Student organizations and office or departments must fill out this form one week prior to the date of collection in order to reserve space in Creese Student Center for boxes.

1. Drexel Student Centers does not provide boxes to groups for the use of donations.
2. All boxes must be monitored on a weekly basis by a representative from the respective organization.
3. Collection may take place for a maximum of one 2-week time period per term unless otherwise approved by Drexel Student Centers.
4. A charge may be assessed and penalties may be imposed for not picking up your box by the date indicated.

Group Name:  

Primary Contact Name:  Primary Contact Phone Number:

Primary Contact E-mail:  

Please briefly explain the nature of your collection efforts:

________________________________________________________________________________________

Please list at least three locations around Creese that you would like to place your donation box:

1.  

2.  

3.  

Please specify the dates your respective drive will run.

Box drop-off date  Box pick-up date

Collection start date  Collection end date

FOR OFFICE USE ONLY:

Date Received:  Received By:

Request  Approved  Denied