



Effective: 01/04/2022
Last Revised: 01/04/2022

Responsible University Office:
Office of Residence Life

Responsible University Administrator:
Trelana Daniel, Director of Residence Life

Policy Contact:
*Sandy Heiden, Office Associate,
308-865-8519*

Residence Hall Donation Collection Policy

POLICY CONTENTS

[Scope](#)

[Policy Statement](#)

[Procedures](#)

[Resources](#)

Scope

The Office of Residence Life supports UNK groups wishing to have collection points within the residence halls and Village Flats Apartments for students to donate items for philanthropic purposes.

Below is the policy and procedures that the UNK Residence Life Office has established for groups wanting to set up collection areas within the residence halls.

Policy Statement

The UNK Residence Life Office supports recognized UNK organizations wanting to conduct item donation collections within the residence halls (including Village Flats Apartments). Acceptable collection drives could include, clothing, school supplies, coats, shoes, etc. Groups are not allowed to collect money within the residence halls.

The Residence Life office will allow one (1) group to do a collection event at a time. Groups wanting to set up collection points within the residence halls, must register their event at least three (3) weeks prior to the start of their collection period online by

completing the <<**Residence Hall Donation Collection Form**>>. Once a group has been approved to host a collection event within the residence halls, the organization contact person and the organization sponsor (if a student organization) will be sent a copy of the **Residence Hall Donation Collection Procedures**. The organization contact person must make arrangements with the Residence Life Office to retrieve a Vendor Access Card when they want to set up or collect items from the donation bins.

Collection bins will be provided by the Residence Life Office. Each residence hall will have one (1) collection location. Collection bins will be located at the following locations:

- Antelope Front Desk
- CTW Front Desk
- CTE Front Desk
- Mantor/Randall Desk
- URS Desk
- URN Common Area
- Village Flats Desk

Groups may collect items within the residence halls for up to 14 days. Groups should arrange to check on the donation site's part way through to make sure donation bins are not overflowing.

Groups that fail to follow the policy or procedures will not be allowed to do future collection events in the residence halls.

Procedures

- Three weeks prior to the start of the desired collection period, the group completes the [Residence Hall Donation Collection Form](#).
- Requests will be reviewed and approved by the Director of Residence Life.
- Once approved/denied, the group will be contacted by the Residence Life Office Associate. If the group is approved, they will receive a copy of the **Residence Hall Donation Collection Procedures**.
- The organization contact will make arrangements to retrieve a Vendor Access Card from the Residence Life Office to set up their donation bins on the day the collections will start. Access cards must be returned to the Residence Life Office the same day it is checked out no later than 4:30PM.
- The Residence Life Office will set the bins at the collection points. Groups need to place a sign on the bins. These signs can be up to 11" x 17" in size and should include:
 - Collection Drive Name (i.e. Coats for the S.A.F.E. Center, etc.)
 - Sponsoring group name
 - Dates of collection

- Groups should also submit an advertisement for the collect event to the [ResLife Network](#) and submit 8 copies of the advertisement to the Residence Life Office for posting in the residence halls.
 - Groups should check on their donation sites throughout the collection period.
 - On the day the group does the final pick up of items, they can make arrangements to retrieve a Vendor Access Card from the Residence Life Office (the card must be returned by 4:30PM the same day). The group must take down the sign on the collection bin. Residence Life Staff will remove the bins from the collection points once the items have been retrieved.
-

Resources

- [Residence Hall Donation Collection Form](#)
- [ResLife Network](#): Submitting an advertisement online or to see what can be submitted online.
- [UNK Housing Policy and Procedures](#): ResLife Network/Posting Guidelines and Residence Hall Donation Policy