Donation Drive Request Form

Donation Drive Policy

Any individual or organization planning to host a donation drive at Lone Star College-Kingwood must submit a request to the Office of Student Life. The drive may not begin until proper approval has been given. Any donation drive violating policy will be suspended, and collection bins will be disposed of by LSC-Kingwood personnel.

1) Only approved collection bins can be used to collect items. These bins are available in College Relations (ADM Building). These bins may not be decorated in any way. Posters created by Designs-In-Print (ADM Building) are the only allowable posting for collection bins.

2) The maximum duration of a donation drive is TWO weeks. If an extension is needed, this form may be re-submitted one time.

3) Collection bins can only be placed in TWO of the FOUR approved locations. Placing collection bins anywhere else on campus grounds is prohibited.

4) Only TWO collection bins (for separate drives) may be present in an approved location at any given time.

5) Collection bins for drives which are collecting the same item may not exist at the same location. (Example: Two food drives running concurrently may not both have a collection bin in SCC).

6) Collection bins must maintain a clean appearance. Collection bins that are filled with trash or are falling apart will be removed by LSC-Kingwood personnel.

7) Once the drive has ended, collection bins should be returned to College Relations.

Requestor Information

Name: __________________________________________ E-Mail: __________________________________________

Organization: __________________________________________ Phone: ____________________________

Items being collected:

__ Clothing  __ Toiletries  Additional Information: __________________________

__ Books  __ Toys

__ Non-perishable Food  __ Other: __________________________

Approved locations:

__ SCC – Student Activities Center  __ PAC – Seating area outside the Theater’s side exit

__ CLA – Atrium near main entrance  __ HSB – Outside Dental Hygiene Clinic

Date drive begins: ________________  Note: Duration of drive is limited to TWO weeks.

Who do proceeds benefit? Please be specific. __________________________________________

Approved by: ____________________________  Date: ____________________________

Submit completed form to the Office of Student Life (SCC 240)