

## Collection Bin Reservation Request

### Eligibility

Center for Student Involvement (CSI) verifies that the registered student organization listed below is eligible to conduct a collection drive on campus.

Name of Registered Student Organization: \_\_\_\_\_

#### CSI Approval:

\_\_\_\_\_  
CSI signature

\_\_\_\_\_  
Date

Upon approval of Center for Student Involvement, take this form to the Information Desk on the first floor of the Memorial Union to obtain approval and determine the dates of the drive.

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### Information Desk Reservation Requirements

- Each registered student organization 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 located at the Memorial Union and the Student Community Center that can be reserved for two week periods (beginning on Wednesday ending on Tuesday). **The Information Desk at the Memorial Union will approve the request for both locations.**
- Collection Bins are provided and will be placed by 9 am on the Wednesday your reservation begins. The Collection Bins are large red Rubbermaid trash bins, to accommodate your donations.
- Collection Bins must be labeled by 11 am on the Wednesday your reservation begins.
- Labels must be typed, poster size (11" by 17"), and must indicate the type of drive, the organization name, and who the donations will go to.
- If the Collection Bins are not labeled by the deadline, your reservation may be forfeited.
- Collection Bins will be removed the Wednesday following the end of your reservation by 9 am, any unclaimed items will be donated to The Pantry or Aggie Reuse.

**The Registered Student Organization named above agrees to advertise their Collection Drive using at least one of the following: Email Campaign, LCD Advertisement, or Social Media.**

Signature of agreement: \_\_\_\_\_

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: \_\_\_\_\_