Collection Containers for Student Groups in The Lewis Katz Building

***This form must be submitted to Student Services for approval before any collections are announced or begin.***

StudentServices@PennStateLaw.psu.edu

Student Organization

Person in Charge

Contact Number

Today’s Date End Date

Purpose of Collection

**POLICY:**

* Organization must obtain permission via this form before beginning
* Maximum of **3** Organizations collecting at a time
* All collections are required to submit this form for each week of the collection
* The Office of Student Services will notify the student organization if the time or space for student organization participation has been met.
* Items collected are the sole responsibility of the organization including the storage of items
* Organization is responsible for placing a sign stating the name of the Organization, purpose of collection, and the dates of the collection
* No decorations are permitted around the bins
* Each Organization must empty the bins when overflowing