

**Dobbs University Center (D.U.C.) Donation Collection**  
**Request for Donation Collection from the D.U.C.**  
**Please Print**

Complete this form and return it to  
Jonathan Duke, D.U.C. Operations Room 214E or Fax: 404 727-5318  
(request should be submitted at least 2 weeks before)

**Today's Date:** \_\_\_\_\_

**1. Name of Department or Student Organization:** \_\_\_\_\_

**2. Contact Person:** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**3. Student Group Advisor: Name** \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**4. Name of Collection Event:** \_\_\_\_\_

**5. Reason for Collection:** \_\_\_\_\_

**6. Program or Event Information:**

**7. Proposed Date(s): Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**NOTE: Expectations of Donation Collection Sponsors**

1. Donation Boxes can only be placed at or near the information desk unless special permission has been granted.
2. You will provide your own sturdy box or bin.
3. Food Collection should not include perishables and needs to be clearly marked on the box.
4. Bins must be picked up within 48 hours of the agreed upon removal date. Any box or bin that is not removed by the agreed upon time frame may be disposed of in a manner that may not match the mission of your drive (i.e. it may be thrown away, not donated to the specified charity).
5. Collection periods cannot last longer than fourteen days (two full weeks) and must end before break periods.
6. The box will be clearly labeled with the following:  
Reason (Name) for Drive , Dates of Drive , Group Name , Group Contact Info

**The D.U.C. retains the right to accept or dismiss a request for Donation Collection based on our departmental team's evaluation.**

\_\_\_\_\_  
Signature of person requesting co-sponsorship

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Accepted/Rejected (*circle one*) by D.U.C. Staff (*print name*)

\_\_\_\_\_  
Date of action

For more information regarding collection of money or goods go to:  
<http://www.osls.emory.edu/files/2010-2011/donationguidelines.pdf>