



"Creating an excellent
college experience"

Date Issued: December 2011	Policy Number: 117
Date Revised/Reviewed: November 2016	
Section: Operations	
Subject: Charity Collection Containers	

Charity Collection Containers:

This policy describes the procedure for placing Charity Collection Containers in Operations. Due to the fact that Dining Services' cannot accommodate all requests, we work closely with the Val R. Christensen Service Center on campus to determine which causes can and will be supported.

Procedure:

Anytime an organization contacts Dining Services' requesting that collection containers be placed in our operations, the requestor will be informed of this process. They will be asked to e-mail the Executive Director alan.andersen@usu.edu with their formal request and include at a minimum the following:

1. Contact Information:
 - a. Name
 - b. E-mail
 - c. Phone Number
2. Brief explanation of the cause or charity for which they are requesting to place collection containers.
3. Beginning date and ending date
4. What operations they would like to include
5. Type of container and how it will be displayed ie. jar, can, sign attached to it, separate sign...etc.
6. How often the organization will pick up the money.
7. Statement of understanding that neither Dining Services nor Utah State University is in any way responsible for the safe keeping of any money or for any loss of money.

The Executive Director will then forward the e-mail to the Community Service Coordinator at the Val R. Christensen Service Center, nelda.ault@usu.edu.

The Community Service Coordinator will approve or deny the request by e-mail and return it to the Executive Director. Dining Services will then email the operations manager and the requestor regarding the decision and the placing of the containers.