

DONATION VENDOR REQUEST FORM

Collecting donations from students living in the dorms can be positive on many levels: students can feel good about helping, items that may have been sent to the landfill can be reused, and charitable organizations can receive many donations at once. It is important to keep in mind, however, that the dorms are also a student's home. As such, Housing & Residential Life must be aware of the safety and security of the students while maintaining a balance between community needs and residents feeling comfortable in their homes.

The requirements for any donation vendor are listed below. Please read and initial the boxes to indicate your compliance with each. You cannot collect donations in the dorms unless you can meet all conditions.

I will provide appropriate receptacles for each lobby as deemed necessary by Housing & Residential Life staff, for example a 55-gallon trash can. No small cardboard boxes will be accepted. Only Housing-affiliated organizations may use covered, nicely decorated cardboard boxes.

Individuals picking up my collections will be readily identified with, for example, uniforms, company badges, etc. Please describe your identification:

Someone will be available by phone (not an answering service) each day of the collection from 7am-6pm to handle any issues that arise.

The on-call phone number is: _____

All donations will be gathered once daily (at minimum). If the volume is high, items can start to block pathways thru and around the lobby. Should this occur, additional pickups will take place upon request.

Service may be required on weekends. If the intended donation period spans a weekend, someone will maintain the daily pickup schedule.

Most of our dorms have 20-minute parking located outside, but if these spaces are taken, parking is my responsibility; no parking spaces is not an acceptable reason for missing a pickup.

Some donations can be very heavy. Therefore, I will have two individuals for each pickup with proper equipment (hand truck/furniture dolly, etc.).



Housing & Residential Life will not provide logistical support for my operation. Housing & Residential Life will not provide people-power to remove donations, call when bins are full in lieu of regular pickups, or any other requests. These donations are my responsibility.

Housing & Residential Life maintains the right to end donation collection at any time if any of these conditions are not met. I will be expected to remove all receptacles within 24 hours if this occurs. As a result, my organization may not be allowed to collect with Housing & Residential Life in the future.

I release Housing & Residential Life of any liabilities associated with this program.

Please fill out the rest of this document in its entirety and submit it to jillb1@arizona.edu for consideration. Submit your application at least two weeks prior to the intended collection dates. Whether or not your request is accepted, someone will contact you no less than five business days prior to your proposed start date.

DONATION REQUEST SPECIFICS

YOUR NAME: _____

EMAIL: _____ **PHONE:** _____

ORGANIZATION COLLECTING DONATIONS: _____

ORGANIZATION RECEIVING DONATIONS: _____

PURPOSE (e.g. why them, why now?): _____

ITEMS TO BE COLLECTED: _____

DATES OF COLLECTION: _____

Housing & Residential Life operates 23 dorms that vary in size from about 60 to 1,100 students. Please list how many and approximately what size dorms are you hoping to engage. If you have specific dorms in mind, you may include their names:

Assessment is important to Housing & Residential Life. As such, we are requesting that you report the amount of donations you receive (preferably in weight). This information should be sent to jillb1@arizona.edu no more than two weeks after the end of the collection. Failure to do so may mean that your organization cannot collect again in the future. Please describe how you will measure the students' donations:

