



# Collection Box Policy

## Collection Box:

- 1.) Recognized Student Club/Organizations and University Departments can make a Reservation to place a collection box through the Reservation Center.
- 2.) No more than 3 different groups will have a box in the USU at one time.
- 3.) 1 Collection Box per group
- 4.) Groups may have collection box in the USU for up to 2 weeks.
- 5.) Group must label their box with their Organization name and charity they are collecting for. Group is responsible for emptying contents of their box daily. The USU is not responsible for the loss of any items collected in box.