



Date Updated: October 2011	Policy Number: 113
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Section: Operations	
Subject: Specific Operation Donations Policies and Procedures	

Donations Policies and Procedures:

Each Dining Services operation has limited funds to utilize for donations. Although many causes are very valuable and should be contributed to, Dining Services cannot contribute to everything. In order to ensure a consistent and fair process, this policy has been developed.

1. Priorities in awarding donations are as follows:
 - a. Student Groups
 - b. University Events
 - c. Other non-University associated events
2. Criterion used to evaluate donation requests:
 - a. Above priorities
 - b. Type of event
 - c. Regular customers of University Catering and Dining Services
 - d. First come / first served
 - e. Type of exposure planned for the specific Dining Services operation.

All specific operation donations will have to be **paid for from the operation's own budget**. Request for a donation of \$25 or less does not require a request form unless required for P-Card documentation. Such requests should be discussed with the specific Dining Services operation's management.

Procedure:

1. Fill out [Specific Operation Donation Request Form](#). The form is part of this policy. When completed, Specific Operation Donation Request Forms should be turned into the management of the specific Dining Services Operation.
2. All requests should be reviewed by the Operation Manager and one other member of managements. After approval or denial the request and a detailed list of items donating at cost of donation need to be emailed to Assistant Director of Retail Dining and Executive Director of Dining Services before reaching out to customer. This is to ensure duplicate donations have not been made.
3. The requesting group will be expected to list the specific Dining Services operation as a sponsor on all advertising before and during the event. Upon approval, requesting group will be emailed a logo to use. Failure to do so may affect the organization's ability to receive donations from Dining Services in the future.
4. Questions or exceptions to this policy will be directed to the management of the specific Dining Services operation.
5. Management of the specific Dining Services operation will turn in one copy of all completed approved and paid-for Donation Request Forms to the Dining Services Office.
6. The Dining Services' main office will track all donations as well as concerns about recipients of donations not meeting the marketing expectations.