

Collection Bin Request

Eligibility

The Center for Student Involvement (CSI) verifies that the Registered Student Organization (RSO) listed below is eligible to conduct a collection drive on campus.

Name of Registered Student Organization: _____

CSI Approval:

CSI signature

Date

Upon CSI approval, the RSO should take this form to the Information Desk on the first floor of the Memorial Union to reserve a collection bin for the drive.

Reservation

- Each RSO is limited to one reservation per quarter/summer session.
- This reservation may be made as early as the first day of the preceding quarter/summer session.
- There are three Collection Bins locations; the Memorial Union, the Student Community Center, and the ARC. **The Information Desk manages the reservations for all three locations.** The Collection Bins are large red Rubbermaid bins to accommodate your donations.
- Collection Bins can be reserved for two week periods (beginning on Monday ending on Friday).
- Collection Bins are provided by the facility and will in place by 9 am on the Monday your reservation begins.
- Collection Bins must be labeled by 11 am on the Monday your reservation begins. (**Note:** If Monday is a holiday, the Bins must be labeled by 11 am Tuesday.)
- Labels must be typed, poster size (11" by 17"), and must indicate the type of drive, the organization name, and who the donations will benefit.
- If the Collection Bins are not labeled by the deadline, your organization forfeits its reservation.
- Collection Bins must be emptied at the end of each week or when full, whichever comes first.
- Collection Bins will be removed the Monday following the end of your reservation by 9 am, any unclaimed items will be donated to the Pantry or Aggie Reuse Store.

Type of Drive: _____

Donations Provided to: _____

Name of Person Making Reservation: _____

Phone Number: _____ Email: _____

Dates of Drive: _____ to _____

Staff Use Only

MU staff Initials: _____ Date entered: _____