University of North Carolina at Charlotte
Student Union
Donation Bin Policy

1.0 PURPOSE
1.1 This policy outlines standards for UNC Charlotte Student Union which addresses departments and student organizations’ interest in storing donation bins in the Student Union. The group may be granted with space and the opportunity to host philanthropic initiatives.
1.2 The Donation Bin Policy may be revised at anytime to suit the needs of UNC Charlotte Student Union and the student population.

2.0 ELIGIBILITY
2.1 Departments and student organizations may reserve a pre-designated location for donation bins within the Student Union by approval from the Assistant Director, Hospitality.
2.2 No more than two donation bins will be stored concurrently unless approved by the Executive Director, Student Union & Cone University Center.

3.0 GENERAL POLICY
3.1 It is the responsibility of the group to provide the bins and publicize the donation drive.
3.2 Donation bins will be stored in the Student Union from Monday of the first week to Friday of the second week unless otherwise approved. The group must pick up their donation bin by close of business on the end date.
   3.2.1 If a donation bin is left past the end date, it will be removed and donation items reallocated.
3.3 Donation bins must be well maintained, presentable, and no larger than 12 cubic feet.
   3.3.1 If management finds the donation bins to be unkempt, the group will be notified to fix the issue or the bins will be removed and donation items reallocated.

4.0 LOCATIONS
4.1 Information Center 1st floor
4.2 Main elevators 1st floor
4.3 Department complexes per their lead management approval
   4.3.1 Examples: Leadership Development, Multicultural Resource Center, and Student Government can store donation bins within their own complex.

Approved: April 29, 2011