

1. Display of donation or collection boxes are permitted at Touch of Nature Environmental Center. Scheduling Services staff will advise as to the exact location of the box.
2. All donation boxes must be approved by Touch of Nature Environmental Center Scheduling Services.
3. Only one department or organization may have a donation or collection box at Touch of Nature Environmental Center at any given time.
4. Groups may display donation or collection boxes for a maximum of one week. Groups are restricted to a maximum of four permits per semester. These permits may not be consecutive to each other unless there is prior approval. Any requests for additional permits must be submitted and approved by Touch of Nature Environmental Center Scheduling Services.
5. An organization must request donation or collection box space at least two business days in advance of the proposed display date.
6. The donation box must be clearly labeled (typed, not handwritten) with information regarding: (1) what items are being collected, (2) what department/organization is sponsoring the donation box, (3) what/who is benefitting from the donations, and (4) dates the donation box will be at Touch of Nature Environmental Center. Touch of Nature Environmental Center reserves the right to alter any labeling.
7. The organization will monitor the box daily and remove items as necessary so the box does not overflow, become unsightly, or obstruct one's movement through the Center. If the box does begin overflowing, Touch of Nature Environmental Center staff will remove the box.
8. Touch of Nature Environmental Center is not responsible for lost, missing, damaged, or stolen items.
9. Donations collected for philanthropies and charities may only be accepted by RSOs with prior approval of Scheduling Services as supported by Student Life.
10. Violation of donation or collection box policies subject the sponsoring organization to suspension of scheduling privileges for a period of sixteen academic weeks, not including summer semester.
11. Unresolved conflicts in regard to donation or collection boxes shall be decided by Touch of Nature Environmental Center Administration.