

# Donation Box Policy

## Donation Box:

- 1.) Recognized Student Club/Organizations and University Departments are eligible only.
- 2.) All donation box requests are to be submitted at least 5 business days prior to the start of the requested reservation date. Reservations are made on a first come first serve basis and no more than 3 different groups will have a box in the USU at one time. Upon approval, a confirmation email will be sent to the individual who submitted the request. In the case a request cannot be accommodated, an email will be sent to the individual who submitted the initial request. Please be aware that groups are not guaranteed the donation box space.
- 3.) 1 Donation Box per group
- 4.) Groups may have donation box in the USU for up to 2 weeks, but not to exceed.
- 5.) The student organization or department will provide the donation box. It must be labeled with the sponsoring organization or department, the dates of collection, where the items will be donated and what items will be accepted (examples include, but are not limited to, clothing, non-perishable food items, school supplies, etc.)
- 6.) Currency CANNOT be collected in the donation boxes.
- 7.) The student organization or department will check the donation box frequently to empty the contents.
- 8.) University Student Union is not responsible for theft of items placed in the donation box.
- 9.) Reservation must be made through the USU Reservation Center  
559.278.6024 or via email [usureservationctr@mail.fresnostate.edu](mailto:usureservationctr@mail.fresnostate.edu)