residence hall lobby. Collection receptacles may not be placed on the residence hall desks. Only 1 receptacle per organization per hall lobby is allowed and should be of a reasonable size. Housing and Dining reserves the right to select, change or refuse the location of the receptacle to ensure safe passage of residents through the lobby. We will attempt to select a location that allows for visibility for the collection. Receptacles must be clearly marked with the sponsoring organization's/department's name and must detail what is being collected and where it is being donated. Receptacles must be emptied at least weekly and must be removed by the sponsoring organization/department at the end of the collection period. Any items not claimed at the end of this time will be discarded.

PROCESS

1. At least one week prior to the start of the collection, contact the Residence Hall Association Adviser with the following information:
 - a. The sponsoring organization/department.
 - b. One contact person for the tabling including their email address and phone number.
 - c. The dates of the collection drive.
 - d. A schedule of when the receptacles will be emptied.
 - e. A description of the receptacle being used.
 - f. A description of the items being collected.
 - g. Where the items will be donated.
2. The Residence Hall Association Adviser will approve, deny or detail any modifications required to the collection and will inform the sponsoring organization/department of any required changes by email.
3. Information about the collection will be provided to all residence hall staff.
4. The sponsoring organization/department must distribute the collection receptacles, empty them according to the agreed upon schedule, and remove them at the end of the collection