

<b>Office of the University Union Policies and Procedures</b>	Subject: Promotion/Vendors/ Solicitation Policies	Reference: UUB121499-03 VII.M.
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## CHARITABLE DRIVE/COLLECTION POLICY

The following procedures have been established for the approval and placing of collection containers in the University Union. An organization must have approval by Reservations before placement of collection containers.

- A Collection containers are defined as barrels and boxes. Containers must meet ADA standards.
- B Containers may be reserved in designated areas for up to two weeks. Exceptions will need University Union Board special consideration.
- C The organization that is sponsoring the drive will be required to provide the collection container(s). Also, if the container is not in place on the first date of the reservation, then that space may be reserved by a different organization.
- D Registered student organizations and/or other UW-Green Bay Organizations may hold drives, consistent with the organization's mission, in the UU.
- E Members of the organization are responsible for taking care of the collection containers. The organization will either empty the containers at night before the University Union closes, when they are full, or at the discretion of the organization. At the end of the drive, the organization is also responsible for the removal of the container from the UU.
- F The UU will not be held responsible for stolen, damaged, and/or lost property. Union Staff will be allowed to move containers for cleaning and maintenance purposes. University Union Building Managers reserve the right to move collection containers if they are in violation of any UU policies or ADA standards.
- G A legible label should be on the side of the collection container stating the sponsor. On the bottom of the container should be a

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name and number of a member of the organization who can be contacted if there are any problems or concerns.

H Organizations may be granted exceptions to this policy by submitting a written petition to the University Union Board or by appearing before the UUB a minimum of one week prior to desired drive date(s).

I There may be only one collection container at each of these sites at any given time, with a maximum of two sites per drive per organization. Any other organizations may reserve the remaining sites.

Approved areas in the University Union for reserved collection container Placement:

- ~ BMW Lobby (near the TYME machine in Student Services)
- ~ Bottom of the tower stairwell
- ~ University Information Center
- ~ Outside Corner Store